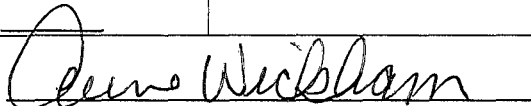


SWMBH Operating Policy 1.8

Subject: Food & Beverage		Accountability: Operations	Effective Date: 1/28/2018	Pages: 2
REQUIRED BY: BBA Section _____ PIHP Contract Section _____ NCQA/URAC Standard _____ Other _____		Last Reviewed Date: 5/17/18		Past Reviewed Dates:
LINE OF BUSINESS: <input type="checkbox"/> Specialty Waiver (B/C) <input type="checkbox"/> 1115 Waiver <input type="checkbox"/> Healthy Michigan <input type="checkbox"/> SUD Medicaid <input type="checkbox"/> SUD Block Grant <input type="checkbox"/> MI Health Link <input type="checkbox"/> OTHER: _____	APPLICATION: <input checked="" type="checkbox"/> SWMBH Staff and Ops <input type="checkbox"/> Participant CMHSPs <input type="checkbox"/> SUD Providers <input type="checkbox"/> MH / DD providers <input type="checkbox"/> Other: _____	Last Revised Date: 5/17/18		Past Revised Dates:
Approved:  _____ Date: 5/17/18		Required Reviewer: Director of Operations		

I. Purpose

The purpose of this policy is to outline the appropriateness of the purchase of food and beverages for staff, committees and general public functions.

II. Policy

It is the policy of Southwest Michigan Behavioral Health (SWMBH) that food and/or beverages shall be provided using SWMBH funds only in the manner outlined under the standards and guidelines of this policy to provide a non-cash benefit to employees, improve morale within the PIHP region and to provide goodwill with the consumers we serve and the public at large.

III. Standards and Guidelines

- A. The SWMBH Operations Specialist will be the contact for all Committees or groups who need catering service.
- B. Catering services will be provided by a range of vendors dependent on the needs of the group.
- C. All requests for food service must be approved by the Senior Leader for their respective Regional Committees or groups before the order is placed. The Senior Leader/Facilitator of the meeting must complete and sign a catering request form.
- D. SWMBH will provide as an employee benefit beverages to include coffee, tea and water cooler.
- E. All members of the public who are visiting SWMBH will be offered coffee or bottled water as a courtesy.
- F. The SWMBH Employee Engagement Committee shall be given a budget amount each year through the Operations Department to provide sporadic lunches, snacks etc....as a means of maintaining and improving staff morale in adherence with SWMBH Leadership Principles. All expenditures will be approved by the Director of Operations.
- G. SWMBH Regional meetings or committees will be provided lunches or snacks for any meetings which extend over what would be determined to be the normal lunch or dinner hour that are expected to last greater than 2 hours. Breakfast foods will not be provided for any meeting starting at 8:30 am or later.

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- H. As unpaid volunteers the SWMBH Board, SUD Oversight Policy Board and Consumer Advisory Committee will be provided with reasonable food and beverage accommodations per their preferences. Meetings commencing after 8:30 am may be provided continental breakfast foods and meetings commencing after 4:00 pm may be provided substantive snack foods.
- I. All-day training events that may be sponsored by SWMBH will have box lunches and beverage service provided unless it can be determined that other lunch options would be more cost effective for the group size. At all times the most cost-effective meals will be the option provided.

IV. References

None

V. Attachments

None