

YOUTH CORRECTIONAL FACILITY

CHAPTER: FACILITY SERVICES	SUBJECT: FOOD SERVICES	POLICY NO.: 3.1
RELATED POLICIES:	RELATED FORMS:	OTHER REFERENCES:

I. POLICY

The DYA operates a cafeteria facility in compliance with food safety and handling regulations and health and sanitation codes. All clients who are remanded to the department by court order shall be provided with three nutritional balanced meals daily.

All meals cook or no cook are prepared and served on the same day in a clean and sanitized facility. Food shall never be used, withheld or reduced, as a form of discipline or as a reward. The food service plan should provide a single menu for the clients.

II. PROCEDURES

1. Food Preparation

The DYA Cafeteria has adopted the Guam Department of Education (GDOE) menu and recipes. Food preparation procedures shall be designed to provide clients with the best possible meals consistent with the recipe, budget and daily ration allowances. Procedures should allow for maximum use of the equipment available for the service of high-quality meals and be in compliance with safety and sanitation conditions. Cafeteria manager must ensure that the daily nutritional requirements are met in accordance to the US Dept. of Education Child Nutrition Program (USDOE CNP).

2. Menu Plan

- a) The food service manager is responsible for following a GDOE Menu that DYA has adopted. School Year menus shall be available and posted no later than September of the new school year in the Cafeteria, DYA Intake Office and on the DYA Website.
- b) The GDOE menu has been pre-formulated to include food analysis, caloric count and recipes that are in compliance with the National Food Nutrition Program.
- c) Menus shall be designed to provide meals that are nutritionally adequate, but also have a balance of color, flavor, and texture that add to meal enjoyment.
- d) Any changes or substitutions to the recipes should be noted on the production record and must be of approximately equal nutritional value.
- e) Special meals per doctor's prescription or certified dietitian can be prepared as needed, delivery of the meals will depend on the client's physical ability to get to the cafeteria or if the client will need his/her meal served in their designated dorm.

3. Meal Service

Meal service shall be designed to enhance and entice clients to enjoy meal periods to the fullest extent possible. The way meals are presented influences the entire atmosphere of the facility,

since nutritious meals are of great importance in the body's ability to function properly and the outcome of a client's daily routine. The following criteria shall establish minimum standards for meal service:

- a) Meals shall be served timely
- b) A well balanced diet shall consist of five (5) components: fruits, vegetables, proteins, grains and dairy products is required for a person's overall well-being
- c) Each client shall be served the minimum allowance, meal portioning has also been pre-formulated and recognizes that clients may require additional portioning. This may be altered, but cannot exceed 100 calories per week for breakfast and lunch meals;
- d) Holiday and weekend meal schedules may be developed to coincide with visiting activities, recreational activities, or similar functions;
- a) Dining rooms shall be pleasant and attractive;
- b) Good table manners and eating habits shall not only be encouraged, but practiced;
- c) All food shall be served at the appropriate temperature to maintain quality, taste, and texture;
- d) Meal utensils shall be as comparable as possible to home-or-restaurant-style service. Plastic dishes, bowls, cups and saucers are preferable;
- e) Clients in the general population shall be provided with appropriate eating utensils, including at least a plastic fork, knife, and spoon. A count of all utensils should be taken and recorded prior to and at the completion of each meal;
- f) Personnel shall supervise clients during meals to ensure that service complies with the intent of the facility policy to provide meals in pleasant surroundings without the slightest degree of favoritism, carelessness, or waste;
- g) At least three meals, two of which may be hot meals, shall be served at regular intervals during each twenty-four-hour period, with no more than fourteen (14) hours between the evening meal and breakfast. Variations may be allowed based on weekend and holiday food serving demands, provided that the basic nutritional goals are met;
- h) Clients shall not be allowed to store food in their rooms; and
- i) Meals shall only be served in a client's room because of illness, initial admission confinement, or confinement for behavioral difficulties. If a client is being served in his/her room during confinement for behavioral difficulties, paper plates and plastic utensils must be used.

4. Special Diets

Therapeutic diets shall never be offered as a reward, but shall be provided to clients only under the following conditions:

- a) When prescribed by appropriate medical or dental personnel;
- b) As directed by a registered dietitian; and
- c) As a complete meal service and not as a supplement to or choice between dietary meals and regular meals.
- d) Religious diets may be served for special occasions or when specifically approved in writing by the Chaplain and approved by the director.

5. Meal counts:

Are submitted to Cafeteria on daily basis by the intake office to let the cafeteria staff know the population for the day, and how many clients are students. On this meal count there will be other special instructions relative to dietary allergies and doctor's prescribed meals. Counts are

validated as the meals are served, when the clients come in to eat in the cafeteria and to include the number of packed meals delivered for the day. A meal count report will be prepared on monthly basis and due to the DOE by the 5th of each month. Special diets that do not comply with the 5 component meals are not included in the meal counts reported to DOE. Final monthly meal count reports are checked by an administrative support staff before it is submitted to the DYA Director for his review and approval and then transmitted to GDOE for submission of the meal count report.

6. Meal production records

Based on the daily menu, cafeteria staff generate a meal production record before the meal is prepared in order to record the recipe and measurement of ingredients, recording of temperature, utensils used, quantity prepared. This document is kept on file for five (5) years and available for GDOE State Agency review.

7. Reimbursement funds

Upon receipt of reimbursement funds in the form of a check from GDOE,

- a) DYA prepares a deposit slip that will include the General Ledger Account number to deposit the funds into, and DYA's current year General Fund appropriation account.
- b) Once deposited into the General Ledger Account, DOA Accounting will then journalize the amount into the DYA general funds and into the account category of which purchased the food commodities.
- c) DYA will check the DOA AS400 accounting system to verify if the funds have been journalized and will contact DOA until the funds have been transferred into the appropriation account. The journal voucher number will then be logged on DYA's internal control ledger.
- d) The funds when journalized into the DYA appropriation account will reflect as funds available for use to procure additional food commodities.

8. Meal service for Clients with Disabilities


If a client with a disability can come to the cafeteria, the client will be fed in the cafeteria. If not, their meals will be packed and will be delivered to the client in their unit/dorm by a Cook along with a Unit Leader on duty.

9. Health Inspections

For compliance with the USDA National School Lunch and Breakfast Program regulations, 7 CFR 210.13 and 7 CFR 220.7, at least two (2) health inspections per school year is required to be conducted on the DYA Cafeteria by the Department of Public Health & Social Services.

10. Statement of Fact

Each school year DYA shall submit to the GDOE State Agency a Statement of Fact that all children remanded to the care and custody of the Department of Youth Affairs are wards of the courts and have no ability of earning income while in custody of DYA, and are therefore entitled to receiving free meals.

Approved by:  Peter Alexis D. Ada, DYA Director

