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FINAL GUIDANCE

FOOD AND BEVERAGE FOR WIA YOUTH

OF INTEREST TO

Regional Workforce Boards (RWB).

SUBJECT

Workforce Florida, Inc. (WFI) Policy regarding food and beverage for WIA Youth.

PURPOSE

The purpose of this issuance is to provide guidance to RWBs One-Stop Career Center employees, and other workforce system partners on WFI's policy regarding food and beverage for WIA Youth.

POLICY

State and federal funds may be used to provide food, beverage or dining activities for youth enrolled and participating in workforce youth programs provided that participants are not reimbursed in excess of the state per diem amounts for the specific meal or, if contracted for by the regional workforce board, that such expenditures for all food and beverage per person per meal (including any associated costs such as, but not limited to, sales tax and service) shall not exceed those amounts stated in Florida Statutes 112.061(6)(b).

The amounts referred to in FS 112.061(6)(b) are currently:

✓ Breakfast	\$6
✓ Lunch	\$11
✓ Dinner	\$19

As a general guideline, meals (i.e., food, beverages, snacks, etc.) provided before 11 am should not exceed the breakfast rate; between 11 am and 4 pm should not exceed the lunch rate; and after 4 pm should not exceed the dinner rate. However, if the circumstances warrant, the meal designation may be changed as long as the rationale for the change is properly documented.

Local boards that provide food or beverages to youth participants must establish policies and procedures to ensure that these expenses do not exceed the amounts listed above.

AUTHORITY

Workforce Florida, Inc.