**POLICY NAME**

**Providing Meals for Remote Learners**

Section:

Policy Number:

Effective Date: April 15, 2021

Review Date:

Policy

Due to the COVID-19 pandemic, The Governing Council of La Academia de Esperanza (LADE) is aware that the school needs to pay particular attention to any and all guidance issued by the New Mexico Public Education Department (PED) Student Success and Wellness Bureau and the United States Department of Agriculture (USDA) with regard to providing meals to remote learners. The Governing Council further understands that public officers and employees of local public bodies and state agencies may be reimbursed for mileage accrued in the use of private conveyance in the discharge of official duties. The objective for any reimbursement is to be clearly defined and consistent with the intent of any established laws or regulations.

Procedures

1. Pursuant to 10-8-1 through 10-8-8 NMSA 1978 and 2.42.2 et seq. NMAC, LADE shall adhere to all state laws and regulations outlined in the Per Diem and Mileage Act in connection with any travel expenses incurred.
2. Travel arrangements shall not commence until approval has been granted by the Head Administrator or his/her designee, and a duly authorized Purchase Order has been issued by the charter school Business Office.
3. After consideration of all factors, travel shall not compromise the safety of staff or students. Staff who are delivering meals to remote learners must adhere to COVID safe practices (social distancing, PPE, contactless delivery, etc.) at all times.
4. Pursuant to 10-8-5 (D) NMSA, 1978 and 2.42.2.11 NMAC (B) 1, reimbursement shall be calculated at 80% of the Internal Revenue Service standard mileage rate set on January 1st of the previous year for each mile traveled in a privately owned vehicle.
5. As backup for mileage calculation and in lieu of a certified odometer statement, a route map showing starting and ending destinations and total number of miles produced by software such as Google Maps or MapQuest is required. If multiple routes are produced, the mileage shall be calculated based on the shortest route. Since meals will originate from the school, mileage shall be calculated using the school as the starting point.
6. In an effort to reduce contact and keep mileage reimbursement to a minimum, the school should consider delivering multiple meals during a designated time (i.e., delivering a week’s worth of meals every Monday) whenever possible.
7. LADE shall ensure that any staff using privately owned vehicles for providing meals to remote learners are afforded coverage through NMPSIA/POMS.
8. The Head Administrator, or his/her designee, shall develop and put into practice any administrative procedures in order to implement this policy.