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| <p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p> | <p align="center">Transmittal # 16-08</p> | <p align="center">Policy # 9.1</p> |
| <p>Applicability: <input type="checkbox"/> All DJJ Staff <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities</p> | <p>Related Standards & References: ACA Standards: 3-JDF-4A-01, 3-JDF-4A-02, 3-JDF-4A-14, 4-JCF-4A-01, 4-JCF-4A-02 DJJ:3.55, 3.67, 5.1</p> | |
| <p>Chapter 9: FOOD SERVICE</p> | <p>Effective Date: 6/10/16 Scheduled Review Date: 6/10/17</p> | |
| <p>Subject: FOOD SERVICE MANAGEMENT</p> | <p>Replaces: 3/15/14 Division of Support Services / Office of Health Services</p> | |
| <p>Attachments: A – Daily Meal Count Record B – USDA Commodity Food Inventory Form C – Daily Meal Ticket Reconciliation Report</p> | <p>APPROVED:  _____ Avery D. Niles, Commissioner</p> | |

I. POLICY:

The Department of Juvenile Justice Food Services Administrator shall oversee Department food service operations, including ensuring compliance with Dietary Reference Intakes (DRIs) and USDA meal pattern regulations for youth. The Food Service Director shall supervise all food service operations in each secure facility.

II. DEFINITIONS:

Daily Reference Intake (DRI): The daily intake level of a nutrient that is considered sufficient to meet the requirements of 97-98% of healthy individuals. DRI's are used to determine the Daily Value (DV) of foods printed on nutrition facts labels.

Food Services Administrator: The Office of Health Services employee responsible for the oversight and management of nutrition and food services within secure facilities.

Registered Dietitian: The Office of Health Services employee responsible for developing and analyzing menus to meet USDA regulations and developing special diets.

Food Service Director: The Charge/Lead employee at the facility responsible for the proper management, direction, and staffing of the Food Services Department.

Food Service Assistant Director: The “second in charge” employee at the facility responsible for the proper management, direction and staffing of the Food Services Department.

Production Record: Record of meals produced to show how they contribute to the required meal components and food items.

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ServSafe: A nationally recognized training and certification program designed specifically to teach those in the food preparation business to properly receive, prepare, hold, and serve food following strict sanitation guidelines and best practices.

III. PROCEDURES:

A. Training:

1. The Food Service Director will receive on-the-job training, orientation for new employees, training in depth (TID), and annual continuing education training in school nutrition and food service related areas provided by the Office of Nutrition and Food Services and the Georgia Department of Education. All training will be documented in the Training Resource Information System (TRIS).
 - a) The designated staff member's management responsibilities are outlined in a job description, written agreement, or job contract.
2. The Food Service Director will be ServSafe Certified upon hire and the Food Service Assistant Director will be ServSafe certified within 90 days of hire.
3. All ServSafe certified food service personnel must begin the re-certification process no later than 90 days prior to the certificate expiration. The employee must complete re-certification no later than 30 days prior to the certificate expiration.
4. In accordance with DJJ 3.55, Professional Credentials, employees with a professional credential not in good standing (e.g., non-certification, suspension, sanctions, restrictions, expiration, etc.) which limits their ability to perform assigned duties will be subject to dismissal. The employee may request contingent leave without pay in lieu of dismissal. (See DJJ 3.67, Leave without Pay and Furlough)
5. In accordance with DJJ 3.55, Professional Credentials, employees whose professional credentials have been revoked shall be deemed to have forfeited their position. The employee will not be eligible for contingent leave without pay. The facility/program/office Director will notify the employee of the forfeiture of position.
6. The Office of Nutrition and Food Services will maintain documentation of all ServSafe employee certifications and will document all training in TRIS.

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7. The food service personnel will receive on-the-job training, attend Department required training, and complete continuing education every year post ONE.
8. All training will be documented in TRIS.
 - a) Food Service personnel's responsibilities are outlined in a job description, written agreement, or job contract.

B. Food Service Management Companies

1. The Food Service Director will ensure that food and supplies are purchased at wholesale prices and in accordance with mandatory statewide contracts and established food, dairy, bread, produce, and small wares contracts.
2. When a food service management company provides food services, the Office of Nutrition and Food Services shall maintain written documentation that the food service management company complies with the following:
 - a) United States Department of Agriculture (USDA) Food and Nutrition Services Instructions;
 - b) DJJ Department policies; and
 - c) Local requirements.

C. Meal Counts:

1. A Food Service employee or security Shift Supervisor will refer to the Meal Application Roster from the Juvenile Tracking System (JTS) prior to the first scheduled meal each day to determine the number of meals to prepare. Food Service personnel will take into account all employee meals and the projected number of youth intakes.
2. The Food Service Director will ensure the accurate documentation of the number of meals prepared and served. Food service personnel will use a clicker to count the number of meals served and will verify the number of meals served by conducting a head count.
3. Accurate daily meal counts must be recorded on the Daily Meal Count Form (Attachment A), to include meals in the dining hall, housing units, and transportation.

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4. Youth will be counted only one time per meal.
5. If youth in isolation do not participate in the afterschool (enrichment or tutorial) program, the afterschool snack will not be counted or claimed as a snack eligible for reimbursement.
6. The Office of Nutrition and Food Services will conduct edit checks every other month on all facilities to ensure accurate daily meal counts prior to the submission of claims for reimbursement. If a discrepancy is noted, the Office of Nutrition and Food Service will follow up with the Food Service Director for corrections prior to submission of claims for reimbursement.

D. Production Records:

1. The Food Service Director or designee will document the projected number of meals to prepare, the menu, each menu item, the meal component contribution of each menu item, and the total amount prepared of each menu item for breakfast, lunch, and dinner in the Production Record that is maintained on-site in the food service office. In addition, the cost per meal will also be reflected on the Production Records for the breakfast meal, as required by DOE (Department of Education).
2. Meal Production Records shall accurately reflect all foods served.

E. Purchased Food Inventory:

1. The Food Service Director or designee will conduct a monthly inventory of all purchased foods to validate claims for reimbursement.
2. Purchase and accounting of food and food service supplies shall be in accordance with DJJ Fiscal Branch requirements and shall include determination of cost per meal per juvenile and estimation of food service requirements.
3. Food services personnel will use the food vendor's online inventory system to document monthly purchases of foods and beverages. Accurate and complete monthly purchased food inventories will be recorded in the service module in JTS and submitted to the Office of Nutrition and Food Services by the 5th business day of each month.

F. USDA Commodity Food Inventory:

1. The Food Service Director or designee will conduct a monthly inventory of all USDA commodity foods.

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2. The USDA Commodity Food Inventory Form (Attachment B) will be used to document the inventory to validate claims for reimbursement. Accurate and complete commodity food inventories will be sent to the Office of Nutrition and Food Services by the 5th working day of each month via JTS.
3. The Food Service Director must complete the USDA commodity food inventory in JTS and submit the report to the Office of Nutrition and Food Services by the 5th business day of each month.

G. Meal Tickets:

1. The Daily Meal Ticket Reconciliation Report (Attachment C) is used to document meals purchased and served to facility staff and visitors.
2. Meal tickets will be purchased from the Business Office.
3. All employees must pay for any meal received from facility food service staff according to the meal rate provided on the Daily Meal Ticket Reconciliation Report. The Office of Nutrition and Food Services will determine the meal rate annually.

- H. Food service staff will maintain all records in accordance with Records Retention Schedule (see DJJ 5.1, Records Management).

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO