

Oklahoma Employment Security Commission
Workforce Integrated Programs Division

MEMORANDUM #M-03-2010

TO: WIA Boards
Area Managers
Local Office Managers
Fiscal Agents

FROM: Richard J. Gilbertson, Director
Workforce Integrated Programs Division

DATE: May 25, 2010

SUBJECT: Clarification of meal purchases for youth and staff

Per guidance received from DOL, they state that providing meals for youth in all day workshops must be addressed in the local, Board approved supportive services policy and be adequately documented to support the necessity and reasonableness of the meal. (Important piece here...it must be in board approved supportive service policy).

WIA regulations require Local Boards to establish limits on the provision of supportive services, the maximum amount of funds to be spent, and maximum length of time supportive services may be available to participants. Local policy must clearly define the circumstances under which a meal may be served to youth participants during an all-day training/workshop session.

Food allowances for Youth attending all day workshops will be paid and documented in the same manner as other allowable supportive services.

- Actual attendance in training must be verified;
- A signed Time and Attendance will serve as a self-attestation of the expenditure;
- The Service Provider will be required to document the actual cost of meals each day;
- The meal allowance per day shall not exceed (enter your amount) per participant per day;
- Remember the reimbursement of tips are unallowable;
- Each day's meal will require 3 price quotes;
 - If you know you are going to have 3 workshops in the Summer, you may procure from the same vendor to cover the entire timeframe after you receive your 3 price quotes;
 - If you do outings, call ahead and obtain quotes; and

- The cost of each meal must be included in the total supportive services provided to each participant and cannot exceed the LWIB's supportive service limits for such costs.

Per OETI #02-2010 — "Use of Grant Funds to Pay for the Cost of Meals, Food, Coffee or other Refreshments for Employee Consumption", the use of ETA grant funds to pay for meals, food, coffee or other refreshments (hereafter referred to as "meals") consumed by employees is prohibited while engaging in day-to-day business. OESC has interpreted this to include the supervision of youth participants. Staff must pay for their own meals.

Please contact Kim Braddy or Tami Decker if you have any questions.

JY/jy