General Guidelines for Billing

- No cash will be exchanged between students, families, and WLA employees. All billing will be conducted through PayPal and managed by the Director of Operations.

National School Lunch Program

- All students will always be able to participate in breakfast or lunch, regardless of their ability to pay. At no point, regardless of the amount of debt accumulated in the student’s account, will a student be denied a meal. Failure to pay for meals may result in other consequences, such as the inability to participate in school events.
- Students will not receive alternate meals when they charge a meal, nor will they have any limitations on the foods they can select.
- All families who have accumulated debt over the course of the interim will be billed monthly (on the first Monday of each month) via PayPal and have 30 days to complete the payment.
  - Repayment Plans
    - Families are given 30 days to make the payment
    - Families can arrange a plan to make payments over the course of subsequent months. Payment plans will be evaluated on a case-by-case basis with the Operations team. External considerations, such as a job loss in the household will be considered.
    - If a family fails to pay, their student’s interim report card will be held. Only students who receive reduced price or paid lunch will receive invoices.
  - Families will be notified of, and instructed to pay their bill online via email and mail.
  - Families who fail to pay after 30 days will receive a follow-up email and phone call.
    - In April, the Director of Operations will make the determination of whether the achievement of program purposes would be jeopardized by the diversions of staff time and effort to collect payment.
  - Funds will be obtained from private philanthropy to restore unallowable bad debt.