



## Central Florida HIV Planning Council

Bylaws Reference: Not Applicable

Scope: N/A

Program procedure: CFHPC-POLICY-

Title: [Meals](#)

Effective: 02/28/2018

Revised: 3/21/19,  
3/27/19, 8/31/22

### Purpose:

To support strong PWH participation as members.

### Policy:

Ryan White funds will be used to cover the cost of meals during official Planning Council activities that occur during the times at which individuals would normally be partaking of a meal. Meals shall be provided at all Planning Council activities that are transacted over the normal lunch time of noon, and/or begin after 5:00 p.m., with coffee and water available at all meetings.

### Definitions:

PWH: People with the Human Immunodeficiency Virus (HIV)

Meals: Lunch or dinner based on the time of the meeting

### Procedure:

1. For meetings that are called to order or ongoing at 12:00 noon, lunch shall be provided at a cost that does not exceed \$15/person in attendance.
2. For meetings that are called to order after 5:00 p.m., dinner shall be provided at a cost not to exceed \$20/person in attendance.
3. Planning Council Support (PCS) staff shall ensure that all meals are consistent with the dietary restrictions indicated on members' applications and meet the nutritional requirements of a PWH.
4. Members are responsible for ensuring that PCS is notified of their physical absence from a meeting at least 48 hours prior to the scheduled meeting so that PCS can arrange for the correct number of meals.



5. PCS staff shall ensure that the total number of meals ordered is based on the number of affirmative responses received to the meeting notification plus an additional 20% for non- members present at the meeting.
  
6. PCS staff shall ensure that the total amount for the meals provided is in accordance with the current federal requirements. Cost limitations shall not exceed the General Services Administration (GSA) per diem rates.