

COUNTY OF ULSTER

Workforce Development Board

535 Boices Lane
Kingston, NY 12401
UlsterWorks.com



Phone: (845) 340-3170
Fax: (845) 340-3165
Email: oet@co.ulster.ny.us

Patrick K. Ryan, County Executive

Tomasine Oliphant, Director

Food Purchasing Policy

The Ulster County Workforce Development Board has determined that the following purchases fit within federal regulations and are “necessary and reasonable.” Food will be purchased for the following events, and will be prorated by fund source based on populations served:

- Workforce Development Board and Committee Meetings, to promote attendance of a volunteer board as required under WIOA.
- Job Fairs, to promote attendance of employers for the benefit of our participants in terms of employment.
 - ❖ Note: We have determined, through a verbal survey of employers in attendance at our Job Fairs, that charging for table space would negatively impact attendance of employers at the fairs. We have therefore determined that the cost of food for employers at Job Fairs will be covered by the fund source of the participants being promoted for employment.
- Youth-Serving Agencies Breakfast (and other recruitment events) – because of the difficulties our local area has experienced regarding recruitment of youth, particularly out-of-school youth, to our young adult programs, we have determined that food will be served at these events to promote attendance of youth, and agencies who serve youth and who serve as a referral source to youth programs.
- Business Service Events, such as a forum to educate employers on the new Minimum Wage requirements roll-out across the State. To promote services to our business customers and increase awareness and usage of the services offered by/at the Ulster Works Career Center for the benefit of our job seeking customers.
- Informational Seminars on Workforce Topics (for example, “How to Motivate Millennials in the Workplace”). To promote services to our business customers or referral agencies, to increase awareness and usage of the services offered by/at the Ulster Works Career Center, and to increase our referral streams, for the benefit of our job seeking customers.