


**LAPEER COUNTY COMMUNITY MENTAL HEALTH****Date Issued 05/22/2008****Date Revised 01/26/12; 01/18/19; 03/01/21**

<b>CHAPTER</b> Fiscal Management	<b>CHAPTER</b> 06	<b>SECTION</b> 002	<b>SUBJECT</b> 65
<b>SECTION</b> Accounting		<b>DESCRIPTION</b> Mail Received	
<b>WRITTEN BY</b> Michael K. Vizena, M.B.A. Executive Director	<b>REVISED BY</b> Mandi Brace Executive Secretary	<b>AUTHORIZED BY</b>  Lauren Emmons, ACSW, CEO	

**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

**POLICY:**

Lapeer County Community Mental Health (LCCMH) mail will be received and processed.

**PROCEDURES:**

- A. Correspondence received which is not marked personal, and is addressed to staff, will be opened, date-stamped and placed in the staff's interoffice mailbox.
- B. Mail which is clearly marked "personal" and/or "confidential" will be placed in the staff person's mailbox unopened.
- C. All staff are responsible for assuring they check their mailboxes regularly throughout the day.
- D. The mailbox unit will be locked by the designated support staff at the end of each work day.
- E. Mail addressed to LCCMH Board Members will not be opened, edited or changed in any way, but the envelope will be date stamped and given to the executive secretary to be forwarded to the Board Member.

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- F. Correspondence addressed to staff who is no longer employed or contracted with LCCMH will be handled as follows:
1. If the correspondence is regarding a person who is currently receiving services from the agency, the correspondence will be forwarded to the current primary case holder.
  2. If the correspondence is regarding a person no longer receiving services, the correspondence will be returned to the sender.
  3. If the correspondence received is of a personal nature the correspondence will be returned to the sender.
- G. Mail addressed to persons served will not be opened, edited or changed in any way, and will be given to the individual's case holder. If the person is no longer receiving services, the mail will be returned to the sender.
- H. Invoices and bills received are to be directed to the accounts payable budgetary accountant who will prepare them for payment and review by the Chief Executive Officer prior to the next scheduled accounts payable processing.
- I. Checks or cash received in the mail will be recorded on a separate listing sheet by the designated support staff. This listing sheet (LCCMH Form #68) includes columns for date received, name of payer, amount received and initials. The initial column will be used by the two designated staff to record the checks or cash were received. A support staff will enter the payments received into the records of the persons served and will forward the checks and cash to the appropriate support staff person for deposit. A new listing for checks and cash received will be started on the first of each month.

AB:mgr

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This policy supersedes  
#05/08033 dated 05/22/2008.  
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