

Ryan White Food Guidance Document

The purpose of this guidance is to provide clarity on the allowable use of Ryan White federal funds and 340B rebate funds to provide food across various functions.

WHEN CAN FOOD BE ALLOWED FOR CLIENTS?

Support Groups

Nutritious meals and snacks can be provided at support group meetings. These costs are allocable to the Food Bank/Home Delivered Meals service category. Food Bank/Home Delivered Meals refers to the provision of actual food items, hot meals, or a voucher program to purchase food.

Focus Groups

Nutritious meals and snacks can be provided at Ryan White related focus groups. These meals and snacks must be billed as an administrative/incentive for clients, and not as a service delivery line item.

WHEN CAN FOOD BE ALLOWED FOR STAFF?

Conference Events

Meals can be provided at Ryan White related events hosted by the agency if the cost of the meals is built into the total conference fee. The cost for meals cannot be split out and/or separately billed.

Meetings & Trainings

Meals can be provided at staff meetings and trainings in limited circumstances.

If several staff are required to travel to attend the meeting or training that would otherwise be eligible for meal reimbursements due to distance traveled and length of meeting, then the cost of providing meals for all staff in attendance shall be deemed allowable, and must be allocated as an administrative cost. Per the HHS Grants Policy, meals are "generally unallowable except for the following...as part of a per diem or subsistence allowance provided in conjunction with allowable travel." Meals provided at meetings and trainings shall not exceed the state per diem allowance.

Meals cannot be purchased for general staff meetings that are short in duration and held on a frequent basis.