

MEALS PURCHASE FOR EMPLOYEES AND VOLUNTEERS DURING EMERGENCIES

SUMMARY

This procedure explains how to purchase and document the purchase of meals for employees and volunteers assigned to work during an emergency. Miami-Dade County recognizes the importance of ensuring that employees and volunteers working on disaster response and recovery efforts are provided with adequate sustenance to maintain their health, safety, and productivity.

The County will provide direct meal purchases in accordance with the scope of this procedure, which establishes guidelines for the County to purchase meals for employees and volunteers who are engaged in authorized disaster response and recovery efforts and do not receive per diem allowances.

PROCEDURE

This procedure applies to all Miami-Dade County employees and volunteers involved in disaster response and recovery operations who do not receive per diem allowances when one of the following situations applies:

1. Meals are required based on a labor procedure or written agreement.
2. Conditions during the emergency constitute a level of severity that requires employees to work abnormal, extended work hours without a reasonable amount of time to provide for their own meals; or
3. Food or water is not reasonably available for employees to purchase.

Additional details regarding the eligibility and process for purchasing meals are detailed below.

1. Eligibility for Meal Purchases:

- Employees or volunteers working on disaster-related operations or emergency response/recovery activities who do not receive a per diem are eligible for meal purchases.
- Employees or volunteers must be performing duties in support of disaster response or recovery operations.
- Eligible employees must be required to work outside of their regular work location or during extended hours in accordance with operational needs.

2. Meal Purchase Procedure:

- Meal Purchases
 - Meals may be provided directly by Miami-Dade County through the purchase of bulk meals from vendors or through meal delivery services.
 - The meals provided must meet guidelines for reasonable and necessary sustenance.

- The meals should be consistent with the needs of the employees and volunteers, taking into consideration the hours worked and the operational environment.

3. Meal Cost Limitations:

- All costs must be reasonable, necessary, and directly related to the employee's role in disaster response or recovery.
- Miami-Dade County may set internal limits on meal costs to ensure fiscal responsibility while meeting the needs of employees.

4. Documentation and Approval:

- The Department Director or designee must approve the purchase of meals for employees and volunteers assigned to work on emergency activities in their department.
- All meal expenditures must be documented with an itemized receipt; contract number, if applicable; and a brief explanation of the operational need (see attached template).
- Meals purchased on an existing County contract must adhere to the contract terms.
- Documentation must be submitted to the Office of Management and Budget (OMB) or successor department once available but no later than 15 days from the purchase.

5. Exceptions and Special Circumstances when Grant Reimbursement is Available:

- Any deviation from the standard meal purchase procedures must be approved by OMB or successor department.
- Special circumstances, such as extended deployments or specific operational needs, may warrant adjustments to meal provisions, subject to OMB or successor department's approval.

6. Oversight and Review:

- Miami-Dade County's OMB or successor department will oversee the meal purchase and reimbursement process to ensure compliance with County procedure and funder policies, when reimbursement opportunities may be available to the County.
- This procedure will be reviewed annually or as required to ensure that it remains aligned with operational needs.

Responsibilities:

- **Directors (or Designee):** Approve meal purchases ensuring that the expenses align with operational needs and the scope of this procedure.
- **Department Procurement Personnel:** Procure meals in accordance with the County's competitive/non-competitive procurement procedures as may be applicable to the purchase of the meals.
- **OMB:** Review, approve, and process all meal purchase and reimbursement documentation in accordance with County procedure and funder regulations, if grant funding is available to defray the cost of the emergency.

Procedure Review:

This procedure will be reviewed annually by the Miami-Dade County's Office of Management and Budget and updated as necessary to align with organizational needs.

CONTACT(S):

Office of Management and Budget

Meals Purchase Form

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Department making the purchase | <input type="text"/> |
| Name and title of personnel authorizing the purchase | <input type="text"/> |
| Date form was completed | <input type="text"/> |
| If not the department director, does the person authorizing the meals purchase have delegated authority from the director? | <input type="text"/> |
| Dates that meals will be provided | <input type="text"/> |
| Number of employees to be fed | <input type="text"/> |
| Number of meals to be served per employee per day | <input type="text"/> |
| Name of the vendor that will provide the meals | <input type="text"/> |
| Was competitive or non-competitive procurement used to select the vendor? | <input type="text"/> |
| If competitive, provide the contract number | <input type="text"/> |
| Total cost of the meals (total PO amount) | <input type="text"/> |
| Cost per employee | <input type="text" value="\$ -"/> |
| Location(s) where meals will be served | <input type="text"/> |
| Describe the emergency work being performed by the employees who will be provided meals? | <input type="text"/> |
| Are conditions such that employees could not provide for their own meals at the time of the meals purchase? If no, please explain why not. | <input type="text"/> |
| Are any employees eligible to receive meal per diems? If yes, provide the names of the employees eligible for meals per diems. | <input type="text"/> |
| Director or Designee Name (print) | <hr/> |
| Signature | <hr/> |
| Date signed | <hr/> |