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<tr>
<th>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</th>
<th>Transmittal #</th>
<th>Policy # 9.2</th>
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<tr>
<td>Applicability:</td>
<td>Related Standards &amp; References:</td>
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<tr>
<td>{ } All DJJ Staff</td>
<td>ACA Standards: 3-JDF-4A-02 through 07, 3-JDF-4A-08, 3-JDF-4A-12, 13, 4-JCF-3B-05, 4-JCF-4A-01 through 09, 4-JCF-4C-18</td>
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<td>(x) Administration</td>
<td>DJJ 7.30, 9.3</td>
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<td>(x) Secure Facilities</td>
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<td>Chapter 9: FOOD SERVICES</td>
<td>Effective Date: 7/25/18</td>
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<tr>
<td>Subject: MENU PLANNING AND MEAL SERVICE</td>
<td>Scheduled Review Date: 7/25/19</td>
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<td>Attachments:</td>
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<td>A – Approved Substitutions List</td>
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<td>B – Temporary Special Diet Request Form</td>
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<td>C – School Breakfast Program Site Assessment Tool</td>
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<td>D – Afterschool Care Program Site Assessment Tool</td>
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<td>E – Food Service Assessment Tool Criteria</td>
<td>Avery D. Niles, Commissioner</td>
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I. POLICY:

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

II. DEFINITIONS:

**Reimbursable Meal:** Breakfast meal or lunch meal consisting of grains, protein, fruit, vegetable, and dairy as described by the United States Department of Agriculture (USDA) guidelines.

**Special Diets:** Diets ordered by Chaplaincy Services for religious beliefs or diets prescribed by the physician or appropriate medical professional for acute/chronic health conditions, which 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 Registered Dietitian (RD) will plan centralized menus for three meals and three snacks approved by the Director of the Office of Nutrition and Food Services (ONFS). 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, that are 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 meal and breakfast the following morning.

D. Snacks shall be offered mid-morning, after school, and in the evening prior to bedtime. Meals and snacks 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. The RD will review, analyze, and approve the menus annually to ensure nationally recommended, age appropriate daily allowances for basic nutrition are met.
   
   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 school hours. Exceptions will be considered on a case by case basis and must be approved by RD or designee.

   2. FSD will ensure that menu items and portions are served according to the scheduled menu.

   3. FSD or RD will conduct menu evaluations at least quarterly and provide feedback to the RD via electronic surveys or approved documentation.

   4. Food service staff should utilize the Approved Substitution List (Attachment A) when necessary. The RD must approve any substitutions to the planned menu outside of the Approved Substitutions List. Facility food service staff will make no substitutions for a youth with medical or special dietary needs, unless approved by the RD or designee.

      a. All substitutions should be documented on the production records and food temperature logs.

      b. RD approval documentation for any substitutions outside of the Approved Substitution List should be attached to the corresponding production record.

      c. Substitutions will not be made for the purpose of staff preference or individual youth preference.

   5. 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 youth focus group feedback will also be considered during menu planning.

6. Menus will be posted in an area easily accessible to youth and staff.

7. Depending on anticipated time away from the facility, non-reimbursable, non-perishable sack meal(s) and/or snack(s) and water will be provided during off-site transportations. If no meal(s)/snack(s) are anticipated to be missed, an emergency snack and water will be sent. Refer to Sack Meal Guidelines protocol.

   a. Meals and snacks should be provided based on the meal and snack times that will potentially be missed off-site.

   b. Youth should not receive additional meals and/or snacks upon return if they have already received that meal or snack during transportation.

   c. Sack meals should be recorded on Production Records. Sack meals and snacks should be recorded on the Meal Count Record.

G. The Georgia Academy Diet Manual and Nutrition Practice Guidelines will be available on-site to health services and food services for reference and information.

H. Special Diets:

1. Religious diets are prepared and served to juveniles whose beliefs require the adherence to religious dietary laws. Such special dietary religious requests shall be provided at intake per DJJ 14.7, Religious Programs and Chaplaincy Services. These diets are reviewed and approved by Chaplaincy Services.

2. Therapeutic diets are provided as prescribed by a physician or appropriate medical professional.

   a. Special diet requests are to follow DJJ medical protocol.

3. Orders for special diets should be specific and complete. All special diets must be ordered via the Intranet. These diets are immediately available electronically to FSD and staff. Special diets will be rewritten annually or more often as indicated.

   a. All special diets must be specific and include the name of the person authorizing the diet and the date(s) the diet will be in effect. The diet order must be thoroughly completed and identify the type
of diet, and the food(s) to be omitted from the youth’s diet, if applicable.

b. In the event that Intranet access is not available, the Temporary Special Diet Request Form (Attachment B) will be completed by a licensed medical professional. This form should be immediately provided to the FSD and input via the Intranet by medical as soon as possible.

c. Food service staff should check the Intranet throughout the day for new or updated special diets. Active special diets will be kept by the FSD or designee behind a locked door when not in use by food service staff. Youth will not be given access to Special Diet Forms.

d. All active special diets and associated menus should be printed and utilized by staff.

4. Verbal special diet orders received by a nurse from the physician, licensed mental health professional, physician’s assistant, nurse practitioner, or dentist, must be signed by said nurse. Verbal orders must be co-signed during the ordering provider’s next visit to the facility.

I. 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 dining outside of the cafeteria. Youth determined to be at risk of self-harm may be served a special diet, as ordered by the appropriate medical or mental health professional, which may include finger foods or the restriction of utensils.

J. Security staff will supervise youth during all meal periods.

K. For all meals, youth will be provided the opportunity for at least 20 minutes to eat which will be recorded on the Spork and Meal Tracking Form (DJJ 7.30, Attachment G). The “Time In” will begin when the last youth sits down with the tray and the end time will be recorded as the “Time Out” when the last youth returns the tray. Staff will thoroughly complete the form.

L. Meals will be served by youth who are medically cleared to serve via the Youth Food Service Health and Safety Clearance (DJJ 9.3, Attachment C) or by food service staff. Youth who have been medically screened for food service work detail may assist with specific duties, within the guidelines established for security and education programming.

M. Quality Assurance:

1. ONFS is responsible for completing the following reviews:
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a. School Breakfast Program Site Assessment Tool (Attachment C) will be completed once per school year by February 1st.

b. Afterschool Care Program, also known as Afterschool Snack, will be reviewed using the Afterschool Care Program Site Assessment Tool (Attachment D) twice per school year with one assessment completed within the first four weeks of the school year.

c. Food Service Assessment Tool Criteria (Attachment E) will encompass all applicable National School Lunch Program Site Assessment areas and will be utilized when completing the on-site assessment twice per year.

d. FSDs will be required to create corrective action plans for areas of noncompliance.

2. ONFS will issue a report of the findings to the facility Director, FSD, and the Office of Support Services.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO