



**Southington Public Schools  
Southington, Connecticut**

**SOUTHINGTON SCHOOLS FOOD SERVICE PROGRAM**  
**REFUND POLICY FOR STUDENT PREPAID MEAL ACCOUNTS**

Parents may request a refund of their student's prepaid meal account (MyPaymentsPlus) at any time by completing the "Request for Refund" form below. The completed form should be sent to the attention of Nya Welinsky, Food Service Director, at [nwelinsky@southingtonschools.org](mailto:nwelinsky@southingtonschools.org) or via mail to the Southington Public Schools Food Service Program, 240 Main Street, Southington, CT 06489.

**For high school graduates or students no longer enrolled in the Southington Public Schools:**

It is the policy of the Southington Schools Food Service Program that students will be eligible for a refund if they are no longer enrolled in the Southington Public Schools and have a balance greater than \$15 on their MyPaymentsPlus account. Balances under \$15 will be considered a donation. Parents of students with balances over \$15 can request a refund by using the attachment within one year of graduation.

The Southington Schools will make an effort to contact the parents of these students in writing. The parent will be offered three (3) options for the meal balances of graduated students or students no longer enrolled in the Southington Schools:

1. Request a full refund.
2. Donate the balance to a fund set up to provide after school snacks and meals to students in need.
3. Transfer the unused balance to a younger sibling in the student's family.

If the Food Service Department does not receive a response to our written communication by the deadline on the form, the balance will be considered a donation to a student in need.

Refund requests can be emailed to [nwelinsky@southingtonschools.org](mailto:nwelinsky@southingtonschools.org) or mailed to:

**Southington Public Schools  
Food Service Program  
240 Main Street  
Southington, CT 06489**

Questions can be directed to the Food Service Department at 860-628-3286 ext. 21220.



Southington Schools Food Services  
Southington, Connecticut



**REQUEST FOR REFUND**  
**Of Student's My Payments Plus Balance**

Completed forms can be emailed to Nya Welinsky, Food Service Director,  
at [nwelinsky@southingtonschools.org](mailto:nwelinsky@southingtonschools.org) or mailed to the  
Southington Schools Food Services, 240 Main St, Southington, CT 06489

**\*Please note that the Food Service Office is closed when school is not in session.  
Requests for refunds will be processed during the school year.**

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Parent/Guardian Full Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please choose one of the following:

- Full Refund                      Balance: \_\_\_\_\_
- Donate the balance to a fund set up to provide after school snacks and meals to students in need
- Transfer the unused balance to a younger sibling in the student's family. If you are electing to transfer the unused balance to a younger sibling, please fill out the information below:

Sibling Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Questions regarding this form can be directed to the Food Services Department  
at 860-628-3286 ext. 21220