



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

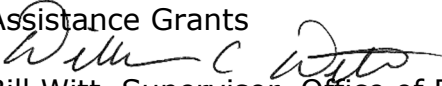
RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

MEMORANDUM

DATE: October 21, 2015

TO: Intermediate School District Superintendents with 2016 Regional Assistance Grants

FROM: 
Bill Witt, Supervisor, Office of Education Improvement and Innovation

SUBJECT: Appropriate Use of Federal Funds in Providing Food at Conferences and Meetings

In August 2013, the Michigan Department of Education (MDE) disseminated a clarifying memo regarding Appropriate Use of Federal Funds in Providing Food at Conferences and Meetings. The link to that memo and supporting materials is: http://www.michigan.gov/documents/mde/FAQ_CT_SD_432413_7.pdf. The embedded hyperlinks within the text of the MDE memorandum will link to electronic documents from the United States Department of Education.

This memorandum reiterates that information for ISD/ESA staff responsible for oversight and management of the Regional Assistance (RAG) grants. ISD/ESA staff may note that the memo and the associated documents do not prohibit the use of federal funds for food at professional development conferences, training, and workshops implemented in accordance with MDE-approved grant work-plans and budgets. Subgrantees must carefully and consistently document the rationale as to why food is a necessary component to implement the approved professional development and training and technical assistance and information.

Costs must be documented as reasonable. The MDE School Improvement Support Unit recommends that documentation include an agenda, syllabus, or other documents that support the necessity of a "working lunch" or evening meal specific to the training and information disseminated to attendees. This documentation must be maintained along with the business and program records. Food and beverages served must be essential to the continuity of the professional development or training event to ensure efficiency, cost effectiveness in the delivery of content, and the engagement of participants.

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
MICHELLE FECTEAU – SECRETARY • PAMELA PUGH – TREASURER
LUPE RAMOS-MONTIGNY – NASBE DELEGATE • KATHLEEN N. STRAUS
EILEEN LAPPIN WEISER • RICHARD ZEILE

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

The MDE School Improvement Support Unit does not see a reasonable justification for use of federal funds for payment of breakfast items. Unless the technical assistance or professional development event starts late in the day, and goes into the evening hours following the meal, there is little justification for serving supper to attendees. If lunch or supper is provided, MDE urges that justification for any food service include documentation of the session, lecture, or address that supports the working nature of the event, including meal time. It is recommended that documentation include copies of printed or electronic programs, agendas, minutes, notes about the meal-time sessions, as well as the entire program presented. Maintain this documentation along with program and business records for potential review by the MDE, external auditors, and the United States Department of Education, if requested. You may direct any questions to Greg Olszta, Consultant, at 517-241-4715, or olsztag@michigan.gov.