



# Virginia Department of Corrections

## Facility Services and Work

### Food Service Manual Chapter 3

#### *Menu Planning*

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8/16/2021

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.

### 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, 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.

**Health Authority** - The individual who functions as the administrator of the facility medical department.

**Health Record** - A file that contains information relative to the inmate's medical, dental, and mental health condition and treatment; the Health Record is maintained at the inmate's facility of assignment and follows them throughout the term of incarceration.

**Medical Practitioner** - A physician, nurse practitioner, or physician's assistant.

## PURPOSE

This chapter of the Food Service Manual provides for menus that ensure that inmates and CCAP probationers/parolees in Department of Corrections (DOC) facilities are served meals that are nutritionally adequate, food costs are maintained within established budgets, and food supply requirements can be anticipated. Provision is made for the availability and management of nutritionally adequate therapeutic diets for inmates whose medical condition necessitates alteration from a regular facility diet.

## PROCEDURE

- I. Menus and Substitutions
  - A. Meals will be served in accordance with the *Healthy Eating Plan*, Attachment 1, and the master menus. (5-ACI-5C-04)
    1. A Registered Dietitian will ensure that the menus meet the nationally recommended allowances for basic nutrition and will review the master menus annually. (4-ACRS-4A-01; 2-CO-4C-01)
    2. The master menu and facility modified menu will be posted in a designated area at each facility.
      - a. The master menu as written and signed by the Statewide Dietitian and the facility modified menu will be posted at all facilities.
      - b. The facility modified menu will illustrate any changes made to the master menu and will be signed by the facility Food Service Director/Manager prior to posting.
      - c. Inmates may be provided copies of the posted master menu upon request and upon payment of applicable photocopying charges.
    3. Facility Food Service Directors/Managers will conduct *Menu Evaluation* FSM\_F15, at least quarterly to verify adherence to the established basic daily servings as outlined in the master menu.
  - B. All facilities will follow the appropriate master menu and adhere to the portions indicated on the menu. The planning and preparation of all meals will take into consideration food flavor, texture, temperature, appearance, and palatability. (5-ACI-5C-05; 2-CO-4C-01)
  - C. Substitutions of menu items are allowed only when certain foods are unavailable, there is equipment failure, there is a lockdown, or to take advantage of the availability of seasonal farm products, special purchases, and/or donated commodities. These substitutions will be made on the *Food Production Worksheet* and approved by the Food Operations Director/Manager.
    1. On all menus, the Vitamin A vegetables must be substituted only with Vitamin A vegetables. Good sources of Vitamin A vegetables (at least three-four servings per week):
      - a. Broccoli
      - b. Carrots
      - c. Greens
      - d. Spinach
      - e. Squash, winter
      - f. Sweet potatoes
      - g. Tomatoes
      - h. Romaine leaves
    2. During lockdowns, if water is available in the cell, it may be substituted for the menu beverage at lunch and dinner meals.
    3. All facilities will serve coffee on lockdown as indicated on all official DOC menus.
  - D. Lunch and dinner menus of the same day may be rotated if necessary. Menus will not be rotated from one day to another. However, temporary adjustments on the menus may be made to accommodate special

meals on holidays, picnics, cookouts, etc.

- E. The number of meals prepared will be based on the history of inmate meal consumption. Meal consumption history is to be tracked on the Attachment 2, *History Sheet- Sample*, for all meals.
- F. Portion control will be used in meal planning, preparation, and service to prevent excessive plate waste and leftovers. Portions must be served in the quantities indicated on the master menus and will be enforced for both staff and inmates.
- G. Leftovers must be noted by portion on the *Food Production Worksheet* and used appropriately.
- H. All food and food supplies, with the exception of Agribusiness, will be ordered through eVA and will require the Director of Food Services or designee approval.

## II. Master Menus

- A. The purpose of master menus is to ensure that nutritionally adequate menus are made available as approved by the DOC Dietitian.
- B. The master menus will control food for all inmates; no unauthorized meals will be prepared.
- C. Adjustments in serving times are allowed to accommodate special circumstances such as holidays.
- D. Any deviation from the master menus will only be in accordance with authorized substitutions. The Food Operations Director/Manager or designee must list and initial the approved substitutions on the *Food Production Worksheet* prior to meal preparation.
- E. The Facility Unit Head's designee will attest that each meal served coincides with the *Food Production Worksheet*. Such designee will not be an employee of food service and must note any deviations and report them to the Facility Unit Head.
- F. An alternate entrée is to be provided as indicated on master menus.
- G. On initial placement in a Restorative Housing Unit, the inmate (if not on Common Fare or the Sealed Religious Diet) will designate if they want to receive regular or alternate entrée food trays.
  - 1. The Restorative Housing Unit Supervisor must allow the inmate the opportunity to change their choice of tray type every 90 days that they remain in a Restorative Housing Unit.
  - 2. Any inmate approved for a religious diet will be provided Common Fare or Sealed Religious Diet meals, as appropriate, while in a Restorative Housing Unit, if such meals are available at that institution.

## III. Religious Diets

- A. Inmates following specific religious diets may require reassignment to a correctional institution, which provides such diets.
- B. A new religious diet cannot be initiated at a facility without permission of the Chief of Corrections Operations.
- C. Food Service Manual, Chapter 4, *Religious Diets and Special Menus*, provides information on the religious diets available in institutions to accommodate inmates whose religious beliefs require adherence to religious dietary laws and on special religious observance meals for inmates and CCAP probationers/parolees.

## IV. Medical Diets (5-ACI-5C-06; 4-ACRS-4A-02; 2-CO-4C-01)

- A. The DOC Dietitian will develop guidelines under which all facility therapeutic diets must be prepared and served. These guidelines will be the *Therapeutic Diet Handbook*, Attachment 3, which will be available in all facility medical departments and food service areas.
- B. Diet Orders

1. Only Medical Practitioners, Psychology Associates, and Dentists may order therapeutic diets. They will document the justification in the inmate's Health Record. Orders for therapeutic diets must include the type of diet, the duration of the prescription, and any special instructions.
2. The Health Authority or designee must transcribe the therapeutic diet order from the inmate's Health Record onto a *Diet Order* FSM\_F10 to be sent to the facility's food service department.
3. The following therapeutic diets may be ordered:
  - a. Clear or full liquid
  - b. Mechanical soft
  - c. Cardiac
  - d. Diabetic/Carbohydrate Controlled - night snack bag by doctor's order only
  - e. Systemic allergy that has been diagnosed and documented by a physician
  - f. Renal – at facilities with access to dialysis services
  - g. Safety (may be ordered by Psychology Associate (Must be served on Flex Trays with Flex Lids, Flex Cups, and Flex Spoon - Styrofoam will not be used)
  - h. Other diet as approved by the Health Services Unit Chief Physician
4. Diet orders for short-term medical conditions must be reviewed and renewed monthly.
5. Other than orders for cardiac, diabetic, renal, and systemic diet allergies that do not expire, each therapeutic diet order must be reviewed and renewed at least annually.

#### C. Preparation

1. Therapeutic diet preparation and service is the responsibility of the facility's food service department.
2. All therapeutic diets, unless otherwise indicated in Attachment 3, *Therapeutic Diet Handbook*, must be nutritionally adequate and based on recognized standards.

#### D. Education and Training

1. The DOC Dietitian and Regional Food Service Director will train facility Food Service Directors, Managers and other food service staff regarding the importance of proper preparation and service of therapeutic diets.
2. Health services staff will provide diet education to inmates at the time of diagnosis; see *Diet Education Handouts*, Attachments 4A-4C.
  - a. Disease specific nutrition education posters will be displayed in the dining hall, medical, and inmate living areas.
  - b. The inmate will sign a *Diet Education Acknowledgement* FSM\_F12 as documentation of receiving diet education.
  - c. The prescription and the education will be documented in the inmate's Health Record.

- E. When inmates on therapeutic diets are transferred, the inmate's Health Record, which contains the diet prescription, must be sent to the new facility.

#### V. Restricted Feeding Diet Loaf

- A. The Facility Unit Head or Administrative Duty Officer, only, may authorize use of the restricted feeding diet loaf; see Operating Procedure 420.2, *Use of Restraints and Management of Inmate Behavior*.
- B. The restricted feeding diet loaf must be prepared under staff supervision only and exactly in accordance with the diet loaf recipe.
- C. Inmate placed on restricted feeding procedures will be provided a bag meal twice each twenty-four hours.
  1. Each bag meal must contain only one diet loaf prepared without any deviation from the recipe.
  2. Diabetic inmates must be provided a bag meal consisting of one-half (½) diet loaf three times per day.

- VI. Hunger Strike Tray
  - A. Replace milk with one serving of dairy
  - B. Replace juice with one serving of fruit
  - C. Water will be offered with meals
  - D. See Operating Procedure 730.5, *MHWS: Behavior Management* for guidance.
- VII. Transportation Bag Meals
  - A. Must contain:
    - 1. Two peanut butter/jelly sandwiches
    - 2. Six carrot or celery sticks or half a cup of chopped vegetables
    - 3. One piece of fruit
    - 4. Water

The DOC Dietitian must make an annual visit to each facility with observations documented on a *Dietitian's Report on Food Service*, Attachment 5.

## **REFERENCES**

- [Food Service Manual, Chapter 4, \*Religious Diets and Special Menus\*](#)
- [Operating Procedure 420.2, \*Use of Restraints and Management of Inmate Behavior\*](#)
- [Operating Procedure 730.5, \*MHWS: Behavior Management\*](#)

## **ATTACHMENTS**

- [Attachment 1, \*Healthy Eating Plan Guidelines\*](#)
- [Attachment 2, \*History Sheet – Sample\*](#)
- [Attachment 3, \*Therapeutic Diet Handbook\*](#)
- [Attachment 4A, \*Diet Education Handout #1 Diabetes\*](#)
- [Attachment 4B, \*Diet Education Handout #2 Cardiovascular Disease\*](#)
- [Attachment 4C, \*Diet Education Handout #3 Kidney Disease\*](#)
- [Attachment 5, \*Dietitian's Report on Food Service\*](#)

## **FORM CITATIONS**

- [\*Diet Order\* FSM\\_F10](#)
- [\*Diet Education Acknowledgement\* FSM\\_F12](#)
- [\*Menu Evaluation\* FSM\\_F15](#)