



Food Service Manual

Effective Date December 1, 2018	Chapter 3
Amended	Operating Level Food Service Department
Supersedes Food Service Manual Chapter 3 (11/1/15)	
ACA Standards 5-5C-4316; 5-5C-4317; 5-5C-4318; 4-4316, 4-4317, 4-4318, 4-ACRS-4A-01; 4-ACRS-4A-02; 2-CO-4C-01	
Office of Primary Responsibility Director of Food Services	

Subject MENU PLANNING				
<table border="0"> <tr> <td>Incarcerated Offender Access</td> <td>Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></td> <td>Attachments Yes <input checked="" type="checkbox"/> #5 No <input type="checkbox"/></td> </tr> </table>	Incarcerated Offender Access	Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Attachments Yes <input checked="" type="checkbox"/> #5 No <input type="checkbox"/>
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I. PURPOSE

This chapter of the Food Service Manual provides for menus that ensure that offenders in Department of Corrections facilities are served meals that are nutritionally adequate, food costs are maintained within established budgets, and food supply requirements can be anticipated. Provision is made for the availability and management of nutritionally adequate therapeutic diets for offenders whose medical condition necessitates alteration from a regular facility diet

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, and DOC directives and operating procedures.

III. DEFINITIONS

Food Production Worksheet - A document provided with each day's menu that provides direction in preparing each meal and provides space to record the number of meals served, time, and temperature of each food served

Health Authority - The individual who functions as the administrator of the facility medical department

Health Record - A file that contains information relative to the offender's medical, dental, and mental health condition and treatment; the Health Record is maintained at the offender's facility of assignment and follows them throughout the term of incarceration.

Medical Practitioner - A physician, physician's assistant, or nurse practitioner licensed to practice medicine in the Commonwealth of Virginia or in the jurisdiction where the treatment is to be rendered or withheld.

IV. PROCEDURE

A. Menus and Substitutions

1. Meals will be served in accordance with the *Healthy Eating Plan* (see Attachment 1) and the Master Menus. (5-5C-4316; 4-4316)
 - a. A Registered Dietitian will ensure that the menus meet the nationally recommended allowances for basic nutrition and will review the master menus annually. (4-ACRS-4A-01; 2-CO-4C-01)
 - b. The Master Menu and Facility Modified menu will be posted in a designated area at each facility.
 - i. The Master Menu as written and signed by the Statewide Dietitian and the facility modified menu will be posted at all facilities.
 - ii. The facility modified menu will illustrate any changes made to the master menu and will be

- signed by the facility Food Service Director or Manager prior to posting.
- iii. Offenders may be provided copies of the posted Master Menu upon request and upon payment of applicable photocopying charges.
 - c. Food Service Directors/Managers will conduct [Meal Evaluations](#) FSM_F15, at least quarterly to verify adherence to the established basic daily servings as outlined in the Master Menu.
2. All facilities will follow the appropriate Master Menu and adhere to the portions indicated on the menu. The planning and preparation of all meals will take into consideration food flavor, texture, temperature, appearance, and palatability. (5-5C-4317; 4-4317; 2-CO-4C-01)
 3. Substitutions of menu items are allowed only when certain foods are unavailable, there is equipment failure, there is a lockdown, or to take advantage of the availability of seasonal farm products, special purchases, and/or donated commodities. These substitutions should be made on the *Food Production Worksheet* and approved by the Food Operations Director/ Manager.
 - a. On all menus, the Vitamin A vegetables must be substituted only with Vitamin A vegetables. Good sources of Vitamin A vegetables (at least 3-4 servings per week):
 - i. Broccoli
 - ii. Carrots
 - iii. Greens
 - iv. Spinach
 - v. Squash, winter
 - vi. Sweet potatoes
 - vii. Tomatoes
 - viii. Romaine leaves
 - b. During lockdowns, if water is available in the cell, it may be substituted for the menu beverage at the lunch and dinner meals.
 4. Lunch and dinner menus of the same day may be rotated if necessary. Menus should not be rotated from one day to another. However, temporary adjustments on the menus may be made to accommodate special meals on holidays, picnics, cookouts, etc.
 5. The number of meals prepared should be based on the history of offender meal consumption. Meal consumption history is to be tracked on the *History Sheet* (see Attachment 2 for sample) for all meals.
 6. Portion control shall be used in meal planning, preparation, and service to prevent excessive plate waste and leftovers. Portions shall be served in the quantities indicated on the Master Menus. Portion control will be enforced for both staff and offenders.
 7. Leftovers shall be noted by portion on the *Food Production Worksheet* and used appropriately.
 8. All food and food supplies, with the exception of Agribusiness, will be ordered through eVA and will require the Director of Food Services or designee approval.
- B. Master Menus
1. The purpose of the Master Menus is to ensure that nutritionally adequate menus are made available as approved by the DOC Dietitian.
 2. The Master Menus will control food for all offenders; no unauthorized meals should be prepared.
 3. Adjustments in serving times are allowed to accommodate special circumstances such as Holidays.
 4. Any deviation from the Master Menus shall only be in accordance with authorized substitutions. The Food Operations Director/Manager or designee shall list and initial the approved substitutions on the *Food Production Worksheet* prior to meal preparation.
 5. The Facility Unit Head's designee should attest that each meal served coincides with the *Food Production Worksheet*. Such designee will not be an employee of Food Service and should note any

deviations and report them to the Facility Unit Head.

6. An alternate entrée is to be provided as indicated on the Master Menus.
7. On initial placement in a Restrictive or Special Housing Unit, the offender (if not on Common Fare) will designate if they want to receive regular or alternate entrée food trays.
 - a. The Restrictive or Special Housing Unit Supervisor shall allow the offender the opportunity to change their choice of tray type every 90 days that they remain in a Restrictive or Special Housing Unit.
 - b. An offender approved for Common Fare should be provided Common Fare meals while in a Restrictive or Special Housing Unit, if Common Fare is available at that institution.

C. Religious Diets

1. Those offenders following specific religious diets may require reassignment to those correctional facilities which provide such diets.
2. No new religious diets can be initiated at a facility without the permission of the Chief of Corrections Operations.
3. See Food Service Manual, Chapter 4 for information on a religious diet program that reasonably accommodates special diets and special religious observance meals for offenders whose religious beliefs require the adherence to religious dietary laws and meets their basic nutritional needs.

D. Medical Diets (5-5C-4318; 4-4318; 4-ACRS-4A-02; 2-CO-4C-01)

1. The DOC Dietitian shall develop guidelines under which all facility therapeutic diets shall be prepared and served. These guidelines shall be the *Therapeutic Diet Handbook* (see Attachment 3), which shall be available in all facility Medical Departments and Food Service areas.
2. Diet Orders
 - a. Only medical practitioners, QMHP's, and dentists may order therapeutic diets. They will document the justification in the offender's Health Record. Orders for therapeutic diets shall include the type of diet, the duration of the prescription, and any special instructions.
 - b. The Health Authority or designee shall transcribe the therapeutic diet order from the Health Record onto an [Offender Diet Order](#) FSM_F10 to be sent to the facility's Food Service Department.
 - c. The following therapeutic diets may be ordered:
 - i. Clear or full liquid
 - ii. Mechanical soft
 - iii. Cardiac
 - iv. Diabetic/Carbohydrate Controlled - night snack bag by doctor's order only
 - v. Systemic allergy that has been diagnosed and documented by a physician
 - vi. Renal – at facilities with access to dialysis services
 - vii. Safety (may be ordered by QMHP) (Must be served on Flex Trays with Flex Lids, Flex Cups, and Flex Spoon - Styrofoam should not be used)
 - viii. Other diet as approved by the Health Services Unit Chief Physician
 - d. Diet orders for short-term medical conditions shall be reviewed and renewed monthly.
 - e. Other than orders for cardiac, diabetic, renal, and systemic diet allergies which do not expire, each therapeutic diet order shall be reviewed and renewed at least annually.
3. Preparation
 - a. Therapeutic diet preparation and service is the responsibility of the facility's Food Service Department.
 - b. All therapeutic diets, unless otherwise indicated in the *Therapeutic Diet Handbook*, should be nutritionally adequate, based on recognized standards.

4. Education and Training
 - a. The DOC Dietitian and Regional Food Service Director shall train Food Service Directors, Managers and other food service personnel regarding the importance of proper preparation and service of therapeutic diets.
 - b. Medical staff shall provide diet education to offenders at the time of diagnosis (see *Diet Education Handouts*, Attachment 4).
 - i. Disease specific nutrition education posters will be displayed in the dining hall, medical, and offender living areas.
 - ii. The offender should sign a [Diet Education Acknowledgement](#) FSM_F12 as documentation of receiving diet education.
 - iii. The prescription and the education should be documented in the Health Record.
5. When offenders on therapeutic diets are transferred, the Health Record, which contains the diet prescription, shall be sent to the new facility.

E. Restricted Feeding Diet Loaf

1. Use of the restricted feeding diet loaf may be ordered by the facility administration in accordance with Operating Procedure 420.2, *Use of Restraints and Management of Offender Behavior*.
2. The restricted feeding diet loaf must be prepared under staff supervision only and exactly in accordance with the Diet Loaf recipe.
3. Any offender placed on restricted feeding procedures should be provided a bag meal twice each twenty-four hours. Each bag meal should contain only one diet loaf prepared WITHOUT DEVIATION from the recipe. Diabetic offenders should be provided a bag meal consisting of one-half (½) diet loaf three times per day.

F. Transportation bag meals should contain:

1. 2 peanut butter/jelly sandwiches
2. 6 carrot or celery sticks or ½ cup of chopped vegetables
3. 1 piece of fruit
4. Water

G. The DOC Dietitian should make an annual visit to each facility with observations documented on a *Dietitian's Report on Food Service* (see Attachment 5)

V. REFERENCES

Food and Nutrition Board, National Academy of Sciences - National Research Council Recommended Daily Allowance, 10th edition 1989

Operating Procedure 420.2, *Use of Restraints and Management of Offender Behavior*

VI. FORM CITATIONS

[Offender Diet Order](#) FSM_F10

[Diet Education Acknowledgement](#) FSM_F12

[Meal Evaluations](#) FSM_F15

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

Mark E. Engelke, Director of Food Services

10/5/18

Date