

<p style="text-align: center;">COLORADO DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH CORRECTIONS</p> 	POLICY 10.3	PAGE NUMBER 1 OF 7
	CHAPTER: Food Service	
	SUBJECT: Menu Planning and Meal Service	
	EFFECTIVE DATE: June 1, 2005	
<p>THIS POLICY RELATES TO:</p> <p><input checked="" type="checkbox"/> State-Operated Treatment Facilities <input checked="" type="checkbox"/> State-Operated Detention Facilities <input checked="" type="checkbox"/> Secure Residential Treatment Facilities <input checked="" type="checkbox"/> Residential Child Care Facilities <input type="checkbox"/> Regional Offices <input type="checkbox"/> Central Office</p>	<p>RELATED DYC STANDARDS: FS 7.0 THRU FS 11.0</p>	
 John Gomez, Director		

I. POLICY:

It is the policy of the Division of Youth Corrections (DYC) to provide meals that are nutritionally adequate and prepared and served in a manner that meets established governmental health and safety codes.

Note: The intent of this policy is applicable to all licensed Secure Residential Treatment Programs (SRTC) and Residential Child Care Facilities (RCCF). However, the tools and or instruments to meet the policy requirements are to be determined by each individual licensed program.

II. DEFINITIONS:

- A. Alternate Entrée: A meatless substitute to the standard menu entrée.
- B. Danger Zone: The temperature range where bacteria growth is most rapid; from 41° F to 140° F.
- C. Dietitian: An individual registered to practice dietetics in the State of Colorado.
- D. Diet Manual: A document developed by the DYC Dietician, in conjunction with DYC medical staff, which provides procedures for ordering and providing nutrition education instruction and therapeutic diets for juveniles.
- E. Meal Component: Food groups of similar nutritional value. The four food groups are meat/meat alternates; grains/breads; vegetables/fruits, and milk.
- F. Production Worksheet: A management tool used to indicate menu items, recipes, portion sizes, food temperatures, and estimated and actual meals served.
- G. Religious Diet: Meal(s), dietary restrictions, or special handling of food required by a religious denomination.
- H. Standard Menu: The primary menu utilized by all food service operations.

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- I. Standardized Recipe: A standardized recipe is a tool utilized to assure that food products are produced to provide the same size portions, taste, quality, nutritional content, and cost regardless of who prepares the product.
- J. Therapeutic Diet: A special meal designed by the Dietician that is prepared and served as prescribed by appropriate medical or dental staff as part of a juvenile's treatment requirements.

III. PROCEDURES:

A. Menu Planning:

1. The Food Service Administrator shall, at least annually, initiate a formal Food Service meal preference survey that shall be made available to all juveniles and facility staff to obtain input for menu development.
2. Under the direction of the Food Service Administrator, or his or her designee, a menu committee shall be formed to develop and/or revise the Standard Menu. The Standard Menu will contain a meatless alternate entrée in order to meet most therapeutic, religious, or vegetarian dietary requirements.
3. The planning of the Standard Menu and preparation of all meals will take into consideration the following:
 - a. Recommended Dietary Allowances as approved by the National Academy of Sciences.
 - b. Dietary Guidelines for Americans as promulgated by the U.S. Department of Agriculture and the U.S. Department of Health and Human Services.
 - c. National School Lunch and School Breakfast Program regulations.
 - d. Projected budget, physical plant characteristics, and staffing.
 - e. Meal preference survey results.
 - f. Food variety, flavor, texture, temperature, appearance, and palatability.
4. The Standard Menu shall be planned at least two weeks in advance and food service staff shall substantially follow the planned menu unless conditions exist which necessitate an adjustment in the day's menu.
5. Some unforeseen circumstances may require substitutions to the Standard Menu. These include discovery of unacceptable raw product, equipment malfunctions, power outages, procurement delays, or other emergency situations.
6. Menu substitutions shall be documented on the production worksheet. Substitutions shall be from the same meal component group.

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7. Menu compliance requires that standardized recipes be closely followed.
8. Recipe ingredients must be utilized in the exact quantities specified with the exception of non-sodium based seasonings. Non-sodium based seasonings may be increased or decreased according to taste except for capsicum based ingredients, these may only be decreased.
9. The Dietician shall document annually that the food regularly served meets or exceeds the nutritional adequacy of dietary allowances for adolescents, which are recommended by the National Academy of Sciences' Recommended Dietary Allowances.

B. Therapeutic Diets:

Therapeutic diets shall be provided to juveniles as prescribed by medical or dental staff.

1. The Dietitian will provide a complete set of nutritionally adequate menus for therapeutic diets in accordance with procedures outlined in the Diet Manual.
2. Copies of the Diet Manual shall be maintained in the clinical office and the kitchen at each facility.
3. Medical staff must utilize the Therapeutic Diet Form (Attachment A) when prescribing therapeutic diets.
4. The Dietitian must be contacted for the purpose of providing an individualized diet when:
 - a. A juvenile is identified as having an allergy to dairy, egg, wheat, soy, or corn.
 - b. The 2800-calorie diabetic diet as identified on the Therapeutic Diet Form is not sufficient.
 - c. The juvenile needs to be on a low sodium or fat restricted diet.
 - d. A prescribed therapeutic diet is not identified on the Therapeutic Diet Form or in the Diet Manual.
5. The NYC Dietitian has the final authority for the planning of therapeutic diets.

C. Religious Diets:

1. Religious diets shall be made available to juveniles, whose religious beliefs require adherence to religious dietary laws, within available resources through standard menu alternatives and volunteer services.
2. The juvenile making a request for a religious diet shall submit the Request for Religious Diet Form (Attachment B) to the Facility

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Food Services Manager. The manager will make a determination if the Standard Menu as written meets the needs of the juvenile.

- a. If a determination is made that the Standard Menu does not meet the needs of the juvenile then the diet request shall be submitted to the DYC Food Services Administrator. If it appears that extraordinary accommodations may be necessary, the DYC Food Services Administrator, or designee, will research the request and consult Qualified Faith Group Representatives in the community, as necessary, for assistance in designing an appropriate plan of action.
 - b. Once a diet plan is completed, it will be forwarded to the Director of the Facility and the Facility Food Service Manager. A copy of the plan will also be placed in the juvenile's file.
3. Any religious diet requiring deviation from the general diet menu must be analyzed for nutritional values by the DYC Dietitian.

D. Vegetarian Diets:

Youth desiring to eat meatless meals may request a Lacto-Ovo vegetarian diet by following facility implementing procedures. Once the Lacto-Ovo vegetarian diet is approved youth are expected to remain on this diet until the end of their detainment or commitment.

1. The Lacto-Ovo vegetarian diet will be provided through utilization of the alternate entrée.
2. Youth desiring more restrictive types of vegetarian diets, i.e. vegan, will not be accommodated except for religious reasons.

E. Temporary Approval for Special Diets:

Temporary approval for therapeutic, religious, or vegetarian diets may be given by facility supervisory staff or the facility food service manager, for no more than seven days, until final approval can be obtained.

F. Diet Cancellations:

1. The following actions will result in cancellation of a special diet.
 - a. The juvenile is observed providing all or portions of their specially prepared therapeutic (allergy related), religious or vegetarian meal to other juveniles or staff.
 - b. A juvenile is observed eating a food item that is excluded or prohibited in their special diet meal and has no adverse reaction from eating the food item.
 - c. A juvenile voluntarily chooses to eat the general diet meal offered to the general population instead of their specially prepared meal.

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2. Facilities shall have written implementing procedures for documenting incidents of non-compliance and the diet will be cancelled for one year from the date of the incident.
3. Juveniles who voluntarily request that their therapeutic (allergy related), religious or vegetarian diet be cancelled must wait a period of one year before requesting that the diet be reinstated.

G. Meal Service:

1. There shall be provisions for at least three meals, two of which are hot meals, at regular intervals during each 24-hour period, with no more than 14 hours between the evening meal and the breakfast meal.
 - a. Variations in scheduling may be allowed based upon weekend and holiday food serving demands, provided the basic nutritional goals are met.
 - b. Nourishing snacks shall be part of the daily food provided.
2. Staff supervision shall be provided for juveniles during meals.
 - a. Juveniles shall be allowed at least 20 minutes to consume their meals.
 - b. Trading, sharing or the passing of food among juveniles shall not be allowed.
 - c. Staff members are not allowed to accept or take snacks, meals, or any portion of a meal from juveniles.
3. There shall be a single menu for both juveniles and staff.
4. Appropriate eating utensils shall be provided.
5. Food shall never be withheld or reduced as a disciplinary measure.

H. Meal Provision Outside of the Dining Area

Facilities shall have written implementing procedures to ensure that meals not served in the dining area (to go meals) shall meet health regulations for food.

1. To go meals shall be served and discarded within 60 minutes of their being prepared in the kitchen and exposed to temperatures in the danger zone.
2. To go meals must be protected from contamination during transportation.

DEPARTMENT OF HUMAN SERVICES
 DIVISION OF YOUTH CORRECTIONS
 HEALTH SERVICES/ SPECIAL DIET ORDER

Name:	Pod/Unit:	Date:
Ordered By:	Duration From: To:	

Special Diet Request:

Comments:

<p>Intolerance:</p> <p><input type="checkbox"/> Milk</p> <p>Allergy:</p> <p><input type="checkbox"/> Fish <input type="checkbox"/> Shellfish</p> <p><input type="checkbox"/> Peanut <input type="checkbox"/> Tree Nuts</p> <p><input type="checkbox"/> Other: Please list:</p> <hr/> <p>Allergy:</p> <p><input type="checkbox"/> Dairy <input type="checkbox"/> Egg <input type="checkbox"/> Wheat <input type="checkbox"/> Soy</p> <p><input type="checkbox"/> Corn</p> <hr/> <p><input type="checkbox"/> Prenatal Diet:</p> <hr/> <p><input type="checkbox"/> Diabetic Diet (@2800 Calorie will be provided)</p> <p><input type="checkbox"/> If diet to be provided is not sufficient, contact dietitian. Calories requested:</p> <hr/> <p><input type="checkbox"/> Liquid Diet:</p> <p><input type="checkbox"/> <u>Clear liquid</u> – Clear broth, Jell-O, Juice (apple, grape, cranberry) Tea.</p> <p><input type="checkbox"/> <u>Full liquid</u> – Strained cream soup, juice, milk, pudding, and custard, ice cream/sherbet cup, hot cereals.</p> <hr/> <p><input type="checkbox"/> Dental Liquid Diet (Blenderized Liquid Diet):</p> <hr/> <p><input type="checkbox"/> Dental Soft Diet (Mechanical Soft Diet)</p> <hr/> <p><input type="checkbox"/> Vegetarian Diet</p> <hr/> <p><input type="checkbox"/> Other Request</p>	<p>The standard menu with the appropriate adjustments, if necessary, will be provided.</p> <hr/> <p><input type="checkbox"/> Dietitian notified of allergies relating to Dairy, Egg, Wheat, Soy, and Corn.</p> <hr/> <p>One added milk to each meal.</p> <hr/> <p>Provide snacks: 10am– 1 cup canned fruit, 6 saltines crackers 3pm – 6 gram crackers, 4 oz juice Evening- 1% milk, whole meat sandwich</p> <hr/> <p>The foods and fluids blenderized to a smooth liquid thin enough to be sipped through a straw. Contact dietitian if diet is needed for over one week in duration.</p> <hr/> <p>The regular diet is adjusted to modify the texture of the food by chopping, grinding and/or blending the food. Canned fruits, soft breads, soft cooked vegetables, and desserts.</p> <hr/>
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**DIVISION OF YOUTH CORRECTIONS
Religious Diet Request Form**

Name: _____

Religion: _____

I am a member of: _____ (Name of Religious Group)

_____ (Individual Contact Name Religious Group)

_____ (Religious Group Address)

_____ (Telephone Number)

The religious dietary laws I must follow **and/or** foods prohibited by my religion are:

I understand that my religious diet may be cancelled for any of the following reasons: (1) I provide all or portions of my specially prepared meal to other juveniles or staff; (2) I eat a food item that is excluded or prohibited in my diet; (3) I voluntarily choose to eat a regular meal instead of my specially prepared meal.

Signature: _____ Date: _____

Facility Food Service Manager:

Check one:

The standard menu meets the religious diet needs of the juvenile.

The standard menu does not meet the religious diet needs of the juvenile and a copy of this diet form has been submitted to the DYC Food Services Administrator.

Comments:

Signature: _____ Date: _____

DYC Food Services Director/Designee:

Recommended Diet/Diet Plan:

Signature: _____ Date: _____