



# Food Service Manual

<b>Effective Date</b> October 1, 2015	<b>Chapter</b> 4
<b>Amended</b>	<b>Operating Level</b> Food Service Department
<b>Supersedes</b> FSM Chapter 4 (7/1/12)	

<b>Subject</b> <b>RELIGIOUS DIETS/COMMON FARE MEALS</b>		<b>ACA Standards</b> 4-4319; 4-ACRS-4A-03
<b>Incarcerated Offender Access</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>FOIA Exempt</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Attachments</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Office of Primary Responsibility</b> Director of Food Services

## I. PURPOSE

This chapter of the Food Service Manual provides a religious diet program that reasonably accommodates special diets to meet the basic nutritional needs of offenders whose religious beliefs require the adherence to religious dietary laws.

## II. COMPLIANCE

The Food Service Manual is issued with the intent to pull together information from a variety of sources such as directives, operating procedures, regulations, and other mandatory requirements and applies to all Food Service activities in facilities operated by the Department of Corrections (DOC). Contract Food Service vendors shall follow all provisions of the Food Service Manual within the specifications of their contract. This manual shall not change requirements contained in any approved directive or operating procedure, but does contain specific operational details not included in other documents. Practices and procedures shall comply with applicable State and Federal laws and regulations, ACA standards, Board of Corrections policies, and DOC directives and operating procedures.

## III. DEFINITIONS

**Common Fare** - An appropriate religious diet for offenders whose religious dietary needs cannot be met by the Master Menu; the Common Fare menu meets or exceeds minimum daily nutritional requirements.

**Eid ul Fitr** - Prayer and Fast breaking; takes place at the end of the month of fasting

**Eid ul Adha** - Prayer service and special meal; takes place approximately 70 days after the end of the month of fasting

**Meals for Religious Observances** - Special meals are provided for the following religious observances: Nation of Islam (NOI) Month of Fasting, Passover, and Ramadan.

**NOI Month of Fasting** - The Fast observed by the Nation of Islam

**NOI Month of Fasting Menu** - An appropriate religious menu for Nation of Islam offenders whose religious dietary needs cannot be met from the Master Menu during the Observance of the NOI Month of Fasting; a 28-day cycle menu is provided by the DOC Dietitian to be used during the NOI Month of Fasting.

**Observance of Ramadan** - The Fast observed by traditional Muslims

**Passover** - The religious holiday celebration observed by Jews

**Ramadan** - The ninth month of the Islamic lunar calendar, observed by the majority of Muslims by fasting (abstaining from food and drink) from dawn to sunset

**Ramadan Menu** - An appropriate religious menu for Muslim offenders whose religious dietary needs cannot be met from the Master Menu during the Observance of Ramadan; a 28-day cycle menu is provided by the DOC Dietitian to be used during Ramadan.

**Seder Plate** - A ceremonial plate used during Passover, generally consisting of: matzo, roasted chicken, bitter herb (parsley), vegetables (parsley or celery), chopped apples and nuts (mixed), cup of salt water.

**Violation of Common Fare** - Offenders may be considered in violation of the Common Fare program if they do not adhere to the rules set forth in the [Common Fare Agreement](#) 841\_F8. Each offender will be

required to read and sign a copy of this agreement prior to beginning the Common Fare program.

#### IV. PROCEDURE

A. Community Corrections Facilities - Specific religious diets are not offered at Detention and Diversion Centers due to short duration and voluntary nature of the programs. Offenders are offered the option of choosing non-meat meals from the Master Menu to meet dietary requirements. (4-ACRS-4A-03)

#### B. Common Fare

1. Common Fare is intended to accommodate offenders whose religious dietary needs cannot be met by the Master Menu. (4-4319)
  - a. The Common Fare Menu has been analyzed and certified to meet or exceed minimum daily nutritional requirements.
  - b. A copy of the Common Fare Menu is available by request from the Counselor; copying charges shall apply.
2. Common Fare will be offered at selected facilities designated by the Chief of Corrections Operations.
  - a. At facilities where Common Fare is offered, the Common Fare program should operate in accordance with this manual.
  - b. All Food Service Staff in designated Common Fare facilities will be trained in Common Fare. (see [Food Service Staff Common Fare Training](#) FSM\_F7)
3. The planned Common Fare menu may not be changed at the facility level, except where seasonal availability of produce items warrants that substitutions be made.
  - a. Under such circumstances, the Food Operations Director/Manager may make temporary nutritionally equal substitutions with fresh seasonal produce.
  - b. All other rules for substitutions apply to the Common Fare menu  
**NOTE:** A requirement of Common Fare/Kosher is that dairy and meat/chicken/fish are not served in the same meal. If a menu substitution is made, do not mix dairy and meat.
4. All foods purchased for this program, except fresh fruits and vegetables, will be certified by a recognized Orthodox Standard, such as "U", "K", or "CRC.". No pork or pork derivatives may be used.
5. Information regarding assignment to Common Fare may be found in Operating Procedure 841.3, *Offender Religious Programs*.
6. Commissary Products - Offenders on Common Fare may purchase and consume only food items from the commissary that are not clearly marked as containing pork or pork derivatives or containing a combination of meat and dairy ingredients. A separate commissary list that allows Common Fare offenders to only purchase certain items is not permitted.
7. All food cooked for the Common Fare Program should be cooked in the designated Common Fare equipment.
8. Beverages - Beverages available for the general population are allowed for Common Fare.
9. Food Storage - Upon delivery of Common Fare food products to the kitchen, the products will be stored in special designated areas for staging and/or storage until items are ready for use.
  - a. A separate refrigeration unit or an area within available cooling systems will be set aside for staging and storage of refrigerated Common Fare food products. The designated unit/area will be clearly marked and identified as Common Fare.
  - b. Dry storage Common Fare food items will be stored in a separate area from other items. In case of limited dry storage space, a special area within the existing storage area will be identified, marked, and used for staging and storage of non-perishable Common Fare food products. The designated room/area will be clearly marked and identified as Common Fare.

- c. Frozen Common Fare food items will be stored in a separate area from other items. In case of limited frozen storage, a special area within the existing frozen storage area will be identified, marked, and used for staging and storage of frozen Common Fare food products. The designated unit/area will be clearly marked and identified as Common Fare.
10. Food Preparation
    - a. All food preparation will be conducted in a designated Common Fare area.
    - b. All pans, lids, utensils, and the equipment used for the soy/rice mix shall be marked (CF) for Common Fare and shall not be used for any other purpose.
      - i. Food service utensils needed for use in preparing, serving, and transporting Common Fare food items will be stored, handled, used, and cleaned separately from non-Common Fare food utensils.
      - ii. Utensils will be washed and sanitized in the pot and pan area before general population utensils have been cleaned.
      - iii. Sinks will be washed, sanitized, and refilled before Common Fare utensils are cleaned.
      - iv. All utensils will be stored on a separate shadow board identified as Common Fare.
    - c. Common Fare Food Service personnel will not handle non Common Fare food items while preparing or cooking Common Fare food items.
    - d. Common Fare food items will be prepared and cooked in accordance with the Food Service Manual and state and federal regulations.
    - e. The Food Operations Director/Manager or designee will provide appropriate training and supervision for offender kitchen workers assigned to prepare Common Fare meals. (see [Offender Worker Common Fare Training](#) FSM\_F8)
  11. Serving Trays and Utensils
    - a. Separate reusable serving trays, covers, eating utensils, and cups will be used for Common Fare and will be stored separately.
    - b. Common Fare trays, covers, eating utensils, and cups will be placed in the clean and sanitized dishwashing machine for washing and sanitizing before general population trays and utensils are washed. Dishwashing water will be drained and refilled before washing Common Fare items.
  12. Serving of Common Fare Items
    - a. Common Fare items will be prepared and placed in serving trays designated for the Common Fare diet. All food will be covered and served to the offender. All items will be prepared in advance of the feeding period and placed under refrigeration in the designated refrigerator unit. (Except for Common Fare hot items).
    - b. Common Fare items may be served from the main serving line.
      - i. The food needs to be placed in utensils dedicated to Common Fare.
      - ii. The serving line shall be cleaned, sanitized, and refilled with water or ice before the Common Fare population is served.
      - iii. The trays will be covered before service through the tray slot.
    - c. Temporary assignment to special housing should not affect an offender's participation in the Common Fare program. An offender approved for Common Fare should be provided Common Fare meals while in special housing or the facility medical unit.
  13. Documentation of Meals
    - a. The Food Operations Director/Manager should ensure that the Common Fare Diet Attendance Log in VACORIS is completed at each meal for offenders receiving Common Fare meals.
    - b. An offender who is assigned to participate in the Common Fare program will not select other food items, except beverages, from the Master Menu. Violations will be reported to the Facility Unit Head or designee.
    - c. An offender on Common Fare, who requests to participate in Observance of Ramadan, the NOI

Month of Fasting, or Passover, may choose to remain on the Common Fare diet or to eat from the respective special observance menu without penalty to Common Fare status. Each offender on Common Fare shall indicate this choice when registering for the respective special observance menu and the choice may not be changed during the period of fasting.

14. Removal from Common Fare

- a. An offender may voluntarily withdraw from Common Fare by submitting a written request to their Counselor providing the reason for the removal.
- b. Offenders will be suspended/removed from Common Fare for violating any of the criteria of the [Common Fare Agreement](#) 841\_F8. The Food Operations Director/Manager or other staff should notify the Facility Unit Head or designee if:
  - i. An offender fails to pick up a minimum of seventy-five percent of meals served per month. (See minimum number of meals monthly schedule - attached to Common Fare Agreement).
  - ii. An offender is detected or observed eating, trading, or possessing unauthorized food items from the main line.
  - iii. An offender is observed giving away or trading a Common Fare food item.
  - iv. An offender is found to have purchased or observed eating food items from the Commissary inconsistent with dietary requirements of the Common Fare program.
  - v. An offender has not continued to attend services or other religious activities at least twice per month, if available.
- c. Violation of Common Fare will result in sanctions in accordance with Operating Procedure 841.3, *Offender Religious Programs*.
- d. Within two working days, The Facility Unit Head or designee will notify the Food Operations Director/Manager with the names of any offender removed or voluntarily withdrawn from Common Fare.

C. Ramadan and NOI Month of Fasting

1. The Ramadan and NOI Month of Fasting religious observance meals provide religious diets that reasonably accommodate certain religious or spiritual dietary needs to the extent feasible during Observance of Ramadan and NOI Month of Fasting.
2. Ramadan and NOI Month of Fasting Menus are intended to accommodate offender's religious dietary needs that cannot be met by the Master Menu. The Ramadan and NOI Month of Fasting Menus are provided each year by the DOC Dietitian. Both menus are nutritionally adequate and equivalent in calories to the Master Menu.
3. Ramadan and NOI Month of Fasting religious observance meals are available only to offenders who require special religious diets during Ramadan and NOI Month of Fasting and are for accommodating their sincere religious practices.
4. A memorandum will be sent from the Chief of Corrections Operations annually to notify facilities of the dates for Ramadan and NOI Month of Fasting. The dates for fasting of the holy month of the Islamic faith, called Ramadan, are confirmed by the Islamic Center of Virginia. The observance will continue for a period of 29-30 days.
  - a. The Observance of Ramadan or the NOI Month of Fasting should not interfere with regular work or program assignments.
  - b. Offenders participating in the Observance of Ramadan or the NOI Month of Fasting are not exempt from random drug testing during this period. Randomly selected offenders who are fasting during daylight hours should be tested during those periods of time when they are allowed to eat and drink (i.e. before dawn and after sunset). All other drug-testing regulations apply.
  - c. Participating offenders should be permitted to fast during the daylight hours and to observe prescribed times of prayer and spiritual reading individually after work assignments and activities have been accomplished.

5. The planned Ramadan and NOI Month of Fasting Menus will not be changed at the facility level without approval of the DOC Dietitian.
  - a. Offenders observing the NOI Month of Fasting require special foods that are specified in the NOI Month of Fasting Menu.
  - b. Although menus are different, both groups observe the same fasting period and may be fed at the same time.
6. Observance of Ramadan (Traditional Muslim) - Reasonable accommodations for the participating offender should be consistent with the proper maintenance of security and the orderly facility operation. For those offenders participating in Observance of Ramadan, the following should be observed:
  - a. Offenders desiring to observe Ramadan should make their intentions known, in writing to the Facility Unit Head or designee at least 30 days prior to the beginning of Ramadan each year according to procedures established by the Chief of Corrections Operations.
  - b. Offenders observing Ramadan shall be fed meals prepared in accordance with the Ramadan menu.
  - c. The morning meal should be served and eaten 30 minutes before dawn. The evening meal should be served and eaten after sunset.
    - i. Offenders must be allowed at least 20 minutes to consume this meal.
    - ii. A bag meal will be distributed to participating offenders during the evening hours.
      - (a) Offenders are authorized to have the bag meal in their living areas, however, due to health and safety standards, the bag meal must be consumed or discarded within four hours of receipt.
      - (b) It is mandatory that every offender who plans to observe Ramadan complete the [4-Hour Rule Agreement](#) FSM\_F9 and submit it to the Food Service Department prior to the beginning of the fast dates.
    - iii. Any offender, after having chosen to participate in Ramadan or NOI Month of Fasting, who seeks a meal tray between dawn and sunset during the religious fast of Ramadan shall be assessed the cost of a Ramadan meal for each meal received outside of their religious observance (currently \$1.35 per meal)
    - iv. The Facility Food Service Director or designee shall submit a [Meal Cost Log](#) FSM\_F21 to the Business Office daily. The *Log* shall be used to document the name and number of all offenders to be assessed the cost of Ramadan meals, the meals received, the number of meals for each offender and the total cost for each offender for the day.
    - v. Offenders unable to pay the assessed cost of Ramadan Meals will have the cost charged as a loan to their Inmate Trust Account.
    - vi. An offender who eats commissary food items or seeks a meal tray between dawn and sunset during the religious fast of Ramadan, after having chosen to participate in Ramadan or NOI Month of Fasting, shall not be removed from Ramadan participation or otherwise penalized. An offender on the Common Fare diet may be penalized for violating any of the criteria of the [Common Fare Agreement](#) 841\_F8.
    - vii. All rights available under Operating Procedure 866.1, *Offender Grievance Procedure*, shall be available to challenge any sanction imposed.
  - d. Eid ul Fitr - Prayer service and fast breaking - This is a required holy day at the end of Ramadan that will be permitted for persons participating in Ramadan. The activities include a prayer service to be held before noon and a special meal to be served on the day following the last day of fasting or within three days following the last day of fasting. Only one day may be selected. Based on guidance from the Director of Food Services, the feast meal may be served to the entire offender population.
  - e. Eid ul Adha is a required holiday approximately 70 days after the end of Ramadan and is permitted for offenders participating in Observance of Ramadan. The activities include a prayer service before noon and a special meal which will be served on that day. Based on guidance from

the Director of Food Services, the feast meal may be served to the entire offender population.

7. Month of Fasting (Nation of Islam) - Reasonable accommodations for the participating offender should be consistent with the proper maintenance of security and the orderly facility operation. The following guidelines should be observed:
  - a. Offenders desiring to observe the NOI Month of Fasting should make their intentions known, in writing to the Facility Unit Head or designee at least 30 days prior to the beginning of the NOI Fast, according to procedures established by the Chief of Corrections Operations.
  - b. The NOI Month of Fasting Menu will be used for those participating in the Nation of Islam Month of Fasting.
  - c. The morning meal should be served and eaten 30 minutes before dawn. The evening meal should be served and eaten after sunset.
    - i. Offenders must be allowed at least 20 minutes to consume this meal.
    - ii. A bag meal will be distributed to participating offenders during the evening hours.
      - (a) Offenders are authorized to have the bag meal in their living areas, however, due to health and safety standards, the bag meal must be consumed or discarded within four hours of receipt.
      - (b) It is mandatory that every offender who plans to observe NOI Month of Fasting complete the [4-Hour Rule Agreement](#) FSM\_F9 and submit it to the Food Service Department prior to the beginning of the fast dates.
  - d. Eid ul Fitr - Prayer service and fast breaking - This is a required holy day at the end of the Month of Fasting that will be permitted for persons participating in the Month of Fasting. The activities include a prayer service to be held before noon and a special meal to be served on the day following the last day of fasting or within three days following the last day of fasting. Only one day may be selected. Based on guidance from the Director of Food Services, the feast meal may be served to the entire offender population.
  - e. Eid ul Adha is a required holiday approximately 70 days after the end of Ramadan and is permitted for offenders participating in the Month of Fasting. The activities include a prayer service before noon and a special meal to be served on that day. Based on guidance from the Director of Food Services, the feast meal may be served to the entire offender population.
  - f. Menu Notes (Nation of Islam Month of Fasting) - Substitutions - If a menu substitution must be made, refer to this list of UNACCEPTABLE foods:
    - i. Pork, beef, poultry
    - ii. Dried Beans, (except Navy) and peas
    - iii. White and corn bread
    - iv. Soybean flour or oil
    - v. Kale, turnip, collard, or mustard greens
    - vi. Sweet or white potatoes
    - vii. Peanuts, coconut, or other nuts
    - viii. Cheese, made with any pork products
    - ix. Refined sugar products
    - x. Grapefruit

#### D. Passover

1. The Passover religious observance meals provide a religious diet that reasonably accommodates certain religious or spiritual dietary needs to the extent feasible during Passover. Religious dietary accommodations provided under this procedure meet basic nutritional needs.
2. Passover religious observance meals are available only to offenders who require special religious diets during Passover and are for accommodating their sincere religious practices.
3. A memorandum will be sent from the Chief of Corrections Operations annually to notify facilities of the dates for Passover.

4. Changes - The planned Passover observance will not be changed at the facility level.
5. A "Passover Meal" is a meal from the common fare menu which is free of leavened food items, legumes, and grains. Matzo shall be substituted for leavened food items.
6. Offenders who are not on the Common Fare menu shall have matzo substituted for bread and fruit substituted for dessert items on their regular food tray.
  - a. Alternatively, these offenders may choose to eat from the Common Fare Passover Meal throughout the Passover period if they are housed at a unit that offers Common Fare.
  - b. Any offender who seeks a regular tray during the Passover period, after having chosen to participate in the Common Fare Passover Meal, shall be assessed the cost of that Common Fare meal (currently \$1.35 per meal).
  - c. The Facility Food Service Director or designee shall submit a [Meal Cost Log](#) FSM\_F21 to the Business Office daily. The *Log* shall be used to document the name and number of all offenders to be assessed the cost of the Common Fare Passover meal, the number of meals for each offender and the total cost for each offender for the day.
  - d. Offenders unable to pay the assessed cost of the Common Fare Passover Meal will have the cost charged as a loan to their Inmate Trust Account.
  - e. An offender who eats commissary food items or a regular meal tray, after having chosen to participate in the Common Fare Passover Meal, shall not be removed from Passover participation or otherwise penalized. An offender on the Common Fare diet other than for Passover observance may be penalized for violating any of the criteria of the [Common Fare Agreement](#) 841\_F8.
  - f. All rights available under Operating Procedure 866.1, *Offender Grievance Procedure*, shall be available to challenge any sanction imposed.
7. Offenders, who are on the Common Fare menu and choose to participate in Passover, shall be provided a Passover Meal throughout the Passover period.
8. Offenders who wish to order a kosher-for-Passover meal package may do so from a Virginia Department of Corrections approved third-party vendor. Any dollar limit which is set shall allow the inmate to have three full meals daily during the Passover period.
9. Offenders desiring to observe Passover should make their intentions known in writing, including which meal plan they desire, to the Facility Unit Head or designee at least 30 days prior to the beginning of Passover.
10. A Seder plate is permitted for the first two nights of Passover. Only one Seder Plate per service is necessary for the celebration of Passover. The Seder Plate is symbolic and should not be eaten from.
11. Special items such as matzo may be ordered from vendors, using the eVA system.

#### V. REFERENCES

Operating Procedure 841.3, *Offender Religious Programs*  
Operating Procedure 866.1, *Offender Grievance Procedure*

#### VI. FORM CITATIONS

[Common Fare Agreement](#) 841\_F8  
[Food Service Staff Common Fare Training](#) FSM\_F7  
[Offender Worker Common Fare Training](#) FSM\_F8  
[4-Hour Rule Agreement](#) FSM\_F9  
[Meal Cost Log](#) FSM\_F21

VII. REVIEW DATE

The Director of Food Services shall ensure that each Chapter of the Food Service Manual is reviewed annually and revised as necessary.

*Signature Copy on File*      *8/26/15*

---

Mark E. Engelke, Director of Food Services