



Virginia Department of Corrections

Facility Services and Work

Food Service Manual Chapter 8

USDA Commodities

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Incarcerated Offender

ACA/PREA Standards: 5-ACI-5C-02; 4-4314

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Signature Copy on File

7/8/20

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

None



PURPOSE

This chapter of the Food Service Manual provides guidance to all Food Service staff within the Department of Corrections (DOC) in the management and control of United States Department of Agriculture (USDA) products to ensure compliance with USDA procedures.

PROCEDURE

- I. **USDA Commodity Program**
 - A. Products obtained through the USDA Commodity Program are donated to the DOC under strict guidelines. (5-ACI-5C-02; 4-4314)
 1. The use, storage, inventory, and record keeping of such commodities should be done in full compliance with USDA regulations.
 2. USDA commodities provide a beneficial enhancement to the dietary needs of the offenders as well as benefiting the nation's agricultural industries.
 - B. The Virginia Department of Agriculture and Consumer Services (VDACS) Regional Commodity Manager provides the facility Food Operations Director/Manager with a listing of available items.
 1. All USDA commodity requests should be forwarded to the Regional Food Service Field Directors, to allow for the coordination of orders with the availability of items from USDA.
 2. Such orders should be compared with actual inventories to determine actual needs.
 - C. Quantity of commodities provided is based upon the current offender population at a facility. Any notable, permanent change in the population should be reported to the VDACS representative in accordance with their established procedures.
 - D. The Regional Food Service Field Director should notify the facilities within their Region, of any changes that impact Food Service operations.
- II. **Receipt of Items**
 - A. Upon delivery, facility staff should count and verify each item against the corresponding delivery ticket.
 - B. Facility staff must inspect the condition of the items, and note any overages or shortages on the delivery ticket.
 - C. Any overages or shortages must be reported to the Regional Food Service Field Director.
- III. **Storage, Refusal, or Transfers of Commodities**
 - A. Within the food service storage areas, the Food Operations Director/Manager must designate and provide designated areas for the three types of USDA products, i.e., dry, frozen, and refrigerated.
 - B. The approval of the Regional Food Service Field Directors is required before any refusal of receipt or transfer of USDA commodities is done.
- IV. **Audits and Inspections**
 - A. The VDACS, USDA, or authorized agencies will conduct audits and inspections.
 - B. Facility staff should maintain accurate and current records, reports, and procedural compliance at all times in preparation for such reviews.
- V. **Records and Reports**
 - A. All records and reports must be maintained for three years following the close of the fiscal year to which they pertain.
 - B. Rehabilitative Program re-certification reports must be submitted by the facility staff and forwarded to

the Regional Commodity Manager every 12 months. A copy of this report should be maintained at the facility.

C. Perpetual inventories must be maintained on all USDA items.

D. Any transactions relating to receipt, storage, distribution, use or disposal of donated foods should be maintained and available for review.

REFERENCES

None

ATTACHMENTS

None

FORM CITATIONS

None