

**Capital Region Workforce Partnership
Workforce Innovation and Opportunity Act (WIOA)
Administrative Policy 118**

Subject: Food and Beverage Limitations

Date: May 9, 2023 (Original adoption 3/23/16)

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, this means the hours of 7:00 – 9:00am; 11:30am – 1:30 pm and 5:00 – 7:00pm.
 - a. Such events must include external customers and professional colleagues.
 - i. External customers would normally be considered as employers, board members or the consortium of local elected officials.
 - ii. Professional colleagues would normally be considered individuals outside of the organizations influence but sharing common interests and goals of the organization.
 - b. The following must be documented:
 - i. The purpose of the event, along with an agenda
 - ii. The time of occurrence and justification for food and beverage to be served; if not clear on the agenda
 - iii. The names of all individuals in attendance and their association.
 - c. Charging costs for meals and refreshments solely for meetings, events, activities or the conduct of day-to-day business of WIOA Title IB-funded employees is not permitted.
2. Meal and beverage costs for enrolled program participants should be documented in support of a service activity recorded in the participant's Individual Service Strategy and determined as necessary by the case manager considering the individual circumstances. Requirements in item 1 above do not apply for these expenses.
3. Food and beverage expenses for WIOA Title IB-funded employees in work-related travel status are permitted within allowances set by Henrico County travel regulations.