



Central Florida HIV Planning Council (CFHPC)		
Bylaws Reference: Not Applicable		
Scope: N/A		
Program procedure: CFHPC-POLICY-28		
Title:	<u>Meals</u>	Effective: 02/28/2018 Revised: 3/21/19, 3/27/19, 7/21/22, 3/27/24, <u>2/12/26</u>

Purpose:

To support strong PWH participation as members.

Policy:

SSPQ recommendation:

Ryan White funds will be used to cover the cost of meals at Ryan White Community Meetings and integrated plan community engagement activities. Healthy snacks shall be provided 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 breakfast time between 7:00-9:00 AM, lunch time between 12:00-2:00 PM, and dinner between 5:30-8:00 PM, with coffee and water available at all meetings. This policy does not apply to meetings with a scheduled start and end time outside of the designated meal timeframes, including meetings that have been extended by a majority vote by thirty (30) minutes or less.

tested language:

Ryan White HIV/AIDS Program (RWHAP) funds will be used to cover the cost of meals and snacks at official Planning Council activities. Meals shall be provided at Ryan White Community Meetings and integrated plan community engagement activities. Snacks shall be provided at all other Planning Council meetings, including the annual Data Presentation and Priority Setting and Resource Allocation meetings, that occur during the times when individuals would normally partake in a meal. Timeframes for which meals shall be provided are 7:00-9:00 AM for breakfast, 12:00-2:00 PM for lunch, and 5:30-8:00 PM for dinner, with coffee and water available at all meetings. This policy does not apply to meetings with a scheduled start and end time outside of the designated meal timeframes, including meetings that have been extended by a



majority vote by 30 minutes or less.

Definitions:

PWH: People with ~~the~~ Human Immunodeficiency Virus (HIV)

Meals: Breakfast, lunch, or dinner based on the time of the meeting

Procedure:

1. For meetings that are called to order or ongoing during the designated times for breakfast, lunch, and dinner, meals shall be provided at a cost that does not exceed the U.S. General Services Administration (GSA) current fiscal year per diem rates for Meals and Incidentals (M&IE) under the primary designations of Orlando (Orange County) and Cocoa Beach (Brevard County).
2. 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.
3. 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.
4. 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.
5. 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 GSA per diem rates.