



## **POLICY: Subrecipient Youth Food Reimbursement Policy**

### **BACKGROUND**

The Workforce Innovation and Opportunity Act (WIOA) permits the provision of food on a limited basis and in specific situations. Food at a reasonable cost may be provided to Youth-serving program participants as a supportive service.

### **PURPOSE**

This policy aims to provide guidance on procedures for reimbursing food costs for Youth participants enrolled in the Cumberland Salem Cape May Workforce Development Board's (CSCMWDB) procured Youth programs. It is essential to adhere to these guidelines to ensure accurate tracking, cost control, and compliance with federal regulations.

### **POLICY**

In accordance with TEGL 9-22, the Employment and Training Administration has determined that supportive services enabling a WIOA participant to engage in training can be considered part of training expenditures. Purchased food may be provided to eligible Youth when it facilitates their participation in allowable Youth program activities, assisting them in reaching their employment and training goals, thereby contributing to the program's overall performance objectives. The use of grant funds for food should be limited to the amount specified in the contract for the current year per student. Youth participants are eligible for food reimbursement as a supportive service if they are enrolled in the CSCMWDB approved contracted Youth service during the approved budget period.

### **GUIDELINES**

#### **1. Food Purchases:**

- Food may be purchased as a meal, and supplemental items like beverages and snacks can be acquired in bulk, provided they are in single-serve packs.
- When providing a snack in addition to a meal, it is recommended to package the daily food bag for ease of tracking expenses.

#### **2. Cost Limitations:**

- All food purchases must be equated to a per-student cost.
- Daily student cost for food cannot exceed \$15 (including tip and delivery charges) and must adhere to the maximum weekly rate specified in the youth contract.
- When purchasing food for a group (i.e., pizza), determine the per-student cost by dividing the receipt by the total number of students consuming the meal.

- Incidental costs such as tip and delivery charges may be reimbursed. The tip may not exceed 15% of total food cost. The incidental cost will be divided by the number of meals purchased and allocated per student.

## **PROCEDURE**

Procured Youth providers seeking participant food reimbursement must adhere to the following:

1. **Sign-in Sheet:**
  - Create a daily sign-in sheet with the date, participant names, a column indicating provided food, per student cost, and supervisor approval.
2. **Participant Sign-In:**
  - Participants must acknowledge receipt of food by providing their signature and date in indicated column on sign-in sheet.
3. **Bulk Purchases Monitoring:**
  - Bulk purchases for food and drink are permissible provided they include single-serve packs.
  - Bulk purchases must be monitored by a staff member for daily distribution and inventory tracking.
4. **Non-Reimbursable Items:**
  - Alcoholic beverages.
  - General purchase food items such as condiments, tea and coffee **not** consumed immediately.
5. **Expense Submission:**
  - Provide completed sign-in sheet and receipts for all participant food purchased during the training activity within 60 days from the last day of given month, displaying date, time, location, and cost of food per student. For example, January's sign-in sheets must be submitted no later than March 31st.
  - Ensure that the items submitted for reimbursement are clearly specified.
  - Submit reimbursement requests for the actual expenses incurred on food, adhering to the maximum weekly rate specified in the current Youth contract. Daily food cost per student should not exceed \$15.
  - Reimbursement requests must include proper documentation.

## **REFERENCES:**

- WIOA CFR 200.403
- TEGL 09-22

Approved	
8/8/24	