



Interoffice Memorandum
STATE OPERATED COMMUNITY PROGRAM
Seniors and People with Disabilities
Department of Human Services
P.O. Box 14250, Salem, Oregon 97309-0740



DATE: November 29, 2006

TO: Program Administrators
Site Managers
SOCP Staff

FROM: Deanna Bathke, Director
Colleen Savage, AFSCME

SUBJECT: Staff meal clarification

Staff are allowed a comparable meal per shift per AFSCME contract (page 44). This is either at the house or commercially if accompanying and individual out for an ISP goal meal. When the individual is getting a meal out as a BSP reinforcement incentive, staff do not get a commercial meal. They will have their meal at the home, pack a "brown bag" meal or pay for their own.

When an individual is having a snack/drink as community integration ISP goal, staff are allowed a comparable item. When the individual is getting snack/drink as a BSP reinforcement incentive, staff do not get the same unless they purchase item with their own funds.

All staff meals/snacks/drinks covered under the contract will continue to be paid for with petty cash. Commercial staff meals will be deducted from the food budget (AOBJ 6708). ISP snacks/drinks will be charged under ISP goal (AOBJ 6940).

Please indicate on petty cash ledger whether item is ISP or BSP related when relevant.

Thanks.