

COUNTY OF HUMBOLDT  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
**CHILD WELFARE SERVICES**

**POLICY & PROCEDURE**

<b>POLICY NUMBER:</b> CWS 11-55	<b>POLICY TITLE:</b> Meals for Clients	<b>EFFECTIVE DATE:</b> 07/29/2011
<b>PROGRAM(S):</b> All Programs	<b>REVISION DATES:</b> June 9, 2025	<b>REFERENCES:</b>

**OVERVIEW**

The purpose of this document is to outline the policy and procedure regarding payments for client meals.

**POLICY**

It is the policy of Humboldt County Department of Health and Human Services to pay for meals for clients during travel, in support of visitation and support of youth without placement (YWP). When other resources have been explored a client may be eligible to receive up to \$60 per day per adult (12 year and older) and up to \$40 per day per child (11 years and younger) if needed. If other resources are not available or appropriate, amounts are paid per meal for the period of travel.

**PROCEDURE**

**Travel**

1. When the case-carrying social worker (SW) becomes aware of the client’s need to travel or need for food assistance, the SW will obtain and document the following details regarding the client’s itinerary:
  - 1.1. Reason for traveling
  - 1.2. Destination
  - 1.3. Dates and times of travel
  - 1.4. Identify the travelers, including names and date of birth.
  - 1.5. What the client’s needs and resources are to meet those needs and any share of costs.
2. The SW discusses client’s travel plans and needs with their supervisor.
3. The SW assesses the client’s needs for meals and checks out resources, including client’s income, to meet the identified need.
4. The SW and/or client identifies and obtains resources required for the travel.

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5. A Travel Calculator will be filled out for the clients.
  - 5.1. Fill out the Travel Calculator and include the details regarding the travel as indicated.
  - 5.2. Obtain all approvals for the form.
  - 5.3. Meal amounts are:

5.3.1. Without Access to Cooking Facilities:

<b>Meal Type</b>	<b>Adult</b>	<b>Child Under 12</b>
Breakfast	\$14	\$10
Lunch	\$16	\$13
Dinner	\$30	\$17
Total	\$60	\$40

5.3.2. The daily rate for meals if there is access to cooking facilities is \$10 per person per day. For any reason that the SW has deemed that the client needs exceed the \$10 per person rate, please notate reason.

5.3.2.1. In order to be eligible to receive breakfast, travel must begin no later than 7 a.m. and last at least four hours.

5.3.2.2. In order to be eligible to receive lunch, travel must begin no later than 11 a.m. and last at least four hours.

5.3.2.3. In order to be eligible to receive dinner, travel must last to or after 7 p.m.

6. US Bank or WINCO cards will be issued for these funds in advance.

**Youth Without Placement**

7. When the case-carrying social worker (SW) is arranging food for YWP, the SW will utilize the travel calculator to determine food dollar amount.
8. These rates will be the standard rate used for our YWP meals. If additional food is needed for dietary restrictions or other necessities, please notate.
9. US Bank or WINCO cards will be issued for these funds in advance.

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