

JEFFERSON COUNTY PUBLIC SCHOOLS

Meals and Refreshments Guidelines



Meals and refreshments, including beverages, are only allowable when in conjunction with a meeting having a clearly defined educational purpose. An agenda and sign-in sheet must accompany the payment or reimbursement request.

Limited exceptions may occur and must be approved **in advance** by a Cabinet member with notification to the Chief Financial Officer.

Student and Adult Activity Funds are exempt from these Guidelines.

1. Staff morning or afternoon meetings – refreshments are not an allowable expense.
2. Staff lunch or dinner meetings – lunch and dinner are not an allowable expense.
3. Staff meetings after regular work hours – for meetings lasting at least three hours, healthy snacks are available through School and Community Nutrition Services or may be purchased elsewhere – limited to \$2.00 per person.
4. **Refreshments during meetings involving parents or community – Grants or Activity Funds only** –
 - Meetings of two hours or less – \$2.00 per person
 - Meetings of more than two hours – \$3.00 per person
5. **Meals during meetings involving parents or community – Grants or Activity Funds Only** – meals are only permissible with an approved educational justification explaining how food is an integral part of the educational program being presented to the parents or community, for example, a healthy food preparation demonstration.
 - Breakfast meetings – \$5.00 per person
 - Lunch meetings – \$10.00 per person
 - Dinner at a non-commercial site – \$15.00 per person
 - Dinner at a commercial site – \$25.00 per person (Activity Funds only)
6. **Food provided to students** – Grants, Activity Funds or General Fund, if the following restrictions are met:
 - No food may be served until 30 minutes after the last lunch
 - Permitted after school, weekends or days when school is not in session
 - Contact School & Community Nutrition Services for healthy options
 - Students may participate in parent or community meetings if the meeting is at least 30 minutes after the last lunch
 - Snacks – \$2.00 per student
 - Breakfast – \$5.00 per student
 - Lunch – \$10.00 per student
 - Dinner – \$15.00 per student