

## Meals CFHPC Policy-28

<i>Bylaws Reference</i>	N/a
<i>Scope</i>	N/a
<i>Effective</i>	2/28/18
<i>Revised</i>	3/21/19, 3/27/19, 7/21/22, 3/27/24, 2/25/26

### Purpose

To support strong PWH participation as members.

### Policy

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, integrated plan community engagement activities, and the annual Data Presentation, Priority Setting and Resource Allocation meetings. Snacks shall be provided at all other Planning Council 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

1. PWH: People with Human Immunodeficiency Virus (HIV)
2. 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. 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.



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