

## Food and Beverage Limitations Policy

### Purpose:

To outline limitations for the use of food and beverages and the required documentation for payment with WIOA funds.

### Policy:

1. Food, beverages and related supplies in relation to meetings or other similar events may only be charged to WIOA grants if they are determined as part of authorized WIOA activities that occur during a window that coincides with commonly accepted meal times. (For purposes of this policy, it is defined as between the hours of 7:00 a.m. – 9:00 a.m.; 11:30 a.m. -1:30 p.m.; and 5:00 p.m. – 7:00 p.m.).

A. Such events must include external customers and professional colleagues.

1. External customers would normally be considered employers, board members or the consortium of local elected officials.

2. Professional colleagues would normally be considered individuals outside of the organization's influence but sharing common interests and goals of the organization.

B. The following must be documented:

1. The purpose of the event and the agenda;

2. The time of occurrence and justification for food and beverages to be served if not clear on the agenda;

3. The names of all individuals in attendance and their association.

C. Charging costs for meals and refreshments for meetings, events, activities to conduct day-to-day business of WIOA Title IB-funded employees are not permitted.

2. Meal and beverage costs for enrolled program participants should be related to and in support of their plan of service and determined as necessary by the case manager considering the individual circumstances. Requirements in 1 above do not apply. See Supportive Service Policy requirements.

3. Food and beverage expenses for WIOA Title IB funded employees in work-related travel status are permitted within allowances in the Personnel Policy.