

Approved – Board of Directors – August 2004
DANE COUNTY NUTRITION STAFF AND VOLUNTEERS MEAL POLICY

*This policy has been developed by staff, reviewed by the focal points
and approved by the Area Agency on Aging Nutrition Committee and Board of Directors.*

This policy applies to all volunteers and staff who work for the Dane County Senior Dining Program meal sites and programs that operate through contracts with the Area Agency on Aging of Dane County, DCDHS. It does not apply to other meal programs for seniors that are volunteer provided or privately provided on a fee basis.

Volunteer Meal Policy: All people, regardless of age, who volunteer to work with the senior dining program sites during the lunch hours, may be offered meals on a donation basis. It is assumed that volunteers have donated through their hours of work although they are welcome to contribute to the Senior Dining Fund. Every site will provide a procedure that assures the privacy of all donations, including those made by volunteers.

Meals Eaten by Paid Staff Who Work at Focal Points: Site managers (regardless of age) who work during meal hours may eat meals as part of their job of evaluating quality of the food. Donations are welcome, but are not required. Other staff at the agencies that operate the meal sites that are over 60 years of age may also reserve meals and pay for them on a donation basis just as would be true for any person that age.

However, all other senior center or coalition staff (those less than 60 years of age) must pay for the cost of the meal as designated by the Area Agency on Aging of Dane County for that year unless they are required to attend the program as part of their jobs in which case they may pay the average cost of the food itself.

In addition, all other guests at the site, or employees of other agencies located near the site must pay for the full price of providing a meal. This includes Area Agency on Aging of Dane County and other visiting staff on county business who are under the age of sixty with the exception of the designated county nutritionist. Of course, focal point agencies may elect to fund guests' meals with other, non-public funds.