

Meal Certificates and Provision of Meals for Children Accompanied by Department Staff

Rhode Island Department of Children, Youth and Families

Policy: 100.0045

Effective Date: July 9, 1984 Revised Date: March 23, 1988

In order to provide meals for a child who is accompanied by a staff person during the day, the Department offers two options. The first and most preferable option is for the DCYF staff person to utilize meal certificates. If this is not possible, the staff person can receive reimbursement for meals purchased for a child.

In accordance with State travel regulations, the maximum allowable amount for each meal is \$4.00 for breakfast, \$6.00 for lunch, and \$14.00 for dinner. The total increment for each child per day cannot exceed \$24.00. These guidelines are adhered to whether the staff person utilizes meal certificates or purchases a meal for the child. Meal certificates are available to staff through the Division in which a child is active. These certificates, which can be used at selected area restaurants, are obtained by the Divisions from the Business Office. The Business Office also will provide reimbursement for meals which a staff person has purchased for a child.

Related Procedures

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Meal Allowances

Procedure From Policy 100.0045: Meal Certificates and Provision of Meals for Children Accompanied by Department Staff

- A. The following guidelines for meals are adhered to whether the staff person utilizes meal certificates or purchases a meal for a child:
1. Breakfast (\$4.00).
 2. Lunch (\$6.00).
 3. Dinner (\$14.00).
 4. Total per day (\$24.00).

Meal Certificates

Procedure From Policy 100.0045: Meal Certificates and Provision of Meals for Children Accompanied by Department Staff

- A. Meal certificates can be used for a child who is awaiting placement at a DCYF office.
 - 1. If the child is entering the Department's care from court or his or her home, the parent(s) should be encouraged to provide a meal before the child is brought to the office.
 - 2. If the child is placed in a temporary shelter and is spending a portion of the day at a DCYF office, dinner and breakfast should be provided by the placement.
- B. Meal certificates may be utilized, in certain situations, by a child who is in a placement where regular meals are not available.
- C. Meal certificates are requested by the /Regional/Assistant Director of the Division or his/her designee:
 - 1. The Regional/Assistant Director or designee completes the Authorization for Support Services (DCYF #005).
 - 2. Meal certificates can be requested in increments not exceeding \$100.00 at one time by a Division.
 - 3. The Regional/Assistant Director or designee submits the DCYF #005 and documentation of the utilization of meal certificates obtained through the previous DCYF #005 to the Business Office.
 - 4. Workers from each Division can obtain meal certificates from the Regional/Assistant Director or designee.

Reimbursement for Meals Purchased by Staff

Procedure From Policy 100.0045: Meal Certificates and Provision of Meals for Children Accompanied by Department Staff

- A. The Business Office provides reimbursement to staff on Fridays.
- B. Workers must provide receipts for meals purchased.
- C. Workers should seek reimbursement in a timely manner.