



## Lunch Program Streamline Process

August 2, 2022

Dear valued client,

Hello, my name is Stephanie Courtney and I have accepted the role of Finance Manager at The Village Learning Center, Inc. Since I took the position in April 2022, I have been working to streamline all financial processes. **Effective September 1, 2022** we are implementing the new **Lunch Program** at DayHab.

### **Lunch order forms to be submitted monthly by the 25<sup>th</sup>:**

The lunch calendar is uploaded to The Village Learning Center, Inc. website for each month. Please make your selections for the entire month and submit your lunch order form no later than the 25<sup>th</sup> each month (October forms due by September 25<sup>th</sup>). Please submit the lunch form:

1. Email to: [lunches@villagelac.org](mailto:lunches@villagelac.org)
2. Hand deliver form to the DayHab or the Admin Building (3946 Glade Valley Drive, Kingwood, TX 77339 / Hours: Mon-Fri 9:00 am- 4:00 pm)
3. Mail to: 3819 Plum Valley Drive, Kingwood, TX 77339 (keep in mind, form must be received by the 25<sup>th</sup>)

### **Payment for lunches:**

Payments need to be submitted along with your Lunch Order form. Acceptable payment options:

1. Check – attached to Lunch Order form
2. Credit Card – an authorization form must be on file or a new form is required
3. Venmo – submit payment to **@Village-Centers**
4. Last resort, we will accept Cash – we prefer to minimize cash for tracking purposes and the safety of our clients and staff.
  - a. Cash will no longer be accepted at the DayHab – please do not send cash with your loved ones
  - b. Cash must be delivered to the Admin office located at: 3946 Glade Valley Drive, Kingwood, TX 77339 (Hours: Mon-Fri 9:00 am- 4:00 pm)
  - c. Must be received by the Finance team; a cash receipt will be issued
  - d. We prefer exact change
  - e. Per company policy, no refunds or credits will be provided

### **Emergency lunches:**

Lunch orders are placed in advance so we will no longer accept the day-of lunch orders. In the rare event that a client does not have lunch, per company policy DayHab will provide an emergency lunch for \$10 that must be paid within 24-hours.

Please note we are doing this to streamline company practices to better serve our clients and staff. If you have any questions, please reach out to me directly. Thank you.

Sincerely,

*Stephanie Courtney*

Stephanie Courtney

Finance Manager

[scourtney@villagelac.org](mailto:scourtney@villagelac.org)

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