

**FLORIDA CROWN WORKFORCE BOARD, INC.
POLICY**

POLICY TITLE: Food and Beverage Policy

POLICY NUMBER: ADM-014-09 **DATE EFFECTIVE:** December 15, 2009

DATE REVIEWED: July 20, 2010

APPLICATION

Florida Crown Workforce Board, Inc. (FCWB) Administrative and One-Stop Operations staff and contracted service providers.

PURPOSE

The purpose of this policy is to set forth guidance regarding expenditures of funds for food and/or beverages.

EFFECTIVE DATE

Upon issuance.

POLICY

Effective on the date indicated above and until further notice there will be no purchase of any food, beverage (bottled and/or dispenses water, soda, coffee, juice), or meals (and related items) with Federal or State Workforce funds other than those allowable pursuant to the Federal Office of Management and Budget (OMB) Circular A-122 (Cost Principles for Non-Profits). More specifically, it is the policy of Florida Crown as follows:

Situations where meals are not allowed:

- Any Chamber, Rotary or other community event;
- Training/Workshops;
- Contractual agreements;
- Meetings (on or offsite);
- In-house general consumption

Situations where meals are allowed:

- Activities funded with non-federal and non-state funds;
- Youth Program outreach;
- Youth Program participation/reward.

Meals consumed as a result of official travel will continue to be reimbursed at the current *per diem* rates in accordance with the FCWB Travel Policy.

FCWB is committed to ensuring public confidence in assisting Floridians enter, remain, and advance in the workforce while strengthening the State's business climate during a time of great financial challenge in our State and the Nation.

ACTION

All FCWB employees, contractors and providers will adhere to this policy.

Approved: [John Chastain](#)
John Chastain, Executive Director