I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Departmental Juvenile Facilities

III. POLICY

It is the policy of the Department of Corrections that meals are prepared in a way and served in accordance with a schedule that meets basic nutritional goals. Each facility’s dietary menus shall be reviewed and approved, at least annually, by a qualified nutritionist or dietician to ensure they meet the nationally recommended, age-appropriate, daily allowances for basic nutrition. Food service supervisory staff shall verify adherence to the established basic daily servings and shall conduct menu evaluations at least quarterly.

The Deputy Superintendent of Support Services, or designated Food Service Manager, is responsible for ensuring that all items on the master cycle menu are prepared and provided according to approved recipes. Accurate records shall be maintained of all meals served.

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VI. PROCEDURES

Procedure A: Time Limits

1. Meals shall be served in a timely manner to ensure the temperatures of the meal are consistent with applicable regulations and professional standards.

2. The Food Service Manager shall be responsible for providing residents with at least three (3) meals during each 24-hour period. Two (2) of the three (3) meals served shall be hot. Microwaves may be used to heat or reheat meals served to residents. The Deputy Superintendent of Support Services may authorize exceptions to the time limits for meal service.

3. No more than fourteen (14) hours shall elapse between the previous day’s evening meal service and the next day’s breakfast meal service.

4. Each resident shall receive a minimum of twenty (20) minutes to consume each meal from the time it is served or delivered to her/him.

5. The Food Service Manager shall ensure that an evening snack is available to all residents, taking into consideration, variety, resident preference and dietary requirements.

Procedure B: Menu Preparation

1. The Food Service Manager shall prepare and provide a master menu based on a six-week cycle. The Food Service Manager shall ensure the master menu for all meals served during the six-week cycle meets the recommended daily allowances appropriate for all segments of the resident population. See Procedure C.

2. The Food Service Manager shall take into consideration the food flavor, variety, texture, temperature, appearance and palatability when planning and preparing meals and meal substitutions.

3. At a minimum, the master menu shall reflect the following information, in accordance with applicable legal requirements, facility policy, procedures, and professional standards:
   a. The facility shall comply with the time limits specified in Procedure A;

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b. The volume of entrée items and meals prepared shall be proportional to the poundage requirements by population and the master recipe file;

c. A supplement or appendix to the master menu shall specify the portion-serving sizes that meet the nutritional and caloric requirements for both male and female residents required by applicable regulatory agencies;

d. The master menu shall not be varied as a disciplinary sanction;

e. Requirements for special diet menus and menu items, i.e., special therapeutic diets, diets to accommodate religious observances, and diets for residents with other special needs involving food.

f. Meals shall meet or exceed the recommended dietary allowances as stated in the Recommended Dietary Allowance, National Academy of Sciences and/or other applicable regulatory agencies or accrediting bodies.

g. When modifications to the master menu or any subset of the master menu are made, the prepared modified menu and meals shall be made to meet or exceed the recommended dietary allowances, i.e., special diet menus for low sodium, diabetic/calorie controlled, low fat/low cholesterol, mechanical soft, etc.;

h. Copies of the master menu shall be posted in common areas throughout the facility to communicate the cycle of meals to staff and residents;

i. Bagged lunches shall consist of food sources selected from the master menu and shall be prepared according to the master recipe file, including variations when multiple bagged meals are served to a resident during the same day;

j. An alternative menu shall include alternative protein sources for residents unable to eat the regular protein source due to recognized religious observances;

k. Requirements that food known or believed to contain pork or pork byproducts shall be designated on the posted master menus for each meal;

l. Foods that require wrapping shall be identified when necessary to prevent contamination; and

m. Prepared menu items and meals shall be maintained at the appropriate temperatures.
4. The Food Service Manager shall ensure a sufficient number of prepared meals are made available when residents are transferred or committed to the facility’s custody during periods after the kitchen has closed for the day.

5. The Food Service Manager shall establish a system to provide a meal for residents received after the normal kitchen hours.

6. Appropriate changes to the menu based on issues or concerns raised by the resident population, staff, or other sources shall be considered during menu preparation.

Procedure C: Cycles/Rotation of Meals

1. Prior to implementation of the master menu at any juvenile facility, a qualified dietitian shall be responsible for reviewing and determining whether the master menu for all meals served by the facility meets the applicable nutritional adequacy requirements of the regulatory agencies. See Procedure B, #3.

2. The Food Service Manager shall ensure menus are planned, for review by the following staff:

   a. Deputy Superintendent of Support Services, or designee;

   b. Medical Director, or designee; and

   c. Dietitian, consistent with the dietitian’s schedule for periodic reviews.

3. On an annual basis, a registered dietitian shall review the menu(s) to determine compliance with the recommended dietary allowances established by the applicable regulatory agencies. The dietitian’s review of the six-week cycle menu(s) may be used to fulfill annual review requirements when it occurs within the fiscal year cycle reporting period.

4. The Food Service Manager shall submit menus for review and approval by the Deputy Superintendent of Support Services, or designee, on at least a quarterly basis, unless a greater frequency is required by Department policy.

Procedure D: Substitution of Menu Items/Meals

1. Meals shall not be varied unless the Deputy Superintendent of Support Services, or designee, approves changes. Variations in meal service are authorized on weekends, holidays, or during emergencies, consistent with food service demands and provided all meals meet the appropriate nutritional dietary allowance goals for residents assigned to the facility.
2. The Food Service Manager shall ensure planned substitutions and other variations of the approved menus are properly documented and meet or exceed the nutritional requirements.

3. Documentation of approved menu changes shall be maintained on a daily basis and shall be available for review by the registered dietitian. See Procedure C #3.

4. Appropriate staff shall monitor menu substitution and deficiencies shall be recorded and corrected.

5. When requested, a copy of corrective actions and plans of actions related to meal substitution shall be submitted to Central Office staff responsible for quality assurance of the juvenile facilities.

Procedure E: Documentation of Meals

1. The Food Service Manager, or designee, shall maintain accurate records of the following:

   a. Master Menu;

   b. Master Menu Recipes;

   c. Total number of meals prepared, including special diets and bagged meals;

   d. All menu substitutions and modifications;

   e. All menu variations for weekend, holidays and special events;

   f. List of residents receiving special diets; and

   g. All other documentation used to provide evidence that meals are in accordance with the established master menu and other applicable regulatory requirements.

2. Copies of the master recipes shall be maintained in the Food Service Manager’s Office.

3. Copies of menus shall be posted on the bulletin boards in all housing units.

4. Record keeping systems shall be used to compile accurate information that is used to make projections regarding food usage at the facility.
VII. PROFESSIONAL STANDARDS:

ACA:

4-JCF-4A-03 (MANDATORY) A qualified nutritionist or dietician reviews and approves the facility’s dietary menus at least annually to ensure nationally recommended, age-appropriate, daily allowances of basic nutrition are met. Food service supervisory staff shall verify adherence to the established basic daily servings and shall conduct menu evaluations at least quarterly.

4-JCF-4A-04 Food service staff shall plan meals based on approved menus at least one week in advance and shall substantially follow the schedule. Food flavor, texture, temperature, appearance, and palatability are taken into consideration in the planning and preparation of all meals.

4-JCF-4A-08 Accurate records are maintained of all meals served. At least three meals, of which two are hot, are provided at regular times during each 24-hour period with no more than 14 hours between the evening meal and breakfast. Each juvenile has the opportunity to have at least 20 minutes of dining time for each meal.