

Center for Adolescent Services

Policies and Procedures

Chapter: Food Service
Subject: System of Budgeting, Purchasing and Accounting
Policy: 4A-01
Page: 1 of 2
Standards: ACA 3-JCRF-4A-01
Issue Date: December 2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. Policy:** Written policy, procedure, and practice specify the food service budgeting, purchasing, and accounting practices, including but not limited to the following systems:
- A. Food expenditure cost accounting designed to determine cost per meal per juvenile;
 - B. Estimation of food service requirements;
 - C. Determination of and responsiveness to juvenile eating preferences, and;
 - D. A system of refrigeration and storage of food with specific storage periods.

II. Definitions

- A. Food Cost Report: Document detailing the food cost per meal and per youth.
- B. Daily Meal Count Form: Document detailing the number of meals served per food service, per day.
- C. Youth Food Survey: Annual survey documenting youth's eating preferences.
- D. FIFO: Food storage practice for food circulation (i.e. First In, First Out).

III. Procedures

- A. The Food Service Manager, in collaboration with food service staff, shall be responsible for the provision of a quality food service program that is sensitive to the needs of the youth in placement.
- B. The Food Service Manager shall be responsible for the following:
 - 1. Determine food cost per meal and per youth on a quarterly basis.
 - a. Food Cost Accounting
 - i. Meals are planned according to budget allocations.
 - ii. Daily Meal Count Form is completed each meal service by the serving kitchen staff member detailing the number of meals served.
 - iii. Food Cost Report is completed by the Food Service Manager and is submitted to Director or designee on a quarterly basis.
 - b. Quarterly Food Cost Calculation
 - i. The formula for food cost is as follows:
 - 1. The previous month's ending food inventory plus the current month's food purchases, minus the current month's food inventory, equaling the current month's food cost per meal. This is done for each month within the quarter.
 - 2. Youth Food Survey
 - a. The Food Service Manager surveys all youth at a minimum of a biennial basis.

- b. The Food Service Manager uses the information received from surveys to make appropriate menu changes.
3. Food Storage
- a. To develop and maintain a system of refrigeration and storage of food service products with specific storage periods.
 - b. Food is circulated using the FIFO system.
 - i. All delivered perishable and non-perishable food(s) are dated upon arrival.
 - ii. All delivered perishable and non-perishable food(s) are rotated in their designated storage areas using FIFO method.
 - iii. All remaining prepared foods are dated upon completion of meal service and stored within refrigerator and/or freezer using the FIFO method.
 - c. Food Storage Periods
 - i. Delivered perishable and non-perishable food(s)
 - 1. Food storage periods are pre-determined by Manufacturer suggested shelf-life.
 - ii. Remaining prepared food(s)
 - 1. Frozen Prepared Food(s): Using FIFO method but not to exceed six (6) months from the date indicated on food(s).
 - 2. Refrigerated Prepared Food(s): Using the FIFO method but not to exceed seven (7) days from the date indicated on food(s).

Center for Adolescent Services

Policies and Procedures

Chapter: Food Service
Subject: Dietary Allowance
Policy: Dietary Approval of Menus
Page: 1 of 1
Standards: ACA 3-JCRF-4A-02
Issue Date: December 2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: A nutritionist, dietician and/or physician will approve the menu and annually approves the nutritional value of the food served.

II. Procedure

- A. The Food Service Manager will arrange for this review to take place on an annual basis.
- B. The Food Service Manager will submit the menus to a nutritionist, dietician, and/or physician on an annual basis for review.
 - 1. The review will include the following:
 - i. The nutritional value of the food served as compared to the National Research Counsel's recommended dietary allowance for resident's age and sex.
 - ii. Provide a written evaluative response regarding the following:
 - a. Nutritional adequacy
 - b. Menu planning effectiveness
 - c. Menu approval

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Food Service
Subject: Advanced, Planned Menus
Policy: 4A-03
Page: 1 of 1
Standards: ACA 3-JCRF-4A-03
Issue Date: December 2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. **Policy:** Written policy, procedure and practice provide that food service staff develops advanced, planned menus and substantially follow the schedule in the planning and preparation of all meals, food flavor, texture, and temperature. Appearance and palatability are taken into consideration.

- II. **Definitions**
 1. Youth Food Survey: Annual survey documenting youth's eating preferences.

- III. **Procedure:**
 1. The Food Service Manager will develop advanced, planned menus and substantially follow the schedule.
 - i. The Food Service Manager develops menus on an annual basis.
 - ii. The developed menus rotate on a monthly basis.

 2. The Food Service Manager will prepare menus at least one week in advance of serving, and post where easily read by resident(s) and staff.
 - i. Menus are posted in the dining room along the food service line wall.

 3. The Food Service Manager will take into consideration the food flavor, texture, temperature, appearance and palatability when planning and preparing food.
 - i. The Food Service Manager will take into consideration ethnic tastes and the food preferences of the residents.
 - ii. The Food Service Manager will take into consideration results of the Youth Food Survey when planning menus.

 4. The Food Service Manager will ensure that changes or substitutions are noted on the main menu located within the kitchen.
 - i. Specific food changed/exchanged will be of equal nutritional value.

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Food Service
Subject: Menu Planning
Policy: 4A-04
Page: 1 of 1
Standards: ACA 3-JCRF-4A-04
Issue Date: December 2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: There is a single menu for residents and staff.

II. Procedure:

1. The Food Service Manager will develop advanced, planned menus and substantially follow the schedule.
 - i. The menu is reviewed and approved on an annual basis.
 - ii. The developed menus rotate monthly.
 - iii. There is a single menu for residents and staff.
2. The Food Service Manager will prepare menus at least one week in advance of serving, and post where easily read by resident(s) and staff.
 - i. Menus are posted in the dining room along the food service line wall.
3. The Food Service Manager will take into consideration the food flavor, texture, temperature, appearance and palatability when planning and preparing food.
 - i. The Food Service Manager will take into consideration ethnic tastes and the food preferences of the residents.
 - ii. The Food Service Manager will take into consideration results of the Youth Food Survey when planning menus.
4. The Food Service Manager will ensure that changes or substitutions are noted on the main menu located within the kitchen.
 - i. Specific food changed/exchanged will be of equal nutritional value.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Food Service
Subject: Special Diets
Policy: 4A-05
Page: 1 of 1
Standards: ACA 3-JCRF-4A-05
Issue Date: December 2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. **Policy:** Written policy, procedure, and practice provide for special diets as prescribed by appropriate medical or dental personnel.
- II. **Definitions**
 - A. Provision of Special Diet Sheet: Document detailing resident's special, medical dietary needs.
 - B. Therapeutic Diet: Diet prescribed by a health care practitioner as part of the patient's medical treatment. Therapeutic diets can be ordered by physicians, physician's assistants, dentist, or nurse practitioners.
 - C. Juvenile Court System, JCS: Electronic system of documenting information related to youth involved within Juvenile Court. JCS is accessible to all Court personnel at any Court PC terminal.
- III. **Procedure**
 - A. Provision of Special Dietary Sheet
 - i. Special diets are ordered by a physician, physician's assistant, dentist, or nurse practitioner.
 - ii. Special diets should be kept as simple as possible and be specific, complete and rewritten monthly, if warranted.
 - iii. The Medical Department will notify the Food Service Manager of a resident's special diet needs through the Provision of Special Dietary Sheet.
 - iv. The original Provision of Special Dietary Sheet is maintained in the youth's secure medical file.
 - v. The Food Service Manager will maintain a copy of the Provision of Special Dietary Sheet for the duration of the special diet order.
 - vi. Dietary allergies are documented within Juvenile Court System, JCS.
 - B. Therapeutic Diet Manual
 - i. Physical manuals are maintained within the Medical and Food Service Department(s).
 - ii. Electronic copy of manual can be referenced on CAS approved forms.
 - C. Therapeutic Diets
 - i. Therapeutic diets are prepared by the kitchen staff and served to juveniles according to the dietary order.
 - ii. Therapeutic diets will conform, as closely as possible, to the food served to the other residents.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Food Service
Subject: Provision of Special Religious Diets
Policy: 4A-06
Page: 1 of 1
Standards: ACA-3-JCRF-4A-06
Issue Date: December 2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. **Policy :** Written policy, procedure and practice provide for special diets for juveniles whose religious beliefs require adherence to religious dietary laws.
- II. **Definition**
 - A. Provision of Special Religious Diet Sheet: Document detailing resident's special religious dietary needs.
- III. **Procedure**
 - A. The resident and parent/guardian will make his/her request in writing to the assigned Family Specialist.
 - B. The Family Specialist will consult with the resident's parent/guardian and religious leader to determine the validity and merits of the religious dietary request and forward the Provision of Special Religious Diet Sheet, along with Assessment of Religious Needs forms, to the Director or designee within twenty-four (24) hours of religious needs confirmation.
 1. The Director or designee reviews and approves Special Religious Diet Sheet, if appropriate.
 2. A copy of the Special Religious Diet Sheet is forwarded to Food Service Manager.
 3. The Food Service Manager will maintain a copy of the Dietary Sheet for the duration of the dietary order.
 4. The original Provision of Special Religious Diet Sheet is maintained in the resident's file.
 - C. The Food Service Manager will review and implement the Special Religious Diet within twenty-four (24) hours of receipt of dietary order; the diet will conform, as closely as possible, to the food(s) served to the other juveniles.
 - D. Special Religious Diets should be specific, complete and rewritten annually or more often, if warranted.

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Food Service
Subject: Health and Safety Regulations
Policy: 4A-07
Page: 1 of 1
Standards: ACA 3-JCRF-4A-07
Issue Date: December 2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. Policy:** Food service staff complies with all sanitation and health codes enacted by state or local authorities.

- II. Definition(s)**
 - A. Serve Safe Certification: Certification includes the learning of the following:
 - a. The dangers of foodborne illness & how to prevent it.
 - b. Pest management.
 - c. Keys to food safety: components for good personal hygiene; how to prevent cross-contamination; how to utilize time and temperature control effectively; and, how to safely receive, store, prepare and serve food.

- III. Procedures**
 - A. Inspections of Food Service Areas
 1. The Food Service Manager will maintain all records of inspection and compliance in all aspects the food service operation.

 2. The Director or designee will obtain an annual health inspection of the food service areas.

- IV. Training**
 - A. All food service staff will obtain Serve Safe Certification.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Food Service
Subject: Health and Safety Regulations
Policy: 4A-07-01
Page: 1 of 2
Standards: ACA 3-JCRF-4A-07-01
Issued: August 2011
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. Policy:** All staff, contractors, and inmate workers who work the food service department are trained in the use of food service equipment and in safety procedures to be followed in the food service department.
- II. Definition**
- A. Elevate- Website containing training curriculum and reference material(s). Access is provided to all facility staff upon hire. Access to Elevate is available at any Court computer.
 - B. Orientation Training Checklist - Checklist outlining training(s) for new employees.
 - C. Vocational- Applied educational instruction pertaining to skills relative to an occupation, trade or working profession
- III. Procedures**
- A. Training**
- 1. Food service staff are receive training in accordance with the following ACA Standards:
 - a. Standard 1D-03: Orientation
 - b. Standard 1D-11: Support Staff Training
 - 2. Food service staff training will include but is not limited to the following:
 - a. Orientation Training Checklist;
 - b. Elevate;
 - c. Serve Safe Certification; and
 - d. Public Health Dayton & Montgomery County Certification in Food Protection
- B. Inmate Workers**
- 1. Vocational Services Application
 - a. Youth will have access to vocational services and job training as follows:
 - i. Youth will participate in general life skills discussion groups on their unit.
 - ii. Kitchen Restitution Positions
 - 1. Youth are encouraged to apply for restitution positions within the Food Service Department using a Youth Service Application.
 - 2. The Food Service Manager will interview the applicant, choose the appropriate candidate, and supervise the youth selected. This provides the youth with practical work experiences.
 - 2. The Food Service Manager will train the youth on the outlined equipment and processes, documenting such on the Youth Service Application.
 - 3. Vocational Training

- a. Youth are prohibited access to bladed kitchen equipment and utensils, (i.e., Knives, Food Processors, Buffalo Chopper, Peelers, etc.)
- b. Youth will be trained on use and operation of the following food service equipment:
 - i. Industrial Dishwasher
 - ii. Custodial Equipment

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Food Service
Subject: Inspections
Policy: 4A-08
Page: 1 of 2
Standards: ACA 3-JCRF-4A-08
Issue Date: December 2001
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Authorized by: Mike Garrett, Director

- I. Policy:** Written policy, procedure, practice provide for the following: Weekly inspection of all food service areas, including dining and food preparation areas and equipment; Sanitary, temperature-controlled storage facilities for all foods; and, Daily checks of refrigerator, freezer, and water temperatures.

Appropriate space and equipment should be available for the proper storage and refrigeration of food supplies. Dry food supplies are stored in a clean dry, ventilated room, not subject to waster water backflow or other contamination. The American Dietary Association recommends storage temperatures for freezers to be -10-degrees to 0-degrees Fahrenheit and refrigerated storage at 32-degrees to 36-degrees Fahrenheit. However, the requirements may differ under certain conditions. When the requirements vary from the above, laws and/or regulations of the health authority having jurisdiction prevail.

II. Definitions

- A. Hazard Analysis Critical Control Points Sheet: Document completed weekly by the Food Service Manager or designee that details the analysis and corrective action(s) of the following:
1. Personal Dress and Hygiene
 2. Food Storage & Dry Storage
 3. Large Equipment
 4. Refrigerator, Freezer, and Milk Cooler
 5. Food Handling
 6. Utensils & Equipment
 7. Hot Holding
 8. Cleaning & Sanitizing
 9. Garbage Storage & Disposal
 10. Pest Control
- B. Food Storage Room Temperature Check Sheet: Document completed daily by Food Service Manager or designee detailing the temperature of the dry food storage room.
- C. Temperature Chart: Document completed two times a day by Food Service Manager or designee detailing the temperature(s) of the following:
1. Walk-in Refrigerator
 2. Reach-in Refrigerator
 3. Walk-in Freezer
 4. Milk Cooler
 5. Dish Machine Operating Temperature(s)

III. Procedures

A. Inspections of Food Service Areas

1. The Food Service Manager will maintain all records of inspection and compliance in all aspects the food service operation.
2. Hazard Analysis
 - a. All food service areas, including dining room and food preparation areas and equipment shall be inspected and documented weekly using the Hazard Analysis Critical Control Points Sheet.
3. Health Inspection(s)
 - a. The Food Service Manager will obtain annual health inspections of the facility and permits for the Food Service Operation.

B. Daily Temperature Checks

1. The Food Service Manager will maintain all records of temperature check(s).
2. Dry Food Storage
 - a. The Food Service Manager will ensure that dry food supplies are stored in a clean, dry, ventilated room free of wastewater backflow or contamination.
3. Refrigerator and Freezer Food Storage
 - a. The Food Service Manager will ensure that storage temperatures for freezers are targeted between (-10 to 0 degrees F) and refrigerated storage at (32 to 36 degrees F), as recommended by American Dietary Association.
 - b. The Food Service Manager or designee will inspect thermostats in the refrigerator(s), freezer, and milk cooler two (2) times a day, logging their findings on the Temperature Chart.
4. Dish Machine
 - a. Two (2) times a day, the Food Service Manager or designee will inspect the dishwashing machine and log the operating temperature(s) on the Temperature Chart.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Food Service
Subject: Meal Service
Policy: Supervision of Resident Meals
Page: 1 of 2
Standards: ACA 3-JCRF-4A-09
Issue Date: December 2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: It shall be the written policy, procedure, and practice of the Center for Adolescent Services to provide for supervision of resident(s) by staff during meals.

II. Procedure

A. Meal Service Guidelines

1. All residents are required to attend meal service in the cafeteria.
2. Residents restricted to room for an Aggressive, Risk Rule Infraction, or for a medical isolation approved by the medical department are served on the unit(s).
3. Refusal to attend meal service by resident is considered a decline of meal service unless collectively determined otherwise by the On-Duty Supervisor, Administration, medical staff, and food service staff.
4. Resident on approved leave pass/non-home visit will receive meal upon return to the facility. All of these meals are stored in the kitchen in accordance with food safety guidelines.
5. Resident on approved leave pass/home visit will not receive a meal if their scheduled return time is past the scheduled meal service.
6. Meals shall be served in fifteen (15) minute intervals by unit regardless of location (i.e., cafeteria or unit).
7. The door between the cafeteria and food preparation area is to remain closed and locked at all times during meal service.
8. The food service gate and depositing station window must be closed after each unit is served.
9. Upon the call of an Emergency Code in the cafeteria, food service gate and depositing station window must be closed and remain closed until the "all clear" is given by the On-duty Supervisor.
10. Residents are permitted to talk while eating within reasonable limits of loudness, safety, and security.
11. Any special considerations or requirements under this policy will be communicated in writing (i.e., behavior contracts, etc).

B. Cafeteria Meal Service

1. Resident(s) are escorted, following group movement rules, by a designated staff member from the unit to the cafeteria at the schedule mealtime.
2. Upon entering the cafeteria, the designated staff member is to position him/herself at the front of the serving line directly by the serving counter to observe each resident going through the serving line and to complete the daily meal count report.
3. Food service staff members coordinate the number of youth receiving food at the food service line.
4. As each resident receives his or her food they are instructed to sit at an assigned table by the supervising staff member.

5. Each resident is to unwrap his/her utensil(s) and visually show to the supervising staff member before sitting. Residents are not permitted to sit until approved by supervising staff.
6. Once each resident clears the serving line and is seated the staff member will do the following:
 - a. Serve beverage to all youth
 - b. Sit and/or eat at the table located next to the door leading to the kitchen.
7. Once seated, residents are not permitted to leave their seat unless permitted by staff.
8. Staff will observe the following during meal service:
 - a. Resident food waste
 - b. Careless serving
 - c. Trading food items
 - d. Abuse of a resident by another resident
 - e. Observing and reporting of unusual eating habits such as rejection and/or over eating
9. Upon completion of the meal, the staff member must be positioned in front of the depositing station window to supervise each resident disposing of food and placing his/her tray and eating utensils at the depositing station window. Each Resident must visually show the staff member his/her fork and/or spoon before leaving the window.
10. The number of utensils returned must be communicated to the kitchen staff members.
 - a. Any missing utensils or kitchen equipment must be handled in accordance with Policy 3A-12: Control of Contraband and Policy 3A-13: Tools, Equipment, and Keys.
11. Before leaving the cafeteria, staff shall designate a resident to wipe down and sanitize all tables.
12. The residents are escorted, following group movement rules, by staff from the cafeteria back to the unit or assigned area.

C. Unit Meal Service:

1. Prior to meal service, the Control Desk Clerk is responsible for identifying and reporting to the kitchen the number of youth to be served on the unit by type (i.e., aggressive or risk behavioral infraction, medical isolation, and so on).
2. All cellophane wrapping must be removed by supervising staff prior to meal service.
3. All residents served on the unit(s) are served using disposable paper products (i.e., paper plate, plastic spoon, and Styrofoam cup).
4. All residents on Aggressive and Risk Infractions are served in the following manner:
 - a. Prior to opening door and delivering meal service, the supervising staff member instructs the resident to sit on the floor, at the back of the room, back against the wall, with legs crossed.
 - b. Resident will be served upon supervising staff member visually confirming youth complying with directives. A refusal to follow this process is considered a meal refusal.
5. The supervising staff member(s) is responsible for ensuring that all meal service items (i.e., paper plate, plastic spoon, and Styrofoam cup) are accounted for each youth and removed from the unit and placed on food service cart located at the Control Desk.
6. The food service staff member is responsible for securing all unit meal service items after each meal service and communicating and confirming with the On-Duty Supervisor the number of meal service items returned.
 - a. Any missing utensils or kitchen equipment must be handled in accordance with Policy 3A-12 Control of Contraband and Policy 3A-13: Tools, Equipment, and Keys.

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Food Service
Subject: Provision / Scheduling of Meals
Policy: 4A-10
Page: 1 of 1
Standards: ACA 3-JCRF-4A-10
Issue Date: December 2001
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Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure and practice require that at least three (3) meals, two of which are hot meals, are provided at regular meal times during each twenty-four (24) hour period, with no more than fourteen (14) hours between the evening meal and breakfast.

II. Procedure

A. Meal Service Schedule

1. Meal service shall be seven (7) days a week.
2. Two (2) of the three (3) meals served are hot meals.
3. Meals shall be served in fifteen (15) minute intervals by unit according to the following schedule:
 - a. Breakfast – 6:50am to 8:05am.
 - b. Lunch – 11:45am to 12:50pm.
 - c. Dinner – 4:30pm to 5:30pm.
4. Snacks shall be provided two (2) times per day for each resident. The times are between lunch and dinner, at approximately 3:30-3:45pm and between dinner and bedtime at approximately 8:15pm-8:30pm.

B. Variations to the meal schedule may be permitted on weekends or holidays, provided basic nutritional goals are met and upon approval of the Food Service Manager and/or Administration.