

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 16-08	Policy # 9.2
Applicability: <input type="checkbox"/> All DJJ Staff <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities	Related Standards & References: ACA Standards: 3-JDF-4A-02,03,04,05,06, 3-JDF-4A-08, 3-JDF-4A-12,13, 4-JCF-3B-05, 4-JCF-4A-02, 03, 04, 05, 06, 07, 08, 09, 4- JCF-4C-18.	
Chapter 9: FOOD SERVICE	Effective Date: 6/10/16 Scheduled Review Date: 6/10/17	
Subject: MENU PLANNING AND MEAL SERVICE	Replaces: 4/15/13 Division of Support Services	
Attachments: A – Special Diet Form B – National School Lunch Program On-Site Review Form C – Meal Supplement for Afterschool Care Program Site Assessment D – Food Service Audit	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

Department of Juvenile Justice secure facilities shall serve youth meals that are nutritionally balanced, well-planned and prepared in a manner that meet established governmental health and safety regulations and codes.

II. DEFINITIONS:

Reimbursable Meal: Breakfast meal or lunch meal consisting of bread, meat, fruit, vegetable and milk as described by the United States Department of Agriculture (USDA) guidelines.

Special Diets: Diets prescribed by health professionals for acute (temporary) or chronic (permanent) health conditions that restrict the types, preparation and/or amounts of food.

Substitutions: Replacing one food item for another food item of equal or greater nutritive values.

III. PROCEDURES:

- A. The DJJ Registered and Licensed Dietitian will plan centralized menus for three meals and three snacks approved by the DJJ Food Service Administrator and Registered Dietitian. Menus will take into consideration variety, food flavor, texture, color, temperature, eye appeal, and palatability.
- B. Youth will be provided with three meals per day, two of which are hot, nutritionally adequate, properly prepared, and served in pleasant surroundings.
- C. Meals shall be served at regular meal times with no more than 14 hours between the evening snack and breakfast the following morning.

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- D. Snacks shall be offered mid-morning, after school, and in the evening prior to bedtime. Meals and food portions shall not be altered or denied for disciplinary or punitive reasons.
- E. The approved food plan provides for a single menu for staff and juveniles.
- F. DJJ Registered and Licensed Dietitian will review, analyze and approve the menus annually.
 - 1. The planned, dated and approved 4-week menu cycle must be followed. Other foods that are given as a reward must be offered only after the afterschool snack has been served.
 - 2. The facility Food Service Director will ensure that meal portions are served according to the menu.
 - 3. The Food Service Administrator or designee must approve any substitutions to the planned menu. Facility food services staff will make no substitutions for a youth with medical or special dietary needs, unless approved by the Food Service Administrator or designee. Approved substitutions will be noted on the Production Record and maintained in the food services area.
 - 4. Factors such as age, regional food preferences, holidays and other special occasions, climate, seasons, product availability, and ethnic makeup of the youth will be considered in menu planning. Observation and documentation of youth eating habits, e.g., frequency of consumption, plate waste, food selection surveys, food satisfaction surveys and/or Nutrition Advisory Council requests will also be considered during menu planning.
 - 5. Menus will be posted in an area easily accessible to youth and staff.
 - 6. Substitutions will not be made for the purpose of staff food preference or individual youth preference.
 - 7. A reimbursable breakfast or lunch sack meal (grain, protein, fruit, vegetable, and milk) will be used during off-site transportations and will only be provided as authorized.
 - 8. Youth transferred to another facility shall receive meals and will be counted by the sending facility for reimbursement purposes.

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- G. A diet manual and nutrition practice guidelines will be available in the food service area and will be used for reference and information.
- H. Special Diets:
1. Special therapeutic diets, food substitutions, and other modifications in the meal pattern necessary to meet the dietary requirements of youth with disabilities and other special dietary needs, including orders for finger foods, will be prepared and served as ordered by a physician, licensed mental health professional, physician's assistant, nurse practitioner, or dentist.
 2. Therapeutic diets must be ordered using the Special Diet Form (Attachment A), which will be submitted to the Food Service Director. When a special diet is ordered, the Special Diet Form will be immediately e-copied to the DJJ Dietitian.
 3. The Special Diet Form will be kept by the Food Service Director or designee behind a locked door when not in use by food service personnel. Youth will not be given access to Special Diet Forms.
 4. The special diet must be specific and include the name of the person authorizing the diet, and the date(s) the diet will be in effect. The Special Diet Form must identify the youth, type of diet, and the food(s) to be omitted from the youth's diet, if applicable.
 5. Verbal orders received by a nurse must be signed by the nurse, per orders from the physician, licensed mental health professional, physician's assistant, nurse practitioner, or dentist. Verbal orders must be co-signed during the ordering provider's next visit to the facility.
- I. The facility chaplain or the Director's designee must approve religious diets.
1. Religious diets will be ordered using the Special Diet Form (Attachment A), which will be submitted to the Food Service Director.
 2. Religious diets must be specific and include the name of the person authorizing the diet and the date(s) the diet will be in effect.
 3. The Special Diet Form will be kept by the Food Service Director behind a locked door when not in use by food service personnel. Youth will not be given access to Special Diet Form.
 4. A copy of the Special Diet Form will be placed in the youth's case record.

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- J. All youth must be served the same food in the same quantities, unless authorized otherwise by a Special Diet. Menus and/or meal portions will not be altered for youth in isolation, detention, etc. Isolated youth determined to be at risk of self-harm may be served a special diet, as ordered by the physician, physician assistant, or nurse practitioner or licensed mental health professional, which may include finger foods or the restriction of utensils.
- K. Security staff will supervise youth during all meal periods.
- L. Youth will be provided at least 20 minutes to eat, beginning when the youth sits down with the tray.
- M. Meals will be served by staff or youth medically cleared to serve via the Food Service Area Health and Safety Clearance. Youth who have been medically screened for food service work details may assist with specified duties, within the guidelines established for security and education programming.
- N. Quality Assurance:
 1. The Office of Nutrition and Food Services staff will perform at least one lunch (Attachment B) and two afterschool snack reviews (Attachment C) per year. At a minimum, the first afterschool snack review will take place within the first four weeks of school. The lunch and second afterschool snack reviews will take place prior to February 1 each year.
 2. The Office of Nutrition and Food Services Regional Food Service Administrators will complete the Food Service Audit (Attachment D) at designated facilities every other month.
 3. At a minimum, the Food Service Administrator or designee will issue a report of the findings to the facility Director and the Office of Health Services.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO