

## Lakemary Center

### Food Program – Unpaid Meal Charges

Lakemary will establish a charge account for students paying full or reduced price for meals. All families are encouraged to complete an application for the Kansas meal program.

There is no limit to the amount of charges a student may place on the account; however any account which is not kept solvent is subject to review. It is Lakemary's policy that no student will be denied a meal based on either their current charge balance or ability to pay. Lakemary values each student and will not overtly identify students with charge balances owed or insufficient funds.

The Accounting department will send a monthly statement to the student's financially responsible party, such as the parent(s) or guardian(s), for all accounts with a balance due. It is the parent(s) or guardian(s) responsibility to provide funding for a student's full or reduced price meals. If charges remain outstanding for more than 60 days, Lakemary will utilize other contact methods such as phone, email or personal letter to alert the responsible party of the obligation. Outstanding obligations do not end at the conclusion of a school term.

Accounts which are overdue by more than 30 days are considered past due and accounts which are overdue as of the date of discharge are considered bad debt for the purposes of federal law concerning unpaid meal charges. Lakemary reviews outstanding meal charges on a quarterly basis and considers the likelihood of collection. Charges which are determined to be uncollectible are not expensed to the food service fund. Lakemary reserves the right to utilize a collection agency for unpaid meal charges following discharge. Any costs related to collection efforts are not charged to the food service fund.

Payments for school meals may be made at the school or via mail to the Accounting department. Parents and guardians of students are encouraged to prepay meal costs.

Lakemary will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into Lakemary at the time of transfer. The terms of this policy will also be communicated to all Lakemary staff responsible for enforcing any aspect of the policy at the beginning of each school year. Records of how and when it is communicated to households and staff will be retained.



Corporate Headquarters  
100 Lakemary Drive  
Paola, Kansas 66071  
Voice/TDD: (913) 557-4000  
Fax: (913) 557-4910

Johnson County Offices  
15145 South Keeler  
Olathe, Kansas 66062

706 N. Lindenwood, Ste. B01  
Olathe, Kansas 66062

[www.lakemaryctr.org](http://www.lakemaryctr.org)

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**LAKEMARY CENTER, INC.  
EXECUTIVE BOARD OF DIRECTORS MEETING  
FRIDAY, SEPTEMBER 22, 2017 @ 8:30am  
OLATHE SERVICE CENTER  
15145 S KEELER, OLATHE**

**ATTENDANCE:** Harold Mitts, Paul Sokoloff, Mike Everett, Barry Fink, Tommy Elms, Lydia Marlen, Michelle Olson, Cassandra Boehm, Gayle Richardson, Joanie Muehlberger (Endowment Board Chair), and Gianna Gariglietti. **ABSENT:** Ron Herman and Gary Weinberg. **GUESTS:** None. **STAFF:** Marcy Seaman, Courtnie Cain, Kirk Davis, Shawn Kelsey and Karen Kilbourn.

Chair Harold Mitts called the meeting to order at 8:30am.

**One of the items for approval was the following:**

**FOOD PROGRAM – UNPAID MEAL CHARGES:**  
Shawn Kelsey told the Board that we are seeking approval of the Lakemary Center Food Program – Unpaid Meal Charges policy as emailed prior to this meeting. With no discussion, a motion was made and seconded (Marlen/Fink) to approve the Lakemary Center Food Program – Unpaid Meal Charges as presented. Motion carried.

  
Harold Mitts, Chair