



Child Nutrition Office • 728 Comal Ave. White Settlement, TX 76108  
[www.wsisd.com](http://www.wsisd.com)

## **POLICY: Student Unpaid Meal Charges and Courtesy Meal**

Dear Parents/Guardians,

Student lunch meals are funded through federal programs, which include specific guidelines for how and when courtesy meals may be provided.

### Elementary and Middle School Students (Grades PK-8):

Students may charge up to two meals when their lunch account balance is negative. After that, they will receive a free courtesy meal:

- Courtesy Breakfast: Cereal, milk, and fruit
- Courtesy Lunch: Turkey sandwich, fruit, vegetable, and milk

*Students with documented allergies will receive an appropriate allergy-safe courtesy meal.*

### High School Students (Grades 9-12):

Students with two unpaid meal charges will not receive a courtesy meal.

Students with a negative account balance may still purchase meals or snacks with cash, even if their meal account is overdrawn.

To avoid disruption in meal service, we encourage parents to create an account at [www.schoolcafe.com](http://www.schoolcafe.com). Through this platform, you can:

- Monitor your student's meal account and spending
- Receive low balance alerts
- Automatically add funds using a debit or credit card

Cafeteria managers will also send weekly low or negative balance reminders via email. These notices sometimes get flagged as spam or junk so please keep an eye out to ensure you're receiving these notices.

If you believe your family may qualify for free or reduced-price meals, you may submit an application at [www.schoolcafe.com](http://www.schoolcafe.com).

Please contact us with any questions.

Best Regards,  
Adam Whitten  
Director of Child Nutrition