



Food Service Manual

Effective Date August 1, 2017	Chapter Chapter 8
Amended	Operating Level Food Service Department
Supersedes FSM Chapter 8 (8/1/14)	
Subject USDA COMMODITIES	
ACA Standards 4-4314	
Office of Primary Responsibility Director of Food Services	
Incarcerated Offender Access Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. PURPOSE

This chapter of the Food Service Manual provides guidance to all Food Service staff within the Department of Corrections in the management and control of United States Department of Agriculture (USDA) products to ensure compliance with USDA procedures.

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

None

IV. PROCEDURE

A. General

1. Products obtained through the United States Department of Agriculture (USDA) Commodity Program are donated to the Virginia Department of Corrections under strict guidelines. (4-4314)
 - a. The use, storage, inventory, and record keeping of such commodities should be done in full compliance with USDA regulations.
 - b. USDA commodities provide a beneficial enhancement to the dietary needs of the offenders as well as benefiting the nation's agricultural industries.
2. The Virginia Department of Agriculture and Consumer Services (VDACS) Regional Commodity Manager provides the facility Food Operations Director/ Manager with a listing of available items. All USDA commodity requests should be forwarded to the Regional Food Service Field Directors, to allow coordination of orders with the availability of items from USDA. Such orders should be compared with actual inventories to determine actual needs.
3. Quantity of commodities provided is based upon the current offender population at a facility. Any notable, permanent change in the population should be reported to the VDACS representative in accordance with their established procedures.
4. The Regional Food Service Field Directors, as well as facility Food Operations Directors/Managers, should maintain an updated VDACS Food Distribution Agency Handbook, with all established procedures. The Regional Food Service Field Director should notify the facilities within their Division, of any changes that impact their Food Service operations.

B. Receipt of Items

Upon delivery, each item should be counted and verified against the related delivery ticket. The condition of these items must be inspected. Any overages or shortages must be noted on the delivery ticket, and reported to the Regional Food Service Field Director.

C. Storage

Designated areas within the facility's storage must be provided by the facility for the three types of USDA products: dry, frozen, and refrigerated.

D. Refusal or Transfers of Commodities

Any refusal of receipt or transfer of USDA commodities must be done with the approval of the Regional Food Service Field Directors.

E. Audits and Inspections

1. Audits and inspections will be conducted by the Virginia Department of Agriculture and Consumer Services (VDACS), USDA, or authorized agencies.
2. Accurate records, reports, and procedural compliance should be maintained by the facility at all times in preparation for such reviews.

F. Records and Reports

1. All records and reports must be maintained for three years following the close of the fiscal year to which they pertain.
2. Monthly, quarterly, and annual reports should be prepared by the facility and forwarded to the Regional Food Service Field Directors.
3. Rehabilitative Program re-certification reports must be submitted by the facility and forwarded to the Regional Commodity Manager every 12 months. A copy of this report should be maintained at the facility.
4. Perpetual inventories must be maintained on all USDA items.

G. Any transactions relating to receipt, storage, distribution, use or disposal of donated foods should be maintained and available for review.

V. REFERENCES

None

VI. FORM CITATIONS

None

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

5/11/17

Mark E. Engelke, Director of Food Services

Date