



## Whitesboro Central School District

### Food Service

6000 State Route 291 • Marcy, NY 13403  
Telephone: 315.266.3315 • Fax: 315.266.3342  
[www.wboro.org/foodservice](http://www.wboro.org/foodservice)

Dear Parent or Guardian,

As part of our ongoing effort to address outstanding student meal account balances, the Whitesboro CSD Food Service Department will be sending out automated phone calls, text messages and/or emails, beginning the week of January 3. These notifications will be sent to the parent/guardian contacts of any student with an outstanding meal balance. If you have multiple children attending Whitesboro CSD with outstanding balances, you will receive individual notifications for each child. Our goal for these reminders is to help keep parents/guardians informed of the status of their child's/children's accounts.

Effective Tuesday, January 3, the following notifications will be in place:

**Negative Balance – from \$4.51 to \$12.75:**

Notification calls, text messages and emails will be automatically sent Thursday evenings at 7:00pm.

**Negative Balance – over \$12.76:**

Notification calls, text messages and emails will be automatically sent on Monday and Wednesday evenings at 7:00pm. In addition, a monthly negative balance letter will be sent home with your child/children or mailed out.

**Reminder:** *Households with more than one child who meet one or more of the criteria stated above will receive multiple calls (one per child).*

**Important:** *Notifications for low balances will not be sent at this time. This ensures that unnecessary calls are not made if a low balance is maintained for purchasing a la carte items, snacks, etc.*

***At no time will a low balance affect your child's free or reduced meal eligibility.***

We encourage any household experiencing financial hardship to fill out a 2022-2023 Free/Reduced application at [www.wboro.org/freeandreduced](http://www.wboro.org/freeandreduced). All qualifying households would receive free breakfast and lunch meals for their child/children. Applications are also available at all school main offices.

To make a payment to your child's meal account, please visit [www.wboro.org/mealpayments](http://www.wboro.org/mealpayments) or pay with cash or a check. Checks can be made out to **Whitesboro CSD Food Service Program**. Checks or cash can be sent to school with your child in a sealed envelope to be given to the cashier in the school kitchen. For any further questions, please feel free to contact the Food Service Department at 315-266-3315.

Thank you,  
Angela E. Aguiar  
Director of Food Service  
Whitesboro CSD