

**Department of Youth Affairs Food Service**  
**Standard Operating Procedures and Wellness Plan**

## **I. POLICY**

### **Food Services**

The Department of Youth Affairs Cafeteria Facility operates in accordance with the 7 CFR Chapter II, United States Department of Agriculture (USDA), Food and Nutrition Service, and Food Safety, the National School Lunch and Breakfast Programs, and the Department of Public Health and Social Services, Div. of Environmental Health's Guam Food Code, for the nutrition, food safety and handling regulations and health and sanitation codes. DYA is considered a Residential Child Care Institution; 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.

### **USDA Food and Nutrition Service Nutritional content requirements**

#### **Milk**

To ensure that our clients receive a variety, to include low-fat and non-fat fluid milk, half pint disposable container of fluid milk, for white or unflavored, chocolate, strawberry, and vanilla fluid milk's nutritional content shall at a minimum meet USDA Fluid Milk requirements and be approved by the US Food & Drug Administration Pasteurized Milk Ordinance, be pasteurized, and must contain vitamins A & D at levels specified by the US Food and Drug Administration.

#### **Sodium**

School nutrition standards is to reduce the sodium content of meals gradually over a 1 year period with two intermediate sodium targets, target 1 took effect on July 1, 2022, and target 1A took effect on July 1, 2023.

#### **Whole Grain-Rich Criteria**

Foods that qualify as whole grain-rich for the school meal programs are foods that contain 100-percent whole grain or contain a blend of whole-grain meal and/or flour and enriched meal and/or flour of which at least 50-percent of whole grain. Whole grain-rich products must contain at least 50-percent whole-grains and the remaining grain, if any, must be enriched.

## **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.
- j) Food tasting may be done by an Administrator, Manager, or an Agency Head on a random or case by case basis, to check if prepared food is palatable or if a complaint has been lodged.
- k) Sample Trays or meals prepared shall be stored in the chiller for 72 hours, to be kept in case of any outbreaks of food borne illnesses for the purpose of testing, to be discarded after 72 hours.

#### **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. Reimbursable Meals**

Menu items or foods offered as part of the reimbursable meal may be considered as contributing towards meeting the nutrition standards provided in 7 CFR, Chapter II, §210.10.

For the purposes of a reimbursable lunch, a minimum of three menu items must be offered, one of which must be an entrée (a combination of foods or a single food item that is offered as the main course) and one of which must be fluid milk.

Reimbursable breakfasts must include at least three menu items. All menu items or foods offered in a reimbursable breakfast contribute to the nutrition standards and must meet nutrient and caloric levels as defined in 7 CFR, Chapter II, §210.10.

#### **6. Reimbursement funds**

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

- a) DY A prepares a deposit slip that will include the General Ledger Account number to deposit the funds into, and DY A's current year General Fund appropriation account.
- b) Once deposited into the General Ledger Account, DOA Accounting will then journalize the amount into the DY A general funds and into the account category of which purchased the food commodities.
- c) DY A will check the DOA Guam Financial Management Information System (GF MIS) 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 DYAs internal control ledger.

- d) The funds when journalized into the DYAs appropriation account will reflect as funds available for use to procure additional food commodities.
- e) Reimbursement funds can be used towards the cafeteria's operational costs.

### **7. Meal Reimbursement Rates**

For Lunch: \$5.64 For Breakfast: \$3.53

### **8. 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 5<sup>th</sup> of each month, to include the upload to PrimeroEdge. 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 DYAs Director for their review and approval and then transmitted to GDOE for submission of the meal count report.

### **9. 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 three (3) years and available for GDOE State Agency review.

### **10. 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.

### **11. 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 DYAs Cafeteria by the Department of Public Health & Social Services.

### **12. Statement of Fact**

Each school year DYAs 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 DYAs, and are therefore entitled to receiving free meals.

## **I. POLICY**

### **Health Care Services**

All clients are provided health care services appropriate to their medical and dental needs. The facility has arrangements with community hospitals to provide services not available in the facility's medical section.

## **II. PROCEDURES**

Staff members working directly with clients shall be trained to respond to health-related situations. Health training should cover the following areas:

- recognition of signs and symptoms and knowledge of action required in emergency situations;
- administration of first aid and cardiopulmonary resuscitation (CPR);
- methods of obtaining assistance; and
- signs and symptoms of mental illness, retardation, and chemical use/dependency.

### **Physical Examination**

Each client is provided medical care from the time of admission throughout the period of detention. This continuous care includes medical screening for clinical history at admission and a complete physical examination.

Physical medical screening shall be completed upon adjudication.

### **Intake Screening**

The youth service worker shall perform a health screening inquiry at the time of admission. Findings of the screening shall be recorded on a form approved by the medical section. Case management section shall be informed of special medical or physical problems that might require attention. The screening inquiry shall include current illness and health problems, including the following:

- medications taken;
- special health requirements;
- use of alcohol and other drugs, including types, makes, and amounts of drugs used; frequency of use; date of last use; and history of problems occurring from withdrawal;
- dental problems;
- mental health problems;
- past or present treatment or hospitalization for mental disturbance or suicide risk or attempt;
- sexually transmitted diseases;
- other designated health problems; and
- height and weight.

The client's general behavior should be observed, including the following:

- state of consciousness;
- mental status;
- appearance;

- tremor or sweating;
- body deformities;
- ease of movement; and
- condition of skin, bruises, lesions, rashes, infestations, and needle marks or other signs of drug abuse.

### **Outside Providers**

Provisions shall be made for short-term medical, dental, and mental health care services under the control of a health authority. Arrangements shall be made with health care specialists in advance of need. The director shall have a written agreement with physicians, hospitals, and/or health care clinics that twenty-four hours; seven-day per week medical coverage will be provided in the event that the facility does not have a full-time, qualified, health-trained staff member, health services shall be coordinated under the supervision of the designated health authority and the director.

### **Dental**

Dental care shall be provided to each client on an emergency basis by a dentist or other qualified professional authorized to provide care in accordance with local licensing requirements. The facility provides twenty-four-hour emergency dental care for the following arrangements;

- on-site first aid and crisis interventions; and
- emergency transportation, including security procedures concerning the immediate transfer of clients.

Clients shall receive immediate attention on an emergency basis. Emergency conditions requiring immediate treatment may include the following:

- bleeding and pain;
- fracture of teeth;
- fracture of jaw(s); and
- gaping wounds of lip and/or check.

### **Sick Call**

Non-emergency medical service is available to each client. Clients shall be permitted to register a health care complaint and make a request for medical care at any time. Daily sick call records listing all clients attending sick call, their complaints, and the disposition of their cases, shall be maintained by the medical staff. A copy of this report will be provided to the YSS/OIC.

### **First Aid**

First aid is the quick care to an injured or ill client. Care is given until an authorized medical staff or ambulance transports the client to a hospital or clinic. The following are guidelines for any medical emergency:

- keep clam;
- plan what you want to do;
- send or call for emergency medical assistance; and
- keep the injured client still and comfortable.

First aid kits shall be made available in all facilities. All staff members shall have training in the basics of First Aid application. First aid kits, at a minimum shall contain the following:

- rolled gauze;
- sponges;
- triangle bandages;
- adhesive bandages;
- band-aids;
- instruction pamphlets;
- antiseptic lotions;
- first aid book;
- salves and medication approved by the medical staff; and
- blunt-end scissors and tweezers.

### **Medications**

Medications shall be distributed or administered by the staff member, and in accordance with the physician's orders. No medication shall be administered to any client except under the following circumstances:

- on an individual case-by-case basis;
- by single dosage only;
- in prescribed times;
- by a designated staff member; and
- as authorized by a medical doctor or dentist.

The self-administration of all medications shall be recorded and will become a part of the client's medical record. The dosage shall be documented with the date and time of administration and the signature of the staff and client.

Should a client refuse a prescribed medication, he/she shall be required to sign a refusal form. If the client refuses to sign the form, the form shall be witnessed by a staff member other than the one responsible for administering the medication and immediately sent to the superintendent. After three refusals the client shall be examined by a physician. Immediate attention is required in refusals of life-safety medications.

Any medication prepared for administration later in the day or by another staff member is to be placed in a container labeled with at least the following:

- client's name and location;
- time and date the medication is to be administered;
- all special instructions; and
- name of the person who prepared the medication.

Prescribed medications and over-the-counter medications shall be stored in a locked container. All medications will be inventoried on the 1<sup>st</sup> day and the last day of the work week.

**Psychological Assessment**

All clients are provided access to a comprehensive mental health program designed to provide examination, diagnosis, and treatment. Psychiatric and psychological diagnosis and treatment of detained clients shall be available as needed.

If a client exhibits suicidal behavior, he/she shall be observed under suicide watch by at least one staff member. This watch shall be continuous until an evaluation can be performed by the department's case management counselor.

**The food service standard operating procedure has been updated April 2024 and is an excerpt from our current Manual of Operations. The Wellness plan is also an excerpt of the current Manual of Operations, under Health Services, no changes made to this plan. These excerpts have been combined for compliance with the National School Breakfast and Lunch Programs.**

Approved by:  Corrine T. Buendicho / 4/23/2024  
Acting DYA Director / Date