



# Virginia Department of Corrections

## Facility Services and Work

### Food Service Manual Chapter 13

#### *Reports and Record Keeping*

**Authority:**

Directive 501, *Food Services*

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**Access:** ☐ Restricted ☒ Public ☐ Inmate

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**Signatory:**

Mark E. Engelke  
Director of Food Services

*Signature Copy on File*

6/5/2022

Signature

Date

## REVIEW

The Director of Food Services will ensure that each Chapter of the Food Service Manual is reviewed annually and revised as necessary.

*The content owner reviewed this operating procedure in July 2023 and determined that no changes are needed.*

*The content owner reviewed this operating procedure in July 2024 and determined that no changes are needed.*

## COMPLIANCE

The Food Service Manual is issued with the intent to pull together information from a variety of sources such as directives, operating procedures, regulations, and other mandatory requirements and applies to all Food Service activities in facilities operated by the Department of Corrections (DOC). Contract Food Service vendors must follow all provisions of the Food Service Manual within the specifications of their contract. This manual will not change requirements contained in any approved directive or operating procedure, but does contain specific operational details not included in other documents. Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, and DOC directives and operating procedures.

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## DEFINITIONS

**Food Production Worksheet** - A document with each day's menu that provides direction in preparing each meal and provides space to record the number of meals served, time, and temperature of each food served.

## PURPOSE

This Chapter of the Food Service Manual provides uniform standards for the maintenance of adequate records to ensure proper accountability in all food service operations in Department of Corrections (DOC) facilities.

## PROCEDURE

- I. Food Service Reports and Record Keeping (5-ACI-5C-02)
  - A. Each facility staff member must maintain records in sufficient detail to document accountability in food service operations. A uniform system has been established to specify food service budgeting, purchasing and accounting practices, including but not limited to the following systems:
    1. Food expenditure cost accounting designed to determine cost per meal per inmate or CCAP probationer/parolee
    2. An estimation of food and food supplies required within the facility
    3. Purchases of supplies at wholesale and other favorable prices and conditions, when authorized by the Director of Food Services
    4. Determination of and responsiveness to inmate and CCAP probationer/parolee eating preferences
    5. Storage of food (refrigerated, frozen, dry, etc.), with specific storage periods; see Food Service Manual, Chapter 6, *Sanitation and Safety*.
  - B. Reports and Records
    1. All reports must be submitted on forms provided by or approved by the Director of Food Services.
    2. Reports and records will document the name of the staff member preparing the report.
    3. Each report will be written clearly and completely, providing all information necessary for review.
    4. Where deficiencies are reported, explanation and/or corrective actions will be noted.
    5. All food service records will be maintained on file for a minimum of three calendar years unless otherwise indicated.
- II. Food Cost Reports
  - A. The Food Operations Director/Manager will complete the *Food Operations Workbook* FSM\_F35.
  - B. The Food Operations Director/Manager will submit the *Food Operations Workbook* FSM\_F35 to the Regional Food Service Field Director for review and forward to the Director of Food Services.
    1. Facilities must submit the *Food Operations Workbook* FSM\_F35 by the fifth of each month to the Regional Food Service Field Director. The following information will be included from each facility on the *Food Operations Workbook* FSM\_F35:
      - a. Monthly Meal Count - including religious diet counts and staff served
      - b. Daily Meal Costs
      - c. Ending inventory totals for the month along with supporting Total Maintenance System documentation
      - d. List of all purchases received - receiving log
    2. Facilities must submit by the 26<sup>th</sup> of each month the *Food Operations Workbook* FSM\_F35 finalized with year-to-date information to the Regional Food Service Field Director.
    3. The following information will be included from each facility on the finalized *Food Operations Workbook* FSM\_F35 each month:
      - a. Documentation of which purchases received were also paid by the month's closing
      - b. Year-to-date expenditures for all food products

- c. Year-to-date expenditures for all paper supplies
- d. Year-to-date average daily population for the facility
- 4. *Food Cost Reports* will be closely reviewed and monitored to maintain food costs within the food service budget.

### III. Field Visits

- A. The Regional Food Service Field Director will complete a *Report of Food Service Field Visit* FSM\_F20 to document inspections of facility food service operations.
- B. The *Report* will include a listing of areas and items inspected.
- C. If inspections of any facilities or specific areas within a facility are not performed, notation is to be made that inspections were not completed with the reason why.
- D. The *Report* will be submitted to the Director of Food Services.

### IV. Facility Record/Report Keeping

- A. The Food Operations Director/Manager must complete the following records to keep on file at the facility:
  - 1. All training received by staff, inmates, and CCAP probationers/parolees. Such records will include the dates, location, number of hours, sponsor, and title of training and names of persons attending; see Food Service Manual, Chapter 2, *Food Service Personnel*.
  - 2. File of current *Medical Clearance for Food Handlers* FSM\_F16 for staff, inmates, and CCAP probationers/parolees; see Food Service Manual, Chapter 2, *Food Service Personnel*.
  - 3. Accurate records of all meals served are maintained using the *Food Production Worksheets* provided with the master menu; see Food Service Manual, Chapter 3, *Menu Planning*. (5-ACI-5C-03)
  - 4. Copies of *Diet Order* FSM\_10; see Food Service Manual, Chapter 3, *Menu Planning*.
  - 5. *Storage Area Temperature Record* FSM\_F13; see Food Service Manual, Chapter 6, *Sanitation and Safety*.
  - 6. Physical inventory records; see Food Service Manual, Chapter 10, *Inventory Control*.
  - 7. Equipment records and annual inventory.
  - 8. Daily Food Operation Director/Manager's inspection reports, including corrective actions for any deficiencies. The written inspection report will reflect:
    - a. Visitation and inspection of all food service areas; including storage areas (5-ACI-5C-13)
    - b. Observation of sanitary conditions and safety practices
    - c. Verification of inventories by a random sample check
    - d. Verification that the menus are being followed
    - e. Compliance with security procedures
    - f. Corrective action taken for any deficiency identified
- B. The Food Operations Director/Manager must complete the following reports to keep on file at the facility:
  - 1. Sanitation inspection reports
  - 2. Daily Food Operation Director's/Manager's inspection reports, including corrective actions for any deficiencies. The written inspection report will reflect:
    - a. Visitation and inspection of all food service areas, including storage areas (5-ACI-5C-13)
    - b. Observation of sanitary conditions and safety practices
    - c. Verification of inventories by a random sample check
    - d. Verification that the menus are being followed

- e. Compliance with security procedures
- f. Corrective action taken for any deficiency identified
- 3. *Food Operations Workbook* FSM\_F35
- 4. Documentation of any religious diets served; see Food Service Manual, Chapter 4, *Religious Diets and Special Menus*.
- 5. *Daily Food Director/Manager Inspection Report* FSM\_F27.
- 6. *Food Operations Assistant Director Checklist* FSM\_F30.

V. Documentation for Audits

Appropriate documentation must be maintained and updated as needed at the facility in accordance with audit requirements.

## REFERENCES

Food Service Manual, Chapter 2, *Food Service Personnel*

Food Service Manual, Chapter 3, *Menu Planning*

Food Service Manual, Chapter 4, *Religious Diets and Special Menus*

Food Service Manual, Chapter 6, *Sanitation and Safety*

Food Service Manual, Chapter 10, *Inventory Control*

## ATTACHMENTS

None

## FORM CITATIONS

*Diet Order* FSM\_10

*Storage Area Temperature Record* FSM\_F13

*Medical Clearance for Food Handlers* FSM\_F16

*Report of Food Service Field Visit* FSM\_F20

*Daily Food Director/Manager Inspection Report* FSM\_F27

*Food Operations Assistant Director Checklist* FSM\_F30

*Food Operations Workbook* FSM\_F35