



DWD Issuance 04-2011

Issued: August 26, 2011

Effective: August 26, 2011

Subject: Food Provided at Planned Events

1. Purpose: The purpose of this Issuance is to provide a formal policy regarding food provided at planned events, i.e., trainings/meetings.
2. Background: The contracting agency may provide food and/or beverage at events, including workshops, conferences, trainings, and meetings, sponsored by the contracting agency, when allowable by the program.
3. Substance: Meals and breaks include breakfast, lunch, dinner, food snacks, and/or beverages; and are defined as follows:
 - Beverage breaks provided by the contracting agency may include coffee, tea, soda, and ice water. The most cost effective means for providing beverage breaks must be used.
 - Snack breaks provided by the contracting agency may include coffee, tea, soda, and ice water, and an assortment of cookies/brownies, popcorn/pretzels, or similar snacks. The most cost effective means for providing snack breaks must be used.
 - Meals provided by the contracting agency may include hot or boxed lunch, including entrée, side, and beverage. Meal costs (including service charges and fees) must not exceed per diem rates set by the contracting agency or continental United States (CONUS) rates.

The contracting agency must adhere to facility and/or vendor deadlines for cut-off dates and/or cancellation terms and conditions.

The contracting agency must have, at a minimum, the following documents attached to the invoice for payment:

- Written justification for food at the event, describe target audience, estimate number of people attending, and estimated cost. This could be handled by the use of purchase orders.
- A typed agenda prepared prior to the meeting.
- A signed attendee listing. The attendee listing must be signed by all persons eating at the event where food was provided.
- A signed contract with the facility and/or vendor, if applicable.

4. Action: Effective immediately, all contracting agencies are required to distribute this Issuance to appropriate staff and implement its contents in operating procedures.
5. Contact: Please direct all questions or comments about this Issuance to dwdpolicy@ded.mo.gov. Expired/rescinded Issuances are available on request. All active Issuances are available at <https://www.jobs.mo.gov/dwdissuances>.
6. Reference: None.
7. Rescissions: None.
8. Attachments: None.



Julie Gibson
Director

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