



BURLINGTON COUNTY WORKFORCE DEVELOPMENT BOARD
SUPPORT SERVICES POLICY - YOUTH PROGRAM SUBRECIPIENT
FOOD REIMBURSEMENT POLICY

Effective June 1, 2024 **(REVISED: 11/19/2024)**

PURPOSE

The Burlington County Workforce Development Board, as the Governor’s chosen administrative entity for the Workforce Innovation and Opportunity Act in Burlington County, is authorized to issue interpretations and exceptions as supported by applicable law, rules, and regulations of the Workforce Innovation and Opportunity Act (WIOA).

This policy aims to provide guidance on procedures for reimbursing food costs for Youth participants enrolled in the Burlington County Workforce Development Board’s procured Youth programs. It is essential to adhere to these guidelines to ensure accurate tracking, cost control, and compliance with federal regulations.

BACKGROUND

Workforce Innovation and Opportunity Act (WIOA) program applicants and participants shall be informed by their case manager that supportive services are available through the local workforce system including system partners, service providers, and community-based programs.

Supportive services are provided for eligible and enrolled youth as defined in WIOA Sections WIOA Section 129(c)(2)(G). The Workforce Innovation and Opportunity Act (WIOA) permits the provision of food on a limited basis and in specific situations. Food at a reasonable cost may be provided to Youth-serving program participants as a supportive service.

POLICY

In accordance with TEGL 9-22, the Employment and Training Administration has determined that supportive services enabling a WIOA participant to engage in training can be considered part of training expenditures. Purchased food may be provided to eligible Youth when it facilitates their participation in allowable Youth program activities, assisting them in reaching their employment and training goals, thereby contributing to the program's overall performance objectives. The use of grant funds for food should be limited to the amount specified in the contract for the current year per student. Youth participants are eligible for food reimbursement as a supportive service if they are enrolled in the Burlington County Workforce Development Board approved contracted Youth service during the approved budget period.

GUIDELINES

1. Food Purchases

- Food may be purchased as a meal, and supplemental items like beverages and snacks can be acquired in bulk, provided they are in single-serve packs.
- All food purchased in bulk must be put into a snack bag. A list must be made of what was put into each snack bag with a signature and date line for the youth customer to sign. Customer signature must be included for reimbursement. (The price of bulk purchase should be divided by the number of youth snack bags that were made. Reimbursement will be made per snack bag only with the youth customer's signature.)
- For meal purchases, youth customers must sign an affidavit of the meal that they received with the date and time included.

Note: Failure to adhere to these guidelines may result in reimbursement delay/denial. It is crucial to maintain accurate records and follow the specified procedures for a smooth reimbursement process.

REFERENCES

- WIOA 129(c)(2)(G)
- WIOA CFR 200.403
- TEGL 09-22