

### 3. Food and Beverage Policy

<b>Purpose/ Background:</b>	The Board of Supervisors authorized advisory committees for First 5 Butte County Children and Families Commission pursuant to Section 130145 of the California Health and Safety Code. The purpose of this policy is to establish a policy to guide food and beverage purchases with Commission funding.
<b>Policy:</b>	For the purpose of increasing public (children and parents) participation at funded program services and events, healthy food and beverages in standard serving sizes may be offered. Food and beverages must be budgeted. As an ongoing cost savings measure and to keep contractor practices closer to existing Commission practice, we are asking our contractors to make every effort to limit food and beverage purchases. Monitoring these expenditures is a way for contractors to assure that sufficient funds are available for essential services.
<b>Procedure:</b>	<p>Food and beverages should only be provided to children and parents when the provision is critical and integral to program operations, as described below:</p> <ul style="list-style-type: none"><li>• During program services and trainings when it is essential to the content of the service or training;</li><li>• When it is clear they will not have time to provide their own meals before the start of the training or program (example: less than one hour between normal work hours including travel time, and the start of the training);</li><li>• <u>When the training extends for more than 2 hours and will extend beyond the normal meal time (example: training occurring from 10:30 a.m. - 2:00 p.m.)</u></li><li>• <u>When the provision of food is a stimulus for attendance</u></li></ul> <p>In general, food purchased with Commission funds should:</p> <ul style="list-style-type: none"><li>• Provide variety, nutritional benefits and choice.</li><li>• Have moderate or reduced levels of fat, saturated fat, cholesterol, sodium or sugar. High levels of dietary fiber are preferred.</li><li>• Allow cultural treats to be provided as part of an otherwise nutritionally balanced meal.</li></ul> <p><u>Program staff are encouraged to share a meal with participating families, however</u> <del>f</del>Food should not be provided exclusively to staff, subcontractors, or other service delivery partners. Although Commission staff will not be required to approve food expenditures, it is expected that contractors will manage their programs with the above guidelines in mind.</p> <p>Beverages served during Commission funded meetings, programs, activities, events, and celebrations should meet the following guidelines:</p>

- Water will always be provided free of charge. Whenever possible, water will be served in pitchers rather than plastic bottles to reduce environmental impact.
- Flavored or unflavored carbonated water with no sweeteners may be served.
- Sugar sweetened beverages, 100% fruit juice, or diet drinks will not be served.
- Whole fruit slices may be considered in place of juice.
- Coffee and tea may be served to adults.

All collaborators, contractors and grantees using Commission funding will be required to follow our Food and Beverage Policy for all events and activities where Commission funding is utilized.

**Effective Date:** April 21, 2023