Reviewed: 6/3/2025

ADMINISTRATIVE POLICIES/PROCEDURES

Issuance No: A-12
Issuance Date: 7/1/23
Subject: Meals/Beverages/Snacks Provided with WIOA Funds

When meals, snacks, and/or beverages are provided at a WDB-sponsored event, the guidelines below shall be followed:

1. The event must be deemed official business of the Workforce Development Board of North Missouri (WDB) and/or staff, which includes commissioner and board meetings (closed or public), training sessions, conferences, and similar functions sponsored by the WDB and/or staff;
2. Meals, snacks, and/or beverages may be provided at other WDB-sponsored events, including ceremonies recognizing awards, accomplishments, tenure, retirement, etc. of a board member or staff;
3. Pre-approval by the WDB Director or the Director's designee is required; and
4. An event/meeting agenda plus an attendee sign-in sheet must accompany the invoice for meals/beverages/snacks provided.

The WDB sub-recipients will abide by this policy when WIOA funds are used to provide meals, snacks, and/or beverages for sponsored events and only with prior approval by the WDB Director or the Director's designee.

All pre-approved meal, snack, and/or beverage costs must follow the "reasonable and allowable" principle of the applicable section of Uniform Guidance.

The Workforce Development Board of North Missouri is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711. This information can be translated into another language if requested. Please contact the WDB Office for translation assistance.

Esta información se puede traducir a otro idioma si se solicita. Comuníquese con la Oficina de la Junta de Desarrollo de la Fuerza Laboral para obtener ayuda con la traducción.

Ces informations peuvent être traduites dans une autre langue sur demande. Veuillez contacter le bureau du Conseil de développement de la main-d'œuvre pour obtenir de l'aide en matière de traduction.