



PRISONS
Food and Nutrition Management
Policies and Procedures

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100.1 PURPOSE

The purpose of this policy is to specify the organizational structure of the Food and Nutrition Management Section of the North Carolina Department of Public Safety (NCDPS), Prisons as well as briefly describe the general duties of the following positions: Director of Food and Nutrition Management, Region Dietitian, Clinical Dietitian, Food Service Manager, Food Service Supervisor and Food Service Officer.

100.2 POLICY

Food and Nutrition Management is a section of the Division of Prisons, in North Carolina’s Department of Public Safety. This policy establishes the organization of the Food and Nutrition Management Department.

100.3 DIRECTOR, FOOD AND NUTRITION MANGEMENT

The Director of the Food and Nutrition Management Department is responsible for the development, organization, and evaluation of the Food and Nutrition Management Section for NCDPS Prisons. This position is responsible for ensuring that all facilities are visited and/or audited routinely and food service employees are given the opportunity for training and educational programs. This position is responsible for ensuring that all facility food management departments are monitored for their compliance with sanitation rules and regulations, food procurement, inventory management procedures, menu compliance, and all other policies and procedures of the Food Management Section. This position manages the development of the web based computerized Food Management System (FMS) utilized by all food management, dietitians and medical staff. This position ensures that all meal plans are written and analyzed and meets the nutritional needs of the offender populations. This position is responsible for developing food and equipment specifications as well as requisitioning all food management equipment. This position is a member of the Central Management Team. The Director of Food and Nutrition Management will be registered by the Commission for Dietetic Registration and Licensed Dietitian/Nutritionist by the State of North Carolina. Copies of current Registration and Licensure cards will be maintained on file in the Food and Nutrition Management Office.

100.4 REGION DIETITIANS

Region Dietitians provide professional nutrition and food service management consultation to state correctional facilities on a regional basis. Region Dietitians are responsible for the development of all therapeutic diet menus. These positions are responsible for assigned correctional facilities which house male, female and youth offenders from minimum to close custody as well as death row. Work requires the employee to provide technical expertise to administrative, medical, and food management staff in the areas of policy development, problem solving, staff education, and FMS development and training. Region Dietitians are responsible for nutritional assessment and medical nutrition therapy recommendations for offenders housed in assigned facilities. All Region Dietitians will be registered



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100.4 REGION DIETITIANS (continued)

by the Commission for Dietetic Registration and Licensed Dietitian/Nutritionist by the State of North Carolina. Copies of current registration and licensure cards will be on file in the Food and Nutrition Management Office.

100.5 CLINICAL DIETITIANS

Clinical Dietitians serve as members of the healthcare treatment team and are responsible for providing medical nutrition therapy, to include assessment and counseling, to offenders at all assigned facilities. Clinical Dietitians shall provide special instructions and/or non-standard therapeutic diet menus to food management staff as needed. All Clinical Dietitians will be registered by the Commission for Dietetic Registration and Licensed by the State of North Carolina. Copies of current registration and licensure cards will be maintained on file in the Food and Nutrition Management Office.

100.6 CORRECTIONAL FOOD SERVICE MANAGERS / SUPERVISORS

An employee, experienced in quantity food production, will supervise each facility Food Management operation. Correctional Food Service Managers / Supervisors are responsible for managing every aspect of a facility's food management operation including the supervision of staff, procurement of goods, management of inventory as well as assuring sanitation and food safety standards are met. These positions are responsible for assuring that all FMS data is current and utilized.

100.7 CORRECTIONAL FOOD SERVICE OFFICERS

Correctional Food Service Officers are responsible for supervising offender food service workers to ensure policy and procedure adherence. Correctional Food Service Officers supervise offender workers in all aspects of facility Food Management as well as menu compliance.

Kelli Harris MS, RD, LDN 6/1/2020

Kelli Harris MS, RD, LDN Date
 Director of Food and Nutrition Management



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200.1 POLICY

It is the policy of the Food and Nutrition Management Section to select qualified candidates with appropriate experience required to comply with established policies and procedures. Staff will be selected in accordance with policies and procedures established by the Office of State Human Resources and the Department of Public Safety.

200.2 INTERVIEW PROCESS

- (a) Director of Food and Nutrition Management and/or the Region Dietitians will serve as subject matter experts for staff responsible for screening food management applications.
- (b) Benchmarked interview questions for all food management positions will be provided by the Food and Nutrition Management Team.
- (c) Region Dietitians will serve as members of the interview team for all lead Correctional Food Service Manager / Supervisor positions.

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Title	Staff Development/Training				
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300.1 PURPOSE

The purpose of this policy is to ensure all Food Management employees within the Division of Prisons receive the most current information and training to enable them to fulfill their assigned job duties.

300.2 POLICY

It is the policy of the Food and Nutrition Management Section to provide training and informational meetings designed to advance employees food service knowledge, skills and abilities, as well as stay abreast of current changes in practice, so they may proficiently perform their job duties.

300.3 EMPLOYEE ORIENTATION

Orientation programs will be mandatory for all newly hired food management staff. Orientation will consist of the following:

- (a) A facility orientation will be conducted for all new employees.
- (b) All Correctional Food Service Managers, Supervisors, and Officers are certified staff and must complete the Division of Prisons Basic Training Program.
- (c) The facility Correctional Food Service Manager/Supervisor shall have an organized orientation of the facility food management department for all new employees.
- (d) Food Management Comprehensive Training will be developed and conducted by the Region Dietitian.
- (e) All Correctional Food Service Employees will be trained in the use of all food service equipment and safety procedures.

300.4 EMPLOYEE TRAINING

The Region Dietitians are responsible for identifying region and statewide training needs and coordinating programs to meet those needs.

300.5 MEETINGS

Region Dietitians are responsible for holding region food management meetings a minimum of three (3) times per year. Meetings shall be held in an effort to keep staff informed of procedure changes and updates.

A statewide Food Management Conference will be held as budget permits.



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300.5 MEETINGS (continued)

Facility Correctional Food Service Managers/Supervisors are responsible for holding staff meetings quarterly. Minutes from meetings shall be kept on file. A copy shall be included in the facility's monthly report.

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400.1 POLICY

It is the policy of the Food and Nutrition Management Department to select the most qualified offender workers available in order to ensure compliance with established policies and procedures which govern each facility food management operation as outlined in the North Carolina Department of Public Safety Offender Assignment Manual.

400.2 OFFENDER ASSIGNMENT

The lead Food Service Manager/Supervisor, or designee, shall work together with program staff Assignment Coordinator to select offender workers for the food management operation. The lead Food Service Manager/Supervisor, or designee, will assign selected offenders to each incentive wage position within the department. Each assignment will be documented in OPUS by the designated programs staff.

400.3 OFFENDER JOB DESCRIPTION

A current description of the job responsibilities for each incentive wage position will be kept on file. All offender workers will indicate, by signature, they have read and understand their job description. A copy will be kept in Food Service as well as placed in the offender’s file by his/her case manager.

400.4 OFFENDER UNIFORM AND DRESS

All offenders working in food management will wear clean uniforms. Each offender is issued uniforms, per their facility’s Standard Operating Procedure (SOP). Uniforms issued to food service offenders may only be worn during scheduled work hours.

All offenders working in food production areas must wear approved hair restraints such as bouffant caps, hair nets and beard restraints. Offenders’ hair must be completely covered by hair restraints.

400.5 OFFENDER HYGIENE

Any offender worker reporting to a facility food management operation with symptoms of illness (sore throat with fever, diarrhea, vomiting, jaundice), infected and/or open and draining cuts, wounds, lesions, or boils containing pus on the hand, wrist, or exposed body part that are not properly covered, will not be allowed to work in the food preparation area until he/she has been cleared by medical staff. Any worker who has been diagnosed with a foodborne illness caused by Shiga Toxin-Producing E. coli, Shigella, Salmonella Typhi, norovirus, Hepatitis A, or non-typhoidal Salmonella will not be allowed to work in the food preparation area until cleared by medical staff.

All workers shall demonstrate habits of personal cleanliness, (i.e. bathe daily, use deodorant, brush teeth regularly, shampoo hair frequently), and dress in clean clothes.



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400.5 OFFENDER HYGIENE (continued)

Each offender must wash his/her hands using soap, warm water, and an individual disposable towel. Hands must be washed before beginning work and putting on gloves, after each visit to the toilet, after coughing, sneezing, eating or drinking, before and after handling raw food, after contact with any unsanitary surface including; unclean equipment, utensils and worktables, garbage or trash, soiled clothing and rags. Hands must also be washed when returning to the food production area after leaving

400.6 DAILY SHIFT SCREENING FOR OFFENDER WORKERS

Offenders in facility food management operations shall be monitored daily for health and cleanliness by the Food Service Manager or designee. Offender workers will be screened before each shift. The Daily Shift Screening for Offender Workers form will be utilized to document screening results.

400.7 OFFENDER TRAINING

The lead Food Service Manager/Supervisor, or designee, at each facility shall conduct training sessions for offenders pertaining to sanitation rules and regulations, food preparation techniques and personal hygiene.

Food Management staff at each facility shall conduct training for offenders in the safe and proper operation of food production equipment. Offenders shall indicate, by signature, they have received training on each piece of equipment utilized to fulfill their job assignment on the standard Division of / Prisons form.

Offenders may not utilize food production equipment until training has been conducted and documented.

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500.1 POLICY

It is the policy of the North Carolina Department of Public Safety (NCDPS), Prisons that a cycle menu will be developed and served to all offenders. The cycle menu will include regular, therapeutic and religious menu accommodation meal patterns designed to meet the nutritional needs of the offender population. The menus will be written by Registered Dietitians who meet the qualifications of the Commission of Registration and are licensed to practice in North Carolina. Nutritional need determinations will be based on the Dietary Reference Intakes (DRI) established by the Food and Nutrition Board of the National Academy of Science.

500.2 CYCLE MENU

A five (5) week cycle menu will be developed, and will be available to facility food management staff via the web-based Food Management System (FMS). The regular, therapeutic and religious menu accommodation menus will be developed considering offender acceptability, solicited from Food Management staff, by the Dietitian Team of Food and Nutrition Management. Therapeutic and religious diet menus will be developed by the Region Dietitians. All menus will be developed considering food flavor, texture, temperature, appearance and palatability. All menus are analyzed at least annually for nutritional adequacy using the Food Management System (FMS).

500.3 MENU POSTING

A current menu printed from the Food Management System (FMS) must be posted in or near the dining room at each facility. The Posting Menu shall list breakfast, lunch, and dinner, and include the non-meat entree for each meal. The Posting Menu is the only menu that may be posted outside the food production area.

500.4 RECIPES

Standardized recipes are available in FMS for all prepared food on the menus. Recipe yields are based on each individual facility’s census. FMS recipes must be followed in order to promote consistency throughout the system, achieve cost control and assure nutritional adequacy. Recipe revisions are not authorized at the facility level.

500.5 SUBSTITUTIONS

In order to preserve consistency, quality and the nutritive value of the established menu, substitutions are discouraged. Substitutions are allowed if menu items are unavailable, if food items are contaminated or there is an equipment failure. All substitutions must be documented utilizing the FMS substitution screens. Substitution reports must be printed monthly and attached to the facility’s monthly report. Substitutions are allowed to utilize USDA commodities when available. When substituting “like” foods must be exchanged (vegetable for a vegetable, fruit for a fruit, etc). Serving sizes must remain equivalent to the original serving size.



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500.5 SUBSTITUTIONS (continued)

Substitutions are prohibited on the therapeutic diet or menu accommodation menus without prior approval from the region or clinical dietitian.

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Title	Food Management System (FMS)				
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600.1 GENERAL

The Food Management System (FMS) is a web-based automated food service system created by the Department of Information Technology – Public Safety section in consultation with the Food and Nutrition Management Department. The use of FMS by all facilities promotes consistent, standardized meal service for the North Carolina Department of Public Safety, Prisons. Use of FMS is mandatory for all food management operations.

600.2 PURPOSE

FMS is accessible to all food management employees via the Department of Public Safety Internal Web Page. Facility Food Service Managers/Supervisors are responsible for maintaining current census, accurate substitution records, religious menu accommodations, accurate facility data and facility set-up in FMS. FMS shall be used to forecast facility production needs based on current census information. Facility Food Service Managers are responsible for ensuring that staff have access to FMS and have been adequately trained to use the system.

600.3 PROCEDURES

FMS training is provided in the Food Management Comprehensive Training Program attended by all newly hired employees. Routine FMS training will be scheduled by the Region Dietitian on an as needed basis.

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Title	Therapeutic Diets				
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700.1 PURPOSE

The purpose of this policy is to provide guidelines for prescribing, provision and management of therapeutic diets for the offender population.

700.2 POLICY

It is the policy of the Food and Nutrition Management section that the delivery of medical nutrition therapy will be managed through Registered Dietitians, medical staff and food management personnel. Coordinated efforts will ensure the nutritional welfare of both general population offenders and offenders needing medical nutrition therapy.

700.3 DEFINITIONS

Therapeutic diets are modifications of the regular menu with amounts of nutrients adjusted to cover the additional requirements created by disease and/or injury. Nutritional adequacy determination is based on the Dietary Reference Intakes as determined by the Food and Nutrition Board of the National Research Council.

700.4 STANDARD DIETS

Descriptions and indications for the standard therapeutic diet menus offered by the North Carolina Department of Public Safety, Prisons are as follows:

- (a) **Regular with Snack:** This diet is the regular diet menu with an evening snack. This diet is appropriate for offenders with higher calorie needs than the regular diet can provide.
- (b) **Mechanical Soft:** This diet follows the regular diet menu, substituting fresh fruits and vegetables with canned. The consistency provided on this diet may be modified based on individual offender needs. For example, consistencies might be chopped, ground or pureed.
- (c) **Blenderized Liquid:** This diet follows the regular menu. Foods are blenderized which may require added broth, juice, milk, or a thickener to meet the desired consistency. Foods provided on this diet require no chewing.
- (d) **Full Liquid:** This diet includes foods that are liquid at room temperature and very soft desserts made of milk and egg. The diet is appropriate as a transition between clear liquids and solid foods. The Full Liquid diet is inadequate in several nutrients and may not be given more than three (3) days or seventy-two (72) hours without UR approval.



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700.4 STANDARD DIETS

- (e) **Clear Liquid:** This diet includes clear liquids, which provide calories and electrolytes, relieve thirst, prevent dehydration or re-hydrate and yields minimal bowel residue. This diet minimizes the stimulation of the gastrointestinal tract in preparation for surgery or tests and in acute GI disturbances. This diet is inadequate in all nutrients and may not be given for more than twenty-four (24) hours without UR approval.
- (f) **Bland Diet:** This diet is low in fat, spices, and seasonings.
- (g) **Medical Nutrition Therapy Diets: MNT1 (1500 kcal), MNT2 (2000 kcal), MNT3 (2500 kcal), MNT4 (3000 kcal):** The MNT diets are lower in fat (providing <30% of daily calories from fat), lower in sodium (providing between 2 – 4 grams of sodium), high in fiber (providing 25 or more grams of fiber), provide consistent carbohydrate content and calorie restrictions. All MNT meal patterns include an evening snack unless otherwise indicated.
- (h) **MNT Vegetarian:** This diet follows the MNT3 (2500kcal) menu and includes the non-meat entrée in replacement of the regular entrée. This diet is lower fat (providing <30% of daily calories from fat), sodium restricted (providing between 3-4 grams of sodium), high in fiber (providing over 25 grams of fiber), provides consistent carbohydrate content and is calorie restricted. This meal pattern includes an evening snack.
- (i) **Renal:** This diet is lower in sodium, potassium and restricts protein. An evening snack is included in the meal pattern. The renal diet is not appropriate for offenders undergoing dialysis.
- (j) **Dialysis Diet:** This diet limits the amount of potassium, phosphorous and sodium provided. The amount of protein is also increased. An evening snack is included in this meal pattern. The Dialysis Diet is appropriate only for offenders undergoing dialysis.
- (k) **No Wheat:** This diet is a modification of the regular menu which eliminates wheat products. This diet is appropriate for offenders with positive IgE results for wheat. This diet requires a UR.
- (l) **No Soy:** This diet is a modification of the regular menu which eliminates soy products. This diet is appropriate for offenders with positive IgE results for soy. This diet requires a UR.
- (m) **No Wheat / No Soy:** This diet is a modification of the regular menu which eliminates wheat and soy products. This diet is appropriate for offender with positive IgE results for wheat and soy. This diet requires a UR.



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700.5 MEDICAL NUTRITION THERAPY PROVISION

(a) Authorization

Therapeutic diets will only be served to offenders upon the written order of a treating medical provider (physician, dentist, physician extender, or nursing). Non-standard diet orders will only be honored after approval has been obtained through Utilization Review (UR).

(b) Nutritional Assessments

- (1) The need for medical nutrition therapy will be determined by the treating provider. Clinical indicators must be present and documented that warrant medical nutrition therapy. Once determined, a nutrition assessment must be requested in the electronic medical record.
- (2) Nutrition assessments will be completed in response to provider request when the clinical need is clearly stated and supported with documentation. Assessments submitted for offender claims such as weight loss and food intolerances with no supporting diagnosis or documentation may be retracted from the Food Management System (FMS) by the dietitian and noted in the electronic medical record under the Dietitian Note.
- (3) If requesting an assessment due to weight change the current weight listed in the electronic medical record must be current to within three days prior to the request date.
- (4) Completing a Nutrition Consultation Request under a clinical encounter in the electronic medical record will generate a nutrition assessment in FMS. The nutrition assessment will be completed by a Registered Dietitian. The completed assessment, including a diet recommendation based on clinical need, will be loaded into the electronic medical record and marked for review by the requesting provider.

(c) Therapeutic Diet Orders

- (1) The provider/medical staff will review the Registered Dietitian’s nutrition assessment recommendations. If in agreement with the recommendations the provider should select “Dietary Recommendation” and the expiration date indicated on the nutritional assessment to order the recommended the therapeutic diet in the electronic medical record.
- (2) RN and LPN’s in outpatient facilities, by way of standing order from Dr. Smith, are authorized to process dietary recommendations received by the Licensed Registered Dietitian that do not require utilization review authorization.
- (3) If the provider is not in agreement with the assessment recommendation another standard diet may be ordered by selecting a diet from the drop down list provided in the medical record. Only standard diet orders will be honored without approval by UR. Non-standard diets are diets not included in the drop down list or any modification of diets listed in the drop down list.



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700.5 MEDICAL NUTRITION THERAPY PROVISION (continued)

- (4) Assigned medical staff and/or the facility dietitian will verify the diets ordered in the Food Management System (FMS) under Clinical Med Services, Processes, and Inmate Diet Update. The FMS screen will display the diet as recommended on the nutritional assessment and the diet as ordered by the provider. Medical/ nursing staff must identify and reconcile any diet order discrepancies with the provider.
- (5) The approval must be obtained through UR before proceeding. If a nutritional assessment is flagged for UR approval the registered dietitian must enter the UR request in OPUS.
- (6) Once the diet order has been verified and UR approved (if warranted) medical staff or the facility dietitian will print, from FMS, the Diet Education Letter. The letter will include the offender name, diet order prescribed, prescribing provider, duration of the diet, dining room line assignment, date to report to the dining room and statement on compliance expectations. A licensed nurse or facility dietitian will counsel the offender and provide a copy of the letter. Offender counseling will be documented in the electronic medical record. Educational brochures available for offender education can be found in the electronic medical record under Patient Education, Format of “Handout” and “Handout Topic”. These brochures are the only handouts approved for distribution to offenders related to the provision of therapeutic diets.
- (7) If the offender accepts the diet at the time of counseling the nurse or facility dietitian will indicate “Educated and Agreed” in FMS. Once the offender is marked as “Educated and Agreed” the diet order will display on the OPUS HS51 screen and in all food management reports. The diet order will display in the meal swipe system for breakfast on the day following the “Educated and Agreed” entry in FMS.
- (8) If the offender refuses the diet at the time of initial counseling the nurse or facility dietitian will indicate “Educated and Refused” in FMS and record the date of refusal. Diets marked as refused will not display on the OPUS HS51 screen, in the meal swipe system or on food management reports. Staff will have the offender sign the Medical Treatment Refusal form. The form will be scanned into the electronic medical record.
- (9) With the exception of simple allergy diets, diet order duration may not exceed the time frame of one (1) year.
- (10) Food management staff will follow the FMS Existing Inmate Diets Report to track current diet orders.

(d) Therapeutic Diet Orders: Newly Admitted Offenders

- (1) Offenders newly admitted to Prisons claiming food allergies will be placed on a diet omitting stated allergens until IgE test results are obtained. Allergies recorded must be specific food allergens, not general food categories such as “processed meats”. Diets written for this purpose may not exceed a time frame of thirty (30) days.



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- (2) When offenders present with complaints of food allergies admitting medical staff should check offender records for IgE test results from any previous incarcerations.
- (3) IgE tests will be ordered only for the food to which the offender is claiming an allergy. No panels will be ordered.
- (4) IgE results for claimed allergens must be obtained within fourteen (14) days of admission.
- (5) If IgE results are negative, the diet will be discontinued by the provider.
- (6) Diet orders omitting food allergens shall be written for offenders with positive IgE results.
- (7) A completed nutrition assessment and UR approval is required for all allergy diets.
- (8) Offenders newly admitted to Prisons claiming chronic illness will be evaluated by the treating provider. Nutrition assessments will be requested by the provider as indicated in section (b) of this policy.

(e) Therapeutic Diet Orders: Offender Transfers

1. Current diet orders for offenders who are transferred from facility to facility will be continued as previously prescribed. Once transferred offender diet orders will automatically display in the receiving facilities programs such as FMS and meal swipe.
2. Medical staff at the receiving facility is responsible for completing the nutrition assessment process for offenders who transfer before the process has been completed.

(f) Therapeutic Diet Orders: Temporary Diets

- (1) Temporary diets are diets ordered for a brief duration, usually in preparation of or recovery from a scheduled procedure. Temporary diets shall be ordered by the provider on the diet screen in the medical record. Temporary diets do not require a nutritional assessment. The following diets are considered “temporary”:
 - a. Full Liquid: may be ordered for no more than three (3) days or seventy-two (72) hours. If this diet is ordered for a longer duration a nutrition assessment and UR approval is required.
 - b. Clear Liquid: may be ordered for no more than one (1) day or twenty-four (24) hours. If this diet is ordered for a longer duration a nutrition assessment and UR approval is required.
 - c. Low Residue: may be ordered for no more than three (3) days or seventy-two (72) hours. If this diet is ordered for a longer duration a nutrition assessment and UR approval is required.
 - d. NPO: may be ordered for no more than one (1) day or twenty-four (24) hours. NPO orders must be entered into FMS by medical staff.



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700.5 MEDICAL NUTRITION THERAPY PROVISION (continued)

(g) Therapeutic Diet Orders: Food Allergies

- (1) For newly admitted offenders refer to section (d) (1) of this policy.
- (2) IgE tests will be utilized to confirm food allergy claims. IgE tests will be ordered only for the food to which the offender is claiming an allergy. No panels will be ordered.
- (3) Only allergens with positive IgE results will be honored.
- (4) Offenders claiming a food allergy who present without signs or symptoms of an allergic reaction will be IgE tested for the claimed allergen. A nutrition assessment will be requested for offenders with positive IgE results.
- (5) Offenders who present to medical with signs and symptoms of an allergic reaction to a food allergen will be placed on a diet that excludes the suspected food allergen. Allergies recorded must be specific food allergens, not general food categories such as “processed meats”. The duration of the diet order will be no more than thirty (30) days. A IgE test will be ordered for the suspected allergen. If IgE results are negative the diet will be discontinued by the provider and the assessment will be retracted by the dietitian. If the IgE results are positive the nutritional assessment will be completed by the dietitian and forwarded to the provider for review.
- (6) IgE positive food allergens will be documented by the registered dietitian on the nutritional assessment. Allergens documented via the assessment will display in red on the offender HS51 screen and may be reviewed by facility medical staff via the FMS Inmate Food Allergy Report.
- (7) Offenders with simple allergies or modifications will be placed on a Therapeutic Regular diet with comments stating the diet omissions. Offenders with complex, difficult to exclude foods that require a menu written by a registered dietitian, will be placed on “Other Diet” with special menu titles which correspond to the offender’s menu in FMS. In order to ensure allergy menus are available in FMS for the food management staff, providers must select dietary recommendation after review of the nutritional assessment completed by the dietitian.
- (8) All allergy diets must be approved through UR. Food allergy UR requests will not be approved without a documented positive IgE result and a completed nutritional assessment. Simple allergens, those that do not require a special menu, will be approved until End of Sentence (EOS). Complex allergens, those that require a special menu, will be approved for no more than one (1) year.
- (9) An offender may refuse to comply with a diet restricting some or all IgE positive food allergies. Offender refusals must be documented on the Medical Treatment Refusal form, scanned into the electronic medical record and marked for provider review. If the refusal requires an amended diet order the provider must request a nutrition assessment.
- (10) Medical staff must notify the facility or medical dietitian of any documented offender allergy refusals. Once notified the dietitian will remove the refused allergies from FMS. A registered dietitian is responsible to update all food allergies in FMS.



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700.5 MEDICAL NUTRITION THERAPY PROVISION (continued)

(h) Therapeutic Diet Orders: Offenders Requesting Religious Menu Accommodations

- (1) Offenders requesting menu accommodations for religious reasons must complete a DC 883, Menu Accommodation Request, and follow procedures as outlined by policy 800 in the Food and Nutrition Management Policy and Procedure Manual.
- (2) If an offender does qualify for a religious menu accommodation and has a clinical indication for medical nutrition therapy a nutrition assessment must be completed.
- (3) Vegan and kosher diets may not be ordered by a provider without consulting a registered dietitian. An offender may be provided a therapeutic diet with religious menu accommodations if indicated.

700.6 NON STANDARD DIET ORDERS / UTILIZATION REVIEW

- (a) All non-standard diet orders require approval through UR prior to implementation.
- (b) Non-standard diets are those not listed in the medical record on the therapeutic diet screen drop down list or any variation of the diets listed.
- (c) All diet modifications, including nutritional supplements, additional snacks, soy milk and food allergies require UR approval.
- (d) Facility food management is not authorized to honor a non-standard diet order that has not been approved through UR.
- (e) UR approval for non-standard diets will be documented by the dietitian on the nutritional assessment.
- (f) UR approvals default to a one (1) year approval unless otherwise requested. Approvals for non-standard diets, except requests for simple food allergies, will not be approved for a time frame greater than one (1) year. Requests for simple food allergies will be approved until End of Sentence (EOS).
- (g) Food Management is authorized to refuse to accept a physician order for a non-standard diet that has not been authorized through the Utilization Review process.

700.7 SERVING OF THERAPUTIC DIETS

Offenders receiving a therapeutic diet must be fed separately from the general population. Therapeutic diet service must occur in a manner that encourages offender diet compliance, and menu adherence. Facility operations should follow meal swipe procedures to ensure proper adherence to the correct serving line.



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700.8 TRAYLINE ACCURACY

The Food Service Manager/Supervisor, or designee, shall monitor meal service by completing the FMS Trayline Accuracy Report a minimum of once per month. Monitoring will ensure menus are followed, including menu items, recipes and serving sizes for all diets. One completed Trayline Accuracy Report must be attached to the food service manager’s monthly report and forwarded to the Region Dietitian.

700.9 REFUSAL OF MEDICAL NUTRITION THERAPY

(a) Therapeutic Diet Order Refusal

- (1) A therapeutic diet order constitutes a prescribed medical treatment. An offender has the right to refuse, except under life threatening circumstances. Diet refusal must be witnessed by licensed medical staff, documented on the Medical Treatment Refusal form, and scanned into the electronic medical record.
- (2) The offender diet record must be updated in FMS by clicking the “Inmate Refused” button. Once documented in FMS the offender must be informed by medical staff to report to the dining room regular line for breakfast on the following day.

(b) Recording of Meal Refusals

- (1) Dining Hall – Offenders served in the dining hall who refuse a therapeutic diet meal may not be offered food from the regular menu.
- (2) Work Release/Satellite – Offenders who refuse a therapeutic diet packout or a therapeutic diet tray may not be offered a regular packout or a regular meal tray.

700.10 DISCONTINUATION OF MEDICAL NUTRITION THERAPY

(a) Therapeutic Diet Discontinuation

- (1) Offenders who fail to comply with facility therapeutic diet compliance standards will be referred to the facility nurse or dietitian for compliance counseling.
- (2) Compliance counseling will be documented in the electronic medical record.
- (3) The offender will be referred to the treating provider for diet discontinuation if he/she demonstrates a level of diet noncompliance that hinders or prevents progress in meeting clinical treatment goals.
- (4) The discontinuation of a diet order must be documented in the electronic medical record.
- (5) Once the diet order is discontinued in the medical record the diet order will automatically be removed from OPUS, FMS and the meal swipe system.



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700.10 DISCONTINUATION OF MEDICAL NUTRITION THERAPY (continued)

- (6) The offender must be informed by nursing of the discontinuation and instructed to report to the regular dining line for breakfast the day following the date of expiration entered.

700.11 COMPLIANCE MONITORING

- (a) Offender therapeutic diet compliance will be monitored via the meal swipe system, electronic rounds and/or FMS.
- (b) Offender diet compliance may be viewed by medical staff via the FMS DC 486, Therapeutic Diet Administration Record report and/or the FMS Inmate Diet Non-Compliance report.
- (c) Offender diet compliance will be reviewed and considered during the nutritional assessment process and the prescription of therapeutic diet orders. The FMS Therapeutic Diet Administration Record report must be saved weekly by the facility dietitian or medical staff. Therapeutic Diet Administration Records must be retained for five (5) years.

700.12 AUTHORIZED FOOD DISTRIBUTION

- (a) **Nourishments**
 Facilities with hospitals and/or infirmary beds may be authorized by the facility dietitian or region dietitian to maintain a small supply of nourishments. Foods provided will be non-perishable. A list of authorized foods will be developed by the dietitian or nurse manager. Food Management is authorized only to provide foods included on the approved list.

(b) Food Provided with Medications

- (1) **Medical Snack**
 - a. A med snack provided to facilitate improved absorption of specific medications is available for offenders prescribed one of the following: Complera (Rilpivirine/Emtricitabine/Tenofovir DF), Odefsey (Rilpivirine/Emtricitabine/Tenofovir AF), PrezcoBix (Darunavir/Cobicistat), Prezista (Darunavir), Invirase (Saquinavir), Kaletra (Lopinavir/Ritonavir), Norvir (Ritonavir), Edurant (Rilpivirine), Intelence (Etravirine), LithoBid (Lithium), Geodon (Ziprasidone), Epclusa (Sofosbuvir/Velpatasvir), Priftin (Rifapentine), Renagel, Renvela (Sevelamer), Multaq (Dronedarone), Xeloda (Capecitabine), Gleevec (Imatinib), Imuran (Azathioprine), Soriatane (Acitretin), Kalydeco (Ivacaftor), Evotaz (Atazanavir/cobicistat), Griseofulvin, Lonsurf, Genvoya, Stribild (Elvitegravir/cobicistat/emtricitabine/tenofovir)
 - b. Offenders receiving one of the approved medications must be evaluated by licensed medical staff to determine the need for a med snack. Medical snacks are only to be issued with DOT medications and UR approval is not needed. The



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evaluator must consider the timing of medication and the timing of meals. If the medication is scheduled (or can be scheduled) within an hour before or an hour after a meal no med snack is authorized for that dose. If the medication is scheduled more than an hour before or an hour after a meal then a med snack should be ordered for that dose. Each dose should be evaluated independently. Med snacks may not be ordered arbitrarily for all doses.

- c. Providers must order med snacks by requesting a nutritional assessment.
- d. Med snacks will be provided only for offenders on approved medications. The use of med snacks for any purpose, other than those outlined in this policy, is prohibited.

(2) Crackers

- a. Up to four packs (8 saltine crackers) may be dispensed with medications that are required on the Medication Administration Record (MAR) to be “given with food”. Saltine crackers may only be given to offenders with such medication orders. Arbitrary distribution of crackers is prohibited.
- b. Crackers may be obtained from the facility food management department. The facility food service manager, along with the nurse manager, will monitor cracker usage and address any issues identified.

700.13 TRAY REQUEST

Medical or custody staff requesting food items, food trays or packouts for offenders for any reason must complete a Tray Request form and forward it to the food management department. Tray Request forms are located on the Prison website under Food and Nutrition Management, FNM Forms. Meal trays, packouts, as well as other food items, are not authorized for the treatment of hypoglycemic offenders. Refer to medical protocol for the treatment of hypoglycemia.

700.14 HOSPICE

Comfort foods will be provided to terminally ill offenders housed in Hospice Units. Comfort foods provided to Hospice patients do not require UR approval. Foods provided must be available from the Central Warehouse, Meat Plant and/or Produce Distribution Center.



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700.15 RECORDS RETENTION

(a) The following shall become part of the medical record:

1. Nutrition Assessment Form, DC-483
2. Medical Treatment Refusal Form.
3. All documented compliance counseling
4. All documented diet education

(b) Copies of the following shall be maintained by the food service manager:

1. Therapeutic Diet Administration Records, DC-486 (5 years)
2. Trayline accuracy (1 year)

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800.1 PURPOSE

The purpose of this policy is to establish and outline procedures for providing reasonable religious menu accommodations that meet the basic nutritional needs of offenders whose religious beliefs require the adherence to religious dietary laws.

800.2 POLICY

It is the policy of the Division of Prisons that religious menu accommodations are made available for offenders whose religious beliefs, as outlined in the Division of Prisons “Religious Practices Operational Manual”, require adherence to religious dietary laws.

800.3 DEFINITIONS

- (a) **Non-Meat Alternate** – A vegetarian entrée offered as a substitute for the meat entrée as indicated on the master menu. The non-meat alternate is a lacto-ovo vegetarian entrée that may include eggs, milk and milk products. Meat, poultry and fish are excluded.
- (b) **Vegan** – A menu that excludes meat, poultry, fish, eggs, milk and their by-products.
- (c) **Kosher** – Foods provided, except fresh fruits, fresh vegetables and commercially prepared fluid milk, are certified by a recognized Orthodox Standard such as “U”, “K”, or “CRC”. No pork or pork derivatives are used. Dairy is not served in the same meal as meat, chicken or fish.
- (d) **Ramadan** – The ninth month of the Islamic lunar calendar, observed by the majority of Muslims by fasting (abstaining from food and drink) from dawn to sunset.
- (e) **Passover** – Major holiday observed by those of the Jewish faith which commemorates the liberation of the Israelites from Egyptian slavery.
- (f) **Green Corn** – Annual ceremony practiced among various Native Americans associated with the beginning of the yearly corn harvest.

800.4 MENU PLANNING

- (a) The five-week cycle menu developed by the Food and Nutrition Management office will include all authorized religious accommodation menus. The menus will be written by Registered Dietitians who meet the qualifications of the Commission of Registration and are licensed to practice in North Carolina. Nutritional need determinations are based on the Dietary Reference Intakes (DRI) established by the Food and Nutrition Board of the National Academy of Science. All menus are analyzed for nutritional adequacy. All menus meet or exceed the established Dietary Reference Intakes for the intended target population.



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800.4 MENU PLANNING (continued)

(b) No additions, deletions or substitutions - except where the availability of seasonal produce warrants - may be made to the established menu without the approval of the Director of Food and Nutrition Management or the Region Dietitian.

800.5 NON-MEAT ALTERNATE

(a) A non-meat alternate entrée is offered as part of the regular menu for breakfast, lunch and supper. All offenders, regardless of religious preference, receiving meals from the regular serving line may choose the non-meat alternate entrée in lieu of the regular entrée at any meal. Offenders are only allowed one entrée per meal.

(b) The non-meat alternate entrée shall be included on the posting menu, posted in or near the dining hall.

(c) Offenders not receiving meals from the regular serving line may request the non-meat alternate entrée by submitting a completed DC 883, “Menu Accommodation Request”, to the facility Food Service Manager/Supervisor or designee. In order to facilitate accurate preparation and dissemination of meals, a completed DC 883 form is required for all offenders in restrictive housing or satellite areas such as, hospitals, infirmaries and off-site assignments who wish to receive the non-meat alternate entrée .

800.6 VEGAN MEAL PLAN

(a) The vegan meal plan is provided to accommodate offenders whose dietary needs cannot be met by the master menu due to the offender’s declared religious practice. Those religious practices identified by prisons as requiring a vegan meal plan are set forth in the Division of Prisons “Religious Practices Operational Manual” and are subject to any updates and revisions by the Director of Chaplaincy Services. Absent any revision to the “Religious Practices Operational Manual”, as of August 22, 2019, the following religious practices have been identified as requiring vegan meals: Rastafarian, Hindu, Buddhist and Islamic.

(b) Offenders who wish to request a vegan meal plan shall submit a completed DC 883 to the facility Food Service Manager/Supervisor or designee. The Food Service Manager/Supervisor or designee, will then add the offender to FMS as a vegan diet. If the offender is not eligible for the vegan diet due to not being of one of the religions designated, the diet will not change. The date of FMS entry will be recorded by the Food Service Manager/Supervisor or designee, on the DC 883. The Food Service Manager/Supervisor or designee, should submit the DC 883 through the Correspondence Tracking System (CTS).



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800.6 VEGAN MEAL PLAN (continued)

(c) If the offender’s declared religion is one not listed under Section 800.6 (a) as requiring the vegan meal plan, the Food Service Manager/Supervisor or designee, shall verify that the requesting offenders’ religion does not qualify for a vegan meal plan by referencing the Division of Prison’s “Religious Practices Operational Manual”, including any updates that may have been added to the manual. Once the requesting offender’s religion is verified as not requiring a vegan meal plan, the requesting offender shall be notified by the Food Service Manager/Supervisor or designee, that he/she does not qualify for the vegan meal plan.

800.7 KOSHER MEAL PLAN

(a) The kosher meal plan is provided to accommodate offenders whose dietary needs cannot be met by the master menu due to the offender’s declared religious practice. Those religious practices identified by Division of Prisons as requiring a kosher meal plan are set forth in the Division of Prisons “Religious Practices Operational Manual” and are subject to any updates and revisions by the Director of Chaplaincy Services. Absent any revision to the “Religious Practices Operational Manual”, as of August 22, 2019, the following religious practices have been identified as requiring kosher meals: Hebrew Israelite, and Judaism.

(b) If the offender’s declared religion is one not listed as requiring the kosher meal plan, the Food Service Manager/Supervisor or designee, shall verify that the requesting offender’s religion does not qualify for a kosher meal plan by referencing the Division of Prison’s “Religious Practices Operational Manual”, including any updates that may have been added to the manual. Once the requesting offender’s religion is verified as not requiring a kosher meal plan, the requesting offender shall be notified by the Food Service Manager/Supervisor or designee, that he/she does not qualify for the kosher meal plan.

(c) Due to the complexity of the procurement and preparation of kosher foods, a limited number of facilities are capable of providing a kosher meal plan. Offenders housed at facilities unequipped to provide a kosher meal plan will require transfer to a facility capable of kosher menu provision.

800.8 FACILITIES CAPABLE OF PROVIDING KOSHER MEALS

(a) Offenders who wish to request a kosher meal plan shall submit a completed DC 883 to the facility Food Service Manager/Supervisor or designee. Upon receipt of the completed DC 883, the Food Service Manager/Supervisor or designee, will verify whether the declared religion requires a kosher meal plan per the Division of Prisons “Religious Practices Operational Manual”.



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800.8 FACILITIES CAPABLE OF PROVIDING KOSHER MEALS (continued)

(b) If the religion noted is one for which the kosher diet is authorized the Food Service Manager/Supervisor or designee, will notify the offender that he/she will be placed on the kosher diet. The Food Service Manager/Supervisor or designee, will then add the offender to FMS as a kosher diet. The date of FMS entry will be recorded by the Food Service Manager/Supervisor or designee, on the DC 883. The Food Service Manager/Supervisor or designee, should submit the DC 883 through the Correspondence Tracking System (CTS).

800.9 FACILITIES UNABLE TO PROVIDE KOSHER MEALS

(a) Offenders who wish to request a kosher meal plan shall submit a completed DC883 to the facility Food Service Manager/Supervisor or designee. Upon receipt of the completed DC883 the Food Service Manager/Supervisor or designee, will verify whether the declared religion is one of the religions authorized to receive a kosher meal plan per the Division of Prison’s “Religious Practices Operational Manual”.

(b) If the religion noted is one for which the kosher meal plan is authorized the Food Service Manager/Supervisor or designee, will notify, via electronic mail, the Associate Warden of Programs of the offender’s request and necessary transfer, copying the Facility Head and the Region Dietitian. The Food Service Manager/Supervisor or designee, will then add the offender to FMS as a kosher diet. The offender shall be notified that kosher meals are not available at his/her current facility and that a request for transfer to a facility designated to provide kosher meals has been submitted. A copy of the Pending Transfer Letter from FMS shall be provided to the offender. The date of FMS entry will be recorded by the Food Service Manager/Supervisor or designee, on the DC 883. The Food Service Manager/Supervisor or designee, should submit the DC 883 through the Correspondence Tracking System (CTS).

(c) Facility management will coordinate the transfer of the requesting offender to a facility capable of providing kosher meals. Because certain facilities will not be equipped to provide kosher meals to offenders, transfers shall be made as timely as possible. The date of the transfer request will be documented on the requesting offender’s DC883.

(d) Once the offender is transferred to a facility where kosher meal plan is available, the receiving facility’s Food Service Manager/Supervisor or designee, will then verify his/her DC883 via the CTS).



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800.10 KOSHER MEAL PLAN / FOOD STORAGE

- (a) Food products designated for use on the kosher meal plan will be stored in specially designated and clearly marked areas until items are ready for use.
 - (1) **Refrigeration:** A separate refrigeration unit, or an area within an existing refrigeration unit, will be designated for staging and storing refrigerated foods for the kosher meal plan. The designated unit/area will be clearly marked and identified as “Kosher”. Where possible, meats, dairy items, and other kosher items will be stored on separate shelving. Refrigerated foods other than those intended for the provision of the kosher meal plan may not be stored in the designated “Kosher” unit/area.
 - (2) **Frozen:** A separate freezer unit, or an area within an existing freezer unit, will be designated for staging and storing frozen foods for the kosher meal plan. The designated unit/area will be clearly marked and identified as “Kosher”. Where possible, meats, dairy items, and other kosher items will be stored on separate shelving. Frozen foods other than those intended for the provision of the kosher meal plan may not be stored in the designated “Kosher” unit/area.
 - (3) **Dry Storage:** A separate dry storage space, or an area within an existing dry storage space, will be designated for staging and storing non-perishable foods for the kosher meal plan. The designated space will be clearly marked and identified as “Kosher”. Where possible, meats, dairy items, and other kosher items will be stored on separate shelving. Non-perishable foods other than those intended for the provision of the kosher meal plan may not be stored in the designated “Kosher” space/area.

800.11 KOSHER MEAL PLAN / FOOD PREPARATION

- (a) All kosher food preparation will be conducted in a designated area clearly identified as a “Kosher Area”. Equipment utilized to prepare kosher foods, such as microwaves and steamers, will be designated and clearly marked as “Kosher”. Equipment designated as “Kosher” shall not be utilized in the preparation of any non-kosher foods.
- (b) Food service utensils used in preparing, serving, and transporting kosher food items will be clearly marked and identified for kosher meal preparation. Kosher designated utensils will be stored, handled, cleaned, and sanitized separately from non-kosher designated utensils. Utensils will be washed and sanitized in the pot and pan area before general population utensils have been washed and sanitized. Sinks will be washed, sanitized and refilled before kosher designated utensils are washed and sanitized. All kosher designated utensils will be stored in a separate area in the tool room that is clearly marked and identified as “Kosher”.
- (c) No food management staff or offender worker will handle non-kosher food items while preparing or cooking kosher food items.



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800.12 KOSHER MEAL PLAN / SERVING TRAYS AND UTENSILS

- (a) Separate serving trays, covers, eating utensils, bowls and cups will be used to provide the kosher meal plan. Kosher trays and utensils will be stored separately from those trays, covers, eating utensils, bowls and cups used to serve the general population. For easy identification whenever possible, trays, utensils, bowls and cups used to serve kosher meals shall be a different color than those used to serve general population.
- (b) Serving trays, covers, eating utensils, bowls and cups used to serve kosher meals will be cleaned and sanitized in the three (3) compartment sink located in the kosher area. The dish machine may also be used washing and sanitizing if utilized before the general population trays and utensils are washed and sanitized. Dishwashing water will be drained and the machine refilled before kosher items are washed and sanitized.

800.13 KOSHER MEAL PLAN / TRAINING

- (a) The Food and Nutrition Management Office will provide training for facility Food Management staff involved in the receiving, storage, preparation and handling of kosher foods.
- (b) This policy and its procedures have been reviewed by the Director of Chaplaincy Services.
- (c) Food Service Manager/Supervisor or designee, will be responsible to provide appropriate training and supervision for offender workers assigned to kosher food preparation areas.
- (d) The Food Service Manager/Supervisor or designee, will provide appropriate training to other division staff who are responsible for transporting kosher meals instructions regarding appropriate handling practices.

800.14 VOLUNTARY REMOVAL FROM RELIGIOUS MENU ACCOMODATION

An offender may voluntarily withdraw from their religious menu accommodation (vegan or kosher meal plan). Offenders requesting removal must so indicate by completing the “Voluntary Removal” section of the DC 883. Once completed the Food Service Manager/Supervisor or designee, shall remove the offender from his respective meal plan in FMS. Date of removal shall be recorded by the Food Service Manager/Supervisor or designee, on the DC 883. A completed DC 883 refusal should be submitted to CTS.

800.15 OFFENDER FAILURE TO OBSERVE REQUESTED DIET

- (a) Offenders receiving special menu accommodations shall adhere to their specially requested diet. Offender adherence to all specially requested dietary plans shall be monitored by staff via the DC486.



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800.15 OFFENDER FAILURE TO OBSERVE REQUESTED DIET (continued)

(b) If an offender is observed failing to adhere to his/her requested menu accommodation, the incident shall be reported to the offender’s case manager. After receiving the report chaplaincy services or the case manager will counsel the violating offender on the offender’s failure to adhere to his/her specially requested menu accommodation. The offender counseling will be documented in the case management notes in OPUS.

800.16 RAMADAN

A memorandum will be sent from the Assistant Commissioner annually to notify facilities of the dates for Ramadan. The dates for fasting during the holy month of Ramadan have duration of 29 to 30 days. Participating offenders fast during the daylight hours. Offenders observing Ramadan shall be fed meals prepared in accordance with the master menu. The morning meal should be served and eaten 30 minutes before dawn. The evening meal should be served and eaten after sunset. A supplemental bag meal will be distributed to participating offenders during the evening hours. The menu for the supplemental bag meal will be distributed by the Food and Nutrition Management Office. No substitutions, additions or deletions may be made to the established menu without approval of the Director of Food and Nutrition Management or the Region Dietitian.

800.17 RELIGIOUS FEASTS

Memorandums will be sent throughout the year from the Assistant Commissioner to notify facilities of “special meals” pursuant to the Authorized Practices section of the DOP “Religious Practices Resource and Reference Manual”. Food delivered to the facility by volunteers or family members for “special meals” may not be stored, cooked or re-heated in, or served from, the facility food management department. Facility Food Service Manager/Supervisor or designee, are not authorized to purchase special foods for religious feasts.

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900.0 PURPOSE

The purpose of this policy is to establish an effective state-wide system for providing safe, nutritionally appropriate and palatable meals to offenders in satellite and restrictive housing areas.

900.1 POLICY

It is the policy of the Food and Nutrition Management Section that all facilities providing foods to satellite or restrictive housing areas follow the established menus for this purpose as well as the time and temperature guidelines required to assure food safety. Satellite areas include any location food is transported to for service such as infirmaries, offender cells and outlying units. Satellite feeding procedures shall be followed when serving offenders in cells at any time of restricted movement.

900.2 MENU

The menu for feeding satellite and restrictive housing areas will be created with each menu cycle under the title “Satellite” in the Food Management System (FMS). The satellite menu is a temperature consistent modification of the regular menu.

900.3 PROCEDURES FOR TRAY SERVICE WITH HEATED CARTS

- (a) The FMS Satellite Feeding Menu shall be followed for all regular trays prepared for service in satellite and restrictive housing areas. Trays prepared for offenders with therapeutic diet orders, as well as trays prepared for offenders with religious menu accommodations, shall be prepared according to the respective FMS menus.
- (b) Hot foods prepared for tray service to satellite or restrictive housing areas shall be properly held at one-hundred thirty-five (135) degrees F or higher. Food Management staff shall document the temperature of foods, as well as the time temperatures are taken, at the time trays are plated. Temperature and time must be documented on the FMS “Satellite Time/Temperature Report”. Food shall be plated for service in satellite or restrictive housing on approved non-insulated trays held in heated carts. The FMS “Satellite Feeding Report” will be utilized to ensure accuracy of tray preparation. Therapeutic and religious menu accommodation trays must be accurately prepared and clearly marked.
- (c) During satellite tray preparation heated carts used to transport food shall remain connected to a power source and monitored by staff to ensure the carts maintain a temperature of one-hundred thirty-five (135) degrees F or higher. Heated carts shall remain connected to the power source and monitored to ensure maintenance of one-hundred thirty-five (135) degrees F or higher until staff are ready to transport the cart(s) to satellite or restrictive housing areas.



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900.3 PROCEDURES FOR TRAY SERVICE WITH HEATED CARTS (continued)

- (d) Food Management staff must document the time on the FMS “Satellite Time/Temperature Report” that each heated cart is disconnected from the power source in the Food Management Department. In order to ensure food safety, all food trays must be delivered to each offender in the designated satellite or restrictive housing area within two hours of the time the cart was disconnected from the power source in the Food Management Department. Food Management staff will indicate the time food in the cart(s) must be discarded on the FMS “Satellite Time/Temperature Report”. Food Management staff will attach the FMS “Satellite Cart Time Sign” to each cart to indicate to custody staff passing the trays the time food trays must be discarded.
- (e) Heated carts must be connected to a power source and turned on as soon as they arrive at their destination. Cart doors must remain closed until staff is ready to begin passing trays. To ensure the accurate distribution of all trays, to include therapeutic diets, staff must utilize the FMS “Satellite Feeding Report” to distribute trays. If trays remain in the food cart past the time posted on the “Satellite Cart Time Sign” they must be discarded.
- (f) The “Satellite Time/Temperature Report” must remain on file in the Food Management Department for thirty (30) days.

900.4 PROCEDURES FOR TRAY SERVICE WITH INSULATED TRAYS

- (a) The FMS Satellite Feeding Menu shall be followed for all regular trays prepared for service in satellite and restrictive housing areas. Trays prepared for offenders with therapeutic diet orders, as well as trays prepared for offenders with religious menu accommodations, shall be prepared according to the respective FMS menus.
- (b) Hot foods prepared for tray service to satellite or restrictive housing areas shall be properly held at one-hundred thirty-five (135) degrees F or higher. Food Management staff shall document the temperature of foods, as well as the time temperatures are taken, at the time trays are plated. Temperature and time must be documented on the FMS “Satellite Time/Temperature Report”. Foods shall be plated for service in restrictive housing and satellite feeding areas on approved insulated trays. The FMS “Satellite Feeding Report” will be utilized to ensure accuracy of tray preparation. Therapeutic and menu accommodation trays must be accurately prepared and clearly marked.



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900.4 PROCEDURES FOR TRAY SERVICE WITH INSULATED TRAYS (continued)

- (c) In order to ensure food safety all food trays must be delivered to each offender in the designated satellite area within two (2) hours of the time the trays are plated. Food Management staff will indicate the time food trays must be discarded on the FMS “Satellite Time/Temperature Report”. Food Management staff will have attached the FMS “Satellite Cart Time Sign” to each cart or carrier transporting the insulated trays which will indicate to custody staff passing the trays the time food trays must be discarded.
- (d) To ensure the accurate distribution of all trays, to include therapeutic diets, staff must utilize the FMS “Satellite Feeding Report” to distribute trays. If trays remain undistributed past the time posted on the “Satellite Cart Time Sign” they must be discarded.
- (e) The “Satellite Time/Temperature Report” must remain on file in the Food Management Department for thirty (30) days.

900.5 PROCEDURES FOR SATELLITE BULK FOOD SERVICE

- (a) The FMS Regular Menu shall be followed to prepare bulk foods for satellite service.
- (b) Hot foods prepared for serving bulk foods in satellite areas shall be one-hundred thirty-five (135) degrees F or higher. Foods shall be transported in approved insulated containers. Food Management staff shall document the temperature of foods, as well as the time the temperatures are taken, before placing the foods in the transport containers. Temperatures and times must be documented on HACCP temperature record forms.
- (c) Foods shall be removed from the insulated containers and placed in hot holding cabinets or directly onto a heated serving line immediately upon destination arrival. Staff shall document the holding temperatures, as well as the time temperatures are taken, of foods on HACCP temperature record forms. Foods shall be maintained at one-hundred thirty-five (135) degrees F or higher. At no time shall foods be allowed to remain under one-hundred thirty-five (135) degrees F for longer than two (2) hours. Foods that remain under one-hundred thirty-five (135) degrees F for longer than two (2) hours must be discarded.
- (d) Therapeutic and religious accommodation trays will be prepared in the Food Management Department and transported in insulated trays utilizing the procedures outlined in section 900.4 of this policy.
- (e) Staff supervising meal preparation in satellite areas must ensure trays are accurately prepared utilizing the FMS “Serving Portion Report”.



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900.6 THERAPEUTIC DIETS/MENU ACCOMODATIONS

- (a) To ensure the accuracy of meal service related to therapeutic diet orders and menu accommodation requests, all trays in satellite or restrictive housing areas will be distributed utilizing the FMS “Satellite Feeding Report”. At no time shall staff provide offenders a tray or foods not authorized by the report.

- (b) Offenders who refuse their therapeutic meal will not be offered a regular tray. Staff shall complete the Refusal of Individual Meal Form, DC 488 with copies to the facility Food Service Manager and the medical department.

- (c) Offenders in satellite/restrictive housing areas requesting a menu accommodation must complete a DC 883.

Kelli Harris MS, RD, LDN 6/1/2020
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Director of Food and Nutrition Management



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Title	Packouts				
Section	1000	Issue Date 06/01/2020	Supersedes Date 04/01/2013	Next Review Date 01/2021	Page 1 of 2

1000.1 PURPOSE

All offenders, including those on work crews, should receive proper nutritious meals served under safe and sanitary conditions. Components of packouts shall be prepared according to the Food Management System (FMS) packout menus.

1000.2 MENUS

Established packout menus will be available through the FMS include work packouts, transfer packouts, breakfast packouts, vegan packouts, therapeutic diet packouts, and kosher packouts. Offender Construction Program (ICP) packout is currently not listed in FMS, but information of contents is listed below.

1000.3 INDICATIONS

- (a) Work packouts will be provided for offenders in work-related jobs such as; community work squads, work release, road squads, and work crews. A lacto-ovo vegetarian choice is available for offenders who request a non-meat entrée via the DC-883.
- (b) Transfer packouts will be provided for transferring offenders traveling more than sixty (60) miles from their originating facility. Offenders transferring to facilities less than sixty (60) miles from their originating facility shall not receive a packout.
- (c) Breakfast packouts will be provided for offenders leaving the facility prior to meal preparation. Whenever possible the offender should receive the breakfast meal. Breakfast packouts should be consumed at receipt.
- (d) Vegan and kosher packouts will be provided for offenders who meet the requirements for packouts and have a current approved DC-883 Menu Accommodation Request on file.
- (e) A therapeutic diet packout will be provided for offenders who meet the requirements for packouts and have current therapeutic diet orders.
- (f) ICP packouts will be provided for offenders assigned to the Inmate Construction Program that are on a regular diet where a hot meal in the dining room cannot be provided. ICP packouts include five (5) sandwiches (two (2) prepackaged meat sandwiches and three (3) non-meat sandwiches such as peanut butter, or slice cheese, a baked dessert and one piece of fresh fruit. Offenders who are in ICP and on a religious menu accommodation menu may receive five (5) peanut butter sandwiches with transfer fruit bar and fresh fruit. Those being provided a hot meal in lieu of an ICP packout will also be provided a morning snack of a piece of fruit or dessert and an afternoon snack of a non-meat sandwich. ICP offenders on therapeutic diets will continue to receive their packout from their current diet order. The additional calories adjustments have already been included in their recommended diet orders by a Registered Dietitian.



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1000.3 INDICATIONS (continued)

- (g) All packouts, except the transfer packouts, shall be served in brown paper bags and transported in NSF approved insulated containers with ice packs. Transfer packouts shall be served in white paper bags for easy identification.
- (h) Packouts shall not be provided as a treatment for hypoglycemic offenders. Refer to nursing protocols for offenders with hypoglycemic episodes

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Title	Nutritional Management of Offender at Risk for Self Injury				
Section	1100	Issue Date 06/01/2020	Supersedes Date 04/01/13	Next Review Date 01/2021	Page 1 of 1

1100.1 PURPOSE

The purpose of this policy is to establish guidelines for the nutritional management of offenders identified as at risk for self-injurious behavior (SIB).

1100.2 POLICY

It is the policy of the North Carolina Department of Public Safety (NCDPS), Prisons that all offenders identified as at risk for self-injurious behavior continue to receive meals that meet their nutritional requirements and, when applicable, are in compliance with their medical nutrition therapy guidelines and/or their approved religious menu accommodations.

1100.2 PROCEDURES

Offenders placed on Self-Injury Precautions status by mental health staff shall be served meals without standard utensils. A security utensil, Ecotensil, will be provided with meals. For offenders on Self-Injury Precautions, a chicken patty will be substituted when bone-in chicken is offered on the menu. No other diet modifications are authorized for offenders on Self-Injury Precautions without UR approval.

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Title	Fiscal Administration				
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1200.1 PURPOSE

To establish a uniform policy within the Food and Nutrition Management Section of North Carolina Department of Public Safety (NCDPS), Prisons for procurement of food items and supplies and inventory management.

1200.2 POLICY

It is the policy of the Food and Nutrition Management section of the North Carolina Department of Public Safety (NCDPS), Prisons that all facility Food Management Departments within the NCDPS, Prisons will be proficient in the procurement of food items and supplies, maintain accurate inventories and perform scheduled inventories as indicated in the Department of Public Safety Fiscal Administration Policy and Procedure Manual.

1200.3 PROCUREMENT

The facility Food Service Manager/Supervisor or designee, will be responsible for the procurement of food products and supplies. Food products and supplies shall be purchased in sufficient quantities to facilitate master menu compliance and meet operational needs of the respective food management operation. To ensure sufficient quantities are procured the Food Service Manger shall utilize the Food Management System (FMS) Item Requirement Report which details exact quantities of each item required by the menu considering the facility’s current census.

All food products and supplies shall be purchased from the Department of Public Safety Central Warehouse, Correction Enterprise Meat Plant, Correction Enterprise Produce Distribution Center, and Correction Enterprise Cannery. In the event required food products and/or supplies are unavailable from the Department of Public Safety Central Warehouse, Correction Enterprise Meat Plant, Correctional Enterprise Produce Distribution Center, and Correctional Enterprise Cannery purchases of those items may be made in accordance with the Department of Public Safety Fiscal Policy and Procedure as outlined in the Accounts Payable and Procurement Policy, Section .2600. Commodities may be obtained through the USDA Food Distribution Program when available.

All food products and supplies purchased from the Department of Public Safety Central Warehouse, Correction Enterprise Meat Plant, and Correctional Enterprise Produce Distribution Center and Correctional Enterprise Cannery shall be procured utilizing the North Carolina Accounting System (NCAS) in accordance with the Fiscal Policy and Procedure as outlined in the Controller’s Accounts Policy.

1200.4 RECEIVING PROCEDURES

The Food Service Manager/Supervisor or designee should attempt to resolve any vendor delivery or supply problems. The Facility Administrative Officer and/or Region Dietitian may assist in resolving these issues. The Food Service Manager/Supervisor or designee, is responsible for receiving and inspecting all orders at the time of delivery and before accepting goods. This includes all goods from



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1200.4 RECEIVING PROCEDURES (continued)

the Department of Public Safety Central Warehouse, Enterprise Meat Plant, and Produce Distribution Center. If the products are damaged or have unacceptable quality, the items shall be returned for credit. All food items must be dated using the mm/dd/yy format upon receipt and stored appropriately as soon as possible. All Food Management employees must follow the first-in-first-out (FIFO) rule to ensure proper issuance of stock.

1200.5 SCHEDULED INVENTORIES

Each facility shall establish inventory control, as outlined in the Fiscal Administration Policy and Procedure Manual, Section .2000, utilizing NCAS to purchase items from the Correction Enterprise Meat Plant, Produce Distribution Center and the Department of Public Safety Central Warehouse. To assure proper inventory on-hand balances, the Correctional Food Service Manager/Supervisor or designee shall ensure that a physical inventory is conducted at least once weekly using the NCAS inventory reports.

(a) Electronically Entering Receipts and Issues

- (1) All receipts and issues shall be electronically entered into the system on the day received or on the day issued.
- (2) In the instances where it is not possible to enter receipts or issues on the day of the transaction, then receipts or issues shall be entered into the system no later than three days from receipt or issue.
- (3) Prior to initiating a cycle count, all receipts and issues must be electronically entered.

(b) Cycle Counts

- (1) The Correctional Food Service Manager/Supervisor or designee shall request the cycle count.
- (2) Two persons other than the Food Service Manager/Supervisor or designee shall be utilized in taking the inventory to ensure separation of duties. The count team may include the Clothes House Officer, the Armory Officer or the Canteen Supervisor.
- (3) The inventory count shall be entered into NCAS by one of the employees taking actual inventory. Both members of the count team shall verify the counts entered into NCAS, and if the counts are correct, the count team shall initial each count sheet.
- (4) Any discrepancy of 10% or more (overage or shortage) in the count shall cause the Correctional Food Service Manager/Supervisor, along with the count team, to recount items. The verified quantity shall be entered into NCAS. Any remaining discrepancies shall be explained in writing and signed by the Correctional Food Service Manager/Supervisor or designee and the Facility Head or designee.
- (5) Signatures of the Facility Head or designee and the Correctional Food Service Manager/Supervisor or designee are required on the Inventory Cycle Count Audit Report. After the Cycle Count Audit Report has been signed, the Correctional Food Service Manager/Supervisor or designee shall close out the cycle count.



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1200.5 SCHEDULED INVENTORIES (continued)

(c) Timing of Cycle Counts

- (1) The physical counting of the inventory items shall be conducted on the morning after the cycle count is requested. The inventory count should be completed as expeditiously as possible.
- (2) The cycle count shall remain open no longer than three days.

(d) Record Retention

- (1) For auditing purposes, a hard copy of the following forms will be kept on file chronologically by fiscal year:
 - DC-578 Direct Issues
 - DC-582 Direct Returns
 - DC-712 Direct Transfers
 - DC-714 Request for Inventory Level Change
 - DC-754 Returns to Central Supply Warehouse
 - DC-773 Adding Inventory
 - DC-774 Deducting Inventory
- (2) A hard copy of the completed Cycle Count Request, along with the completed copy of the Cycle Count Audit Report signed by the Correctional Food Service Manager/Supervisor and the Facility Head or designee shall be kept on file.

1200.6 OVERAGES AND SHORTAGES

Any overages or shortages, which are identified upon physical inventory count should alert the Food Service Manager of either inadequate daily record keeping or possible improper usage of items. Reasons for overage or shortages noted shall be documented on the monthly cycle count report.

1200.7 MEALS PURCHASED

- (a) Employees of the NCDPS, Prisons are authorized to purchase meals at the current approved price. Official guests and visitors approved by the Facility Head or designee may purchase meals at the same price as employees. To preserve the integrity of the policy, approved visitors shall normally be on an infrequent basis. No meals shall be served free to employees for training or other reasons except those approved by the Facility Head or designee during emergency occurrences. Employees and visitors will receive meals prepared in accordance with the regular menu.



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1200.7 MEALS PURCHASED (continued)

(b) The NCDPS, Prisons provides meals to populations housed in outside governmental agencies such as county jails and juvenile detention centers. A current Memorandum of Understanding (MOU) outlining the agreement between the prison facility and the outside agency for meal provision will be maintained and kept on file at the facility. Outside agencies are billed on a monthly basis for meals provided at the current approved price. All billing is handled by the Controller's Office.

Each facility providing this service shall report the total number of meals served to the Controller's Office by the 5th of the following month using form DC-873 (Report on Meals Delivered). These forms shall be signed by the Facility Head or designee.

1200.8 MEAL COUNT

Facilities serving populations other than those assigned to a prison facility shall enter a meal count for meals served in the FMS system on the "Update Non-Inmate Meal Count History" screen.

1200.9 EMERGENCY OCCURANCES

When an emergency condition occurs the Facility Head or designee will determine if the food management department will prepare and serve meals to Department of Public Safety staff on duty, emergency personnel and victims. The facility Food Service Manager/Supervisor or designee shall keep an accurate count of the total meals provided. As soon as practical after the emergency has ended, the Facility Head shall forward a memorandum to the Controller, or designee, and the Region Director reporting the specific number of meals furnished at the department's expense. A Form DC483 (Incident Report) or other documentation of the emergency must be included with this report.

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Director of Food and Nutrition Management



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Title	Dairy and Bread				
Section	1300	Issue Date 06/01/2020	Supersedes Date 04/01/2013	Next Review Date 01/2021	Page 1 of 1

1300.1 GENERAL

Annual purchase orders will be issued by the Department of Public Safety Purchasing Department for each facility's dairy and bread goods following the Fiscal Administrative Policy and Procedure. Purchase orders shall be created based on the facility Food Service Manager/Supervisor's estimated usage.

1300.2 PROCEDURES

- (a) Invoices for deliveries shall be forwarded immediately from the Food Management Department to the person at the facility responsible for receipting invoices.
- (b) The Food Service Manager/Supervisor shall retain a copy of the invoice for his/her files.
- (c) Invoices shall be receipted against the open purchase order in E-Procurement. Invoices not receipted in a timely manner will not be paid timely, affecting monthly food cost figures.

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Title	Food Costs				
Section	1400	Issue Date 06/01/2020	Supersedes Date 04/01/2013	Next Review Date 01/2021	Page 1 of 2

1400.1 POLICY

It is the policy of the Food and Nutrition Management Section of the North Carolina Department of Public Safety (NCDPS), Prisons to consistently produce and evaluate monthly food cost reports.

1400.2 PURPOSE

Food cost reports will be available in the Food Management System (FMS) once the Department of Public Safety Controller’s Office has closed the books for the prior month. The books are typically closed around the fifteenth (15) of the month. Food cost reports in FMS are titled “Facility Food Cost Report” and “Statewide Food Cost Report”. Both are available as monthly or year-to-date reports. All food cost and census figures are pulled directly from the North Carolina Accounting System (NCAS), FMS and OPUS.

1400.3 REPORT FORMAT

The statewide food cost report formulation and explanation follow:

- (a) Average Inmate: indicates the facility’s average offender population as reported in OPUS during the time frame specified (monthly or year-to-date).
- (b) Average Other: indicates the facility’s average number of meals fed to an outside entity for a fee. This number results from manual entries made by food management staff in FMS under “Update Population Count History”.
- (c) Meats (593410001): totals the cost of all the Direct Issues (DI), minus Direct Returns (DR) for a facility’s meats and frozen goods during the time frame specified (monthly or year-to-date).
- (d) Meats (533410001): totals the cost of all bills paid to any outside vendor for a facility’s purchase of meats and frozen goods during the time frame specified (monthly or year-to-date).
- (e) Dry/Can (593410002): totals the cost of all the Direct Issues (DI), minus Direct Returns (DR) for a facility’s dry goods during the time frame specified (monthly or year-to-date).
- (f) Dry/Can (533410002): totals the cost of all bills paid to any outside vendor for a facility’s purchase of dry goods during the time frame specified (monthly or year-to-date).
- (g) AIA/ADJ (595900): totals the adjustments made to food inventories during the time frame specified (month or year-to-date).
- (h) Other (59341000*): totals any charges made to one of the food related “59” accounts that cannot be linked to a food item.



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1400.3 REPORT FORMAT (continued)

- (i) Bread (533410003): a total cost of the all bills paid to the facilities bread vendor during the time frame specified (monthly or year-to-date).
- (j) Vegetables/Fruit (533410004): a total cost of all produce and fresh eggs purchased by a facility during the time frame specified (monthly or year-to-date).
- (k) Dairy (533410005): a total cost of all bills paid to a facility’s dairy vendor during the time frame specified (monthly or year-to-date).
- (l) Total GL Cost: the total of all cost columns.
- (m) Cost per Inmate: the total cost to feed one offender for the specified time frame (monthly or year-to-date).
- (n) Cost Per Meal: the average cost per meal, per offender, for the facility

1440.4 FACILITY RESPONSIBILITIES

To ensure the accuracy of the food cost reports facility Food Service Managers must ensure:

- (a) Direct Issues and Direct Returns are done in a timely manner.
- (b) Invoices for Bread and Dairy products are processed immediately.

1400.5 MONITORING

The monthly and year-to-date Statewide Food Cost Reports will be forwarded via email by the Food and Nutrition Management Office to NCDPS Prisons Administration and all Facility Heads as soon as the report is available in the system.

Region Dietitians will evaluate the reports on a monthly basis.

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 Director of Food and Nutrition Management



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Title	Central Warehouse				
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1500.1 LOCATION AND PURPOSE

The Department of Public Safety Central Warehouse is located in Raleigh, NC. The Central Warehouse is the primary vendor for dry goods and paper products for all facilities. Items received by the Central Warehouse have been purchased by the North Carolina Department of Public Safety Purchasing Department utilizing specifications developed by the Food and Nutrition Management Section of North Carolina Department of Public Safety, Prisons. The Central Warehouse manager is responsible for ensuring items received meet the established specifications.

Facility Food Management staff procure items from the Central Warehouse via North Carolina Accounting System (NCAS) Usage Orders. All usage orders must be entered into the NCAS system and approved no later than 7 days prior to the delivery date. If an item is stocked by the Central Warehouse it must be procured from this source. If a needed item is ordered from the Central Warehouse but is not received the item may be procured from another vendor.

The Central Warehouse is inspected once every three (3) years by the North Carolina Department of Agriculture, Consumer Services Food and Drug Protection Division.

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Title	Meat Plant				
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1600.1 LOCATION AND PURPOSE

The Correctional Enterprise Meat Plant is located in Lillington, NC. The Meat Plant is the primary vendor for frozen goods and meats for all facilities. Items received by the Meat Plant have been purchased by the North Carolina Department of Public Safety Purchasing Department utilizing specifications developed by the Food and Nutrition Management Section North Carolina Department of Public Safety, Prisons. The Meat Plant manager is responsible for ensuring items received meet the established specifications.

Facility Food Management staff procure items from the Meat Plant via North Carolina Accounting System (NCAS) Usage Orders. All usage orders must be entered into the NCAS system no later than 15 days prior to the delivery date. If an item is stocked by the Meat Plant it must be procured from this source. If a needed item is ordered from the Meat Plant but is not received the item may be procured from another vendor.

The North Carolina Department of Agriculture, Meat and Poultry Division, routinely inspects the Meat Plant operation.

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Title	Produce Distribution Center				
Section	1700	Issue Date 06/01/2020	Supersedes Date 04/01/2013	Next Review Date 01/2021	Page 1 of 1

1700.1 LOCATION AND PURPOSE

The Correctional Enterprise Produce Distribution Center is located in Tillery, NC. The Produce Distribution Center is the primary vendor for fresh eggs, fresh fruits and fresh vegetables for all facilities. Items received by the Produce Distribution Center have been purchased by the North Carolina Department of Public Safety Purchasing Department utilizing specifications developed by the Food and Nutrition Management Section of North Carolina Department of Public Safety, Prisons. The Produce Distribution Center also distributes canned products produced by the Correctional Enterprise Cannery. The Produce Distribution Center manager is responsible for assuring items received meet the established specifications.

Facility Food Management staff procure items from the Produce Distribution Center via North Carolina Accounting System (NCAS) Usage Orders. Canned products are ordered separately and require a facility subwarehouse number. All usage orders must be entered into the NCAS system three (3) weeks prior to the scheduled delivery date.

If an item is stocked by the Produce Distribution Center, it must be procured from this source. If a needed item is ordered from the Produce Distribution Center but is not received, the item may be procured from another vendor.

The Produce Distribution Center receives fresh produce inspected by the United States Department of Agriculture for size and quality standards.

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Title	Department of Public Safety Farm/Cannery				
Section	1800	Issue Date 06/01/2020	Supersedes Date 04/01/2013	Next Review Date 01/2021	Page 1 of 1

1800.1 LOCATION AND PURPOSE

The Department of Public Safety Farm and Cannery Operations are located in Tillery, NC. Food products grown on the Department of Public Safety Farm are processed by the Correctional Enterprise Cannery. The Cannery is inspected biannually by the North Carolina Department of Agriculture, Food and Drug Division.

The fresh egg production operation, also part of the Department of Public Safety Farm, is inspected routinely by the North Carolina Department of Agriculture, United States Agricultural Department and Food and Drug Administration.

The farm applies pesticides to various vegetable crops that are approved by the North Carolina Department of Agriculture. Pesticide application is monitored via inspections performed by the Environmental Protection Agency, Pesticide Division and North Carolina Department of Agriculture. All farm staff are certified pesticide applicators.

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Title	Food Production				
Section	1900	Issue Date 06/01/2020	Supersedes Date 04/01/2013	Next Review Date 01/2021	Page 1 of 2

1900.1 PURPOSE

In order to have quality food prepared in the correct quantities with minimal leftovers, the Food Service Manager/Supervisor must utilize current methods of planning, organization and control. In order to maintain an efficient operation, the Food Management System (FMS) must be integrated into all aspects of food production.

To ensure necessary FMS reports are available when needed the production process should be addressed in a facility SOP.

1900.2 FOOD PRODUCTION

Food Service Managers, Food Service Supervisors and Food Service Officers will observe the food preparation in progress and ensure correct procedures are followed. Staff will ensure adherence to standardized recipes and cooks worksheets printed from FMS.

Offender workers will be trained in the performance of food preparation tasks and food preparation terminology.

Clean and sanitized equipment, work areas, cutting boards, and utensils shall be used when preparing food.

Required temperatures will be documented during the cooking process according to HACCP procedures.

1900.3 SERVING LINE

The serving line shall be assembled and complete with all foods needed for the meal at the proper temperature five (5) minutes prior to mealtime. All food served shall be portioned according to the established menu. Perforated spoodles or dishers must be utilized to serve foods. Solid spoodles may only be utilized to serve syrup, gravy and soup. Tongs must be used to serve proportioned foods such as patties, chicken and bread. The food should have an appetizing appearance, good aroma and taste.

1900.4 MEAL / DINING ROOM SERVICE

Meal times will be established by each facility for three (3) meals to be served at regular meal times during each twenty-four (24) hour period. No more than fourteen (14) hours will lapse between the evening and breakfast meals. Two (2) meals will be served hot. Variations may be allowed based on weekend and holiday food service demands, provided basic nutritional goals are met and approval has been granted by the region dietitian.



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1900.4 MEAL / DINING ROOM SERVICE (continued)

All meal service will be supervised by custody staff.

Offenders, staff and visitors will eat from the same menu.

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Director of Food and Nutrition Management



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Title	Food Safety and Sanitation				
Section	2000	Issue Date 06/01/2020	Supersedes Date 04/01/2013	Next Review Date 01/2021	Page 1 of 6

2000.1 PURPOSE

Each facility food management department shall be kept clean, sanitary, and follow established standards to ensure food safety. Standards are those established by the US Public Health Service in the Food and Drug Administration’s Food Code.

2000.2 HYGIENE PRACTICES

Food protection and sanitation in the facility food management department are the responsibility of the facility Food Service Manager/Supervisor and his/her staff.

- (a) **Hand washing:** All food handlers must wash their hands before beginning work, after each visit to the toilet, after handkerchief or tissue use, after touching unclean surfaces, after handling soiled equipment or utensils, after handling raw food and after touching their face or hair. Proper hand washing procedures are as follows:
 - (1) Use running warm water
 - (2) Moisten hands and apply soap and lather to the elbow
 - (3) Scrub hands and arms vigorously for 20 seconds cleaning under fingernails and between fingers
 - (4) Rinse hands and arms thoroughly under running warm water
 - (5) Dry hands using single service towels
 - (6) Turn off tap/faucet with paper towel.
- (b) **Plastic Glove:** Shall be used by offenders serving food. Proper hand washing techniques must be followed before gloves are donned. When gloves are soiled they must be discarded and hands must be washed before new gloves are donned.
- (c) **Hair Coverings and Uniforms:** Hair coverings (to include hair nets and beard guards) and uniforms must be worn at all times in the facility food management department by offenders and staff involved in the preparation, production and serving of food.
- (d) **Chewing Gum:** The use of chewing gum shall be prohibited in the facility food management department during the preparation, production and serving of food.
- (e) **Personal Health:** The facility food management staff, shall monitor offender and other persons working in the food management department daily. The Daily Shift Screening for Offender Workers form shall be completed by food management staff prior to the beginning of each work shift. Any person having a physical condition such as skin lesions or infected wound on hand or arm, sore throat with fever, vomiting, diarrhea, jaundice, or has been diagnosed with a foodborne illness shall be prohibited from working in the food management operation.



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2000.2 HYGIENE PRACTICES (continued)

- (f) **Personal Hygiene:** Staff and offenders working in the food management department must demonstrate appropriate habits of personal hygiene such as daily baths, deodorant use, clean hair and proper hand washing.

2000.3 CLEANING SCHEDULE

The facility Food Service Manager/Supervisor at each facility shall have written cleaning schedules which are posted and address specific areas of the operation, pieces of equipment, and time frames for cleaning.

The schedule may be on a daily, weekly or monthly basis. Staff members shall be responsible for monitoring adherence to the schedule. The facility Food Service Manager/Supervisor must periodically review the cleaning schedule with consultation from staff and revise as needed.

2000.4 DISHWASHING PROCEDURES

(a) **Manual Warewashing**

A three (3) compartment sink must be used for manual washing, rinsing and sanitizing of utensils and equipment. Sink wells must be large enough to accommodate the facility’s largest pans. Hot and cold water should be provided for each compartment. Drain boards or easily movable dish tables of adequate size must be available for proper handling of soiled and clean utensils. Pots, pans, trays and utensils must be pre-scraped and/or pre-rinsed before washing. Wash and rinse water should be one-hundred ten (110) degrees F. Sanitation in the third (3rd) sink shall be achieved by completely immersing the pots, pans, trays and utensils in one-hundred seventy-one (171) degree F water for a minimum of 30 seconds. In the event that the water cannot reach one-hundred seventy-one (171) degree F, approved chemical sanitizing agent will be used. It should be mixed at the proper ratio per manufacture instructions when tested by an appropriate test strip. Contact time for immersion is a minimum of 30 seconds with the chemical sanitizer. A thermometer shall be available in the sanitation sink for temperature monitoring. To prevent burns offenders should be instructed to use baskets or be given long gloves to immerse items in the sanitation sink.

All pots, pans, trays and utensils must be allowed to air dry before storing.

The facility Food Service Manager is responsible for maintaining a temperature log which documents the temperature or concentration of chemical sanitizer of the sanitation sink a minimum of three (3) times per day.



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2000.4 DISHWASHING PROCEDURES (continued)

(b) Dishmachines

Trays and utensils must be pre-scraped and/or pre-rinsed before entering the dishmachine. Manual presoaking of pots, pans, trays and utensils with water in excess of one-hundred ten (110) degrees F is prohibited. Trays and utensils must be placed in appropriate racks, trays, baskets or on conveyers in such a way that the food contact surfaces are exposed to an unobstructed application of wash detergent, clean rinse waters and free draining is allowed. Temperatures for dishmachines should be one-hundred forty (140) degrees F during the pre-wash cycle, one-hundred sixty (160) degrees F during the rinse cycle and one-hundred eighty (180) degrees F at the nozzle during the sanitizing cycle which will facilitate a one-hundred sixty (160) degrees F plate surface temperature which is required.

All trays and utensils must be allowed to air dry before storing.

The facility Food Service Manager/Supervisor is responsible for maintaining a temperature log which documents the temperature of the dishmachine sanitation cycle a minimum of three (3) times per day. Temperatures should be checked using a maximum read thermometer registering at least one-hundred sixty (160) degrees F, at each meal. If dishmachine temperatures are found to be below one-hundred (160) degrees F at plate surface, use of the dishmachine must be stopped and disposables put in use until the machine is able to achieve the required sanitizing temperature.

2000.5 PHYSICAL ENVIRONMENT

All work and storage areas must be clean, well lit and orderly. All walls, floors, and ceilings in the food management department must be cleaned routinely. Surfaces that do not come into contact with food should be cleaned as often as necessary to keep the equipment free from the accumulation of dust, dirt, food particles and other soil. A ready supply of hot water must be available for cleaning purposes. Adequate lighting should be provided on all food preparation surfaces and at equipment or utensil washing stations. Protective light shields to prevent broken glass from falling into food must be provided for all lighting fixtures located in the food preparation, storage and display areas as well as areas where equipment or utensils are washed and stored. Overhead pipes should be covered by a false ceiling. Exposed pipes collect dust and may leak causing them to be a hazard to food safety. Ventilation hoods and filters must be routinely cleaned. Food contact surfaces of equipment must be cleaned and sanitized after each use. Manufacturer instructions should be followed for cleaning all equipment.

2000.6 PEST CONTROL

Each facility Food Management Department shall be free of any evidence of vermin and insects.



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2000.7 THERMOMETERS

Facility Food Management staff will utilize appropriate digital thermometers for measuring food temperatures. All Food Management staff must properly and frequently calibrate thermometers in order to receive accurate temperature readings.

2000.8 DRY STORAGE PROCEDURES

- (a) Foods must be stored at appropriate temperatures to ensure food safety, prolong shelf life and maintain product quality.
- (b) Packaged food shall be labeled in permanent black marker with date (mm/dd/yy format) received in a conspicuous location on the package.
- (c) The first in, first out (FIFO) method must be used to manage all dry goods.
- (d) Food in dry storage areas must be stored on clean shelving that is a minimum of six (6) inches off the floor.
- (e) The temperature of the dry storage area shall remain between sixty (60) degrees F and eighty (80) degrees F.
- (f) Temperatures of dry storage areas must be documented on daily logs.
- (g) Cleaning supplies and other chemicals must be stored completely separate from all food, trays, utensils, linens and single-use items.
- (h) Food and non-food supplies should be stored in the original containers. If not in the original container, the item must be clearly labeled on the side of the holding container with the name of the contents. Lids should not be labeled as they are interchangeable.
- (i) Dry storage areas shall remain locked with limited access to offenders.

2000.9 COLD STORAGE PROCEDURES

- (a) Food stored in refrigerated units shall be positioned to allow for good air circulation. Shelving shall not be lined with foil or other materials.
- (b) Food in cold storage must be stored on clean shelving that is a minimum of six (6) inches off the floor. Shelving shall not be lined with foil, cardboard or other materials.



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2000.9 COLD STORAGE PROCEDURES (continued)

- (c) All food not stored in the original packaging, must be covered and labeled with the food name, date of storage and date of discard. Proper food covering is a food-grade lid, plastic wrap or aluminum foil.
- (d) A thermometer shall be placed near the warmest part of the unit.
- (e) The temperature of all refrigerated units shall remain between thirty-five (35) degrees F and forty-one (41) degrees F.
- (f) Temperatures of all refrigerated units must be documented on daily logs.
- (g) Cooked and ready-to-eat foods must be stored above raw foods in the refrigerator.
- (h) Foods shall be stored in the unit in the following order:
 - (1) Prepared or ready-to-eat food (top shelf)
 - (2) Fish, seafood items, eggs
 - (3) Whole cuts of raw beef and pork
 - (4) Ground or processed meats
 - (5) Raw and ground poultry (bottom shelf)
- (i) Potentially hazardous foods that are prepared in the operation shall be stored at forty-one (41) degrees F no longer than three days from the day of preparation.
- (j) Open containers of potentially hazardous food products shall be stored at forty-one (41) degrees F no longer than three days after opening.
- (k) Refrigerated units shall remain locked with limited access to offenders.

2000.10 FROZEN STORAGE PROCEDURES

- (a) Food stored in freezer units shall be positioned to allow for good air circulation.
- (b) Food in frozen storage must be stored on clean shelving that is a minimum of six (6) inches off the floor. Shelving shall not be lined with foil, cardboard or other materials.
- (c) A thermometer shall be placed near the warmest part of the unit.
- (d) The temperature of all freezer units shall be zero (0) degrees F or below.
- (e) Temperatures of all freezer units must be documented on daily logs.



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2000.10 FROZEN STORAGE PROCEDURES (continued)

- (f) Freezer units shall remain locked with limited access to offenders.

2000.11 THAWING PROCEDURES

The following are accepted procedures for thawing potentially hazardous foods:

- (a) In a refrigerator that is forty-one (41) degrees F or below. Raw meats, poultry and fish shall be thawed on the bottom shelf.
- (b) Under safe running water that is seventy (70) degrees F or below. If using this method, food must be prepared within four (4) hours of thawing.
- (c) During the cooking process.
- (d) In conventional food service equipment (i.e. ovens, steamers, etc.).

2000.12 FOOD PREPARATION PROCEDURES

- (a) When preparing cold salads all ingredients, including those that are not potentially hazardous, shall be properly cooled to forty-one (41) degrees F or below prior to preparation.
- (b) Pasteurized liquid eggs must be used to make scrambled eggs, egg mixtures and egg based batters. Shell eggs may only be used for the boiled egg recipe. Shell eggs may not be used to prepare scrambled eggs. Pooling of shell eggs is prohibited.
- (c) Fruits and vegetables are washed thoroughly under safe running water before cutting, cooking or combining with other ingredients. Soap and/or sanitizing solution shall not be used to wash the surface of fruits and vegetables.
- (d) Safe drinking water shall be used to make ice. Ice used to chill food or beverages shall not be used as a food ingredient. A clean and sanitized container and ice scoop shall be used to dispense ice, unless an automatic ice dispenser is available.

2000.13 CHEMICAL SANITIZERS AND CLEANING AGENTS

Ready to use “Kitchen Sanitizer” shall be purchased from Correction Enterprise to use in facility production areas. A test kit that measures concentration of the solution used for sanitizing must be kept on hand and used to monitor the concentration of the solution. Results should be logged weekly.

2000.13 CHEMICAL SANITIZERS AND CLEANING AGENTS

Chemicals must be stored separately from food. Safety Data Sheets (SDS) for all chemicals used in the food management department must be available to all staff and offenders at all times. Personal protective equipment shall be available as indicate by SDS sheets.



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2000.14 HOT WATER SAFETY

Hot water is only authorized for cooking or sanitizing of pots, pans, and service ware. Hot water must not be held in trash cans for any purpose. Holding hot water in tilt skillets or kettles for cleaning purposes is prohibited.

2000.15 WEEKLY INSPECTIONS

The facility Food Service Manager/Supervisor is responsible for conducting weekly inspections of the food management department including the dining area. Food Service Manager/Supervisor shall use the Food Management Weekly Inspection Form. Food Service Manager/Supervisor shall document corrective action for criteria marked as “Unacceptable” or “Needs Improvement”.

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Title	HACCP (Hazard Analysis Critical Control Point)				
Section	2100	Issue Date 06/01/2020	Supersedes Date 04/01/2013	Next Review Date 01/2021	Page 1 of 2

2100.0 PURPOSE

The purpose of this policy is to establish guidelines for the state-wide utilization of the Hazard Analysis Critical Control Point (HACCP) program developed to promote food safety and minimize the risk of food borne illness.

2100.1 POLICY

It is the policy of the Food and Nutrition Management Section that all facilities produce and serve safe food. In order to minimize the risk of food borne illness, established HACCP guidelines must be followed to ensure foods are handled safely from receipt to service. All preparation, holding, cooling and reheating temperatures must be monitored and documented on HACCP temperature tracking forms. All HACCP tracking forms will be maintained on file for thirty (30) days.

2100.2 PROCEDURES

- (a) **Storage:** Foods must be stored at appropriate temperatures to ensure food safety, prolong shelf life and maintain product quality.
 - (1) The temperature of dry storage areas shall remain between sixty (60) degrees F and eighty (80) degrees F. Temperatures of dry storage areas must be documented on daily logs.
 - (2) The temperature of all refrigerated units shall remain between thirty-five (35) degrees F and forty-one (41) degrees F. Temperatures of all refrigerated units must be documented on daily logs.
 - (3) The temperature of all freezer units shall be zero (0) degrees F or below. Temperatures of all freezer units must be documented on daily logs.
 - (4) If at any point temperatures of storage areas are found out of acceptable range, food management staff shall immediately request assistance from facility or region maintenance.

- (b) **Preparation:** Foods must be cooked to appropriate temperatures to ensure food safety. The temperature established on the FMS (Food Management System) recipes for the cooking critical control point (CCP) must be reached. Cooking temperatures of foods must be monitored and documented on HACCP temperature tracking forms. When cooking in batches, the temperatures of all food batches must be monitored and documented on HACCP temperature tracking forms.

- (c) **Holding:** Foods must be held at an appropriate temperature to ensure food safety. Hot foods must be held at one-hundred thirty-five (135) degrees F or higher. Cold foods must be held at forty-one (41) degrees F or below. The temperature of foods being held for service must be monitored and documented on HACCP temperature tracking forms.



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2100.2 PROCEDURES (continued)

- (d) **Cooling:** Foods must be cooled properly to ensure food safety. Food shall be cooled rapidly from one-hundred thirty-five (135) degrees F to seventy (70) degrees F within two (2) hours or less and from seventy (70) degrees F down to forty-one (41) degrees F within four (4) hours or less. When cooling foods, temperatures must be monitored and documented on HACCP temperature tracking cooling food forms. Shallow pans must be used to cool foods. Product depth shall be no greater than two (2) inches. Properly cooled foods shall be stored no longer than three days from the day of preparation. Due to the complexity and high risk of food borne illness associated with cooling foods, preparation of foods prior to the day of service, as well as saving foods (leftovers), for future use is strongly discouraged.
- (e) **Reheating:** Foods must be reheated to an internal temperature of one-hundred sixty-five (165) degrees F or higher for fifteen (15) seconds to ensure food safety. When reheating foods, temperatures must be monitored and documented on HACCP temperatures tracking forms. Foods may be reheated only once.

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Title	Test Trays				
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2200.1 PURPOSE

Test trays, or sample trays, must be readily available for testing by the local Health Department in the event of a suspected food borne illness outbreak.

2200.2 PROCEDURE

- (a) A test tray shall be made for every meal.
- (b) A sample of prepared food served during meals should be included on the tray. A separate tray should contain food served from therapeutic and religious menu accommodation diets.
- (c) Fresh and canned fruit, commercial bread, milk, soy milk, dry cereal, and condiments should be excluded from the test tray.
- (d) Food should be placed on a tray, wrapped, labeled, dated and refrigerated for seventy-two (72) hours. After seventy-two (72) hours the tray should be discarded.

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Title	Emergency Plan				
Section	2300	Issue Date 06/01/2020	Supersedes Date 09/27/2013	Next Review Date 01/2021	Page 1 of 2

2300.1 PURPOSE

Each facility shall have in writing emergency plans that include Food Management procedures. A hard copy should be available in the Food Service Department. In the event of a facility emergency, Food Management staff shall follow the Division of Prisons Security Policy and Procedure Manual and facility Security SOPs.

2300.2 ADVANCE PLANNING/EMERGENCY PROCEDURES

- (a) The Food Service Manager/Supervisor shall be aware of the location and capacity of the emergency generator. Generator capacity shall be identified in the Food Management Emergency Plan.
- (b) The Food Service Manager/Supervisor shall make contingency plans for an alternate water source. Contingency plans shall be documented in the Food Management Emergency Plan.
- (c) The Food Service Manager/Supervisor shall keep adequate supplies of disposable service items on hand. The location and inventory of supplies shall be indicated in the Food Management Emergency Plan.
- (d) The Food Service Manager/Supervisor shall keep a current list of staff and vendor phone numbers. A current phone list will be attached to the Food Management Emergency Plan.
- (e) The Food Service Manager/Supervisor shall keep adequate supplies of non-perishable items on hand such as peanut butter, juice and canned foods.
- (f) The Food Service Manager/Supervisor shall refer to the Emergency Feeding Reports in FMS during the immediate onset of the emergency for menu assistance.

2300.3 FOOD BORNE ILLNESS OUTBREAK

If a food borne illness outbreak is suspected the facility Food Service Manager/Supervisor shall notify the Facility Head or designee, the Food and Nutrition Management Office and the Region Dietitian.

The local Health Department shall be notified. The facility shall have the following available for the authorities:

- (a) Test trays from the meal(s) in question
- (b) Menu from the meal(s) in question, including any menu substitution information
- (c) HACCP and/or temperature charts from the meal(s) in question
- (d) Names and phone numbers of the staff on duty during the meal(s) in question



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2300.4 FMS EMERGENCY FEEDING AND EMERGENCY MENU REPORTS

The emergency reports are to be used in emergency situations when asked to provide bagged meals to the offender population. The emergency feeding reports will allow printing by housing area, and all offender diet information that must be followed in the event of an emergency. During an emergency situation, therapeutic and allergy diet orders as well as approved menu accommodation request must be followed.

The emergency menu report is a list of what shall be provided in the meal bags. The emergency meal bag will not be a menu in FMS that requires forecasting. Therefore, no production reports will be available in the system. The emergency menu should be used only in emergency situations and never for more than two consecutive meals. The Region Dietitian should be contacted if there will be more than two consecutive meals of emergency feeding needed.

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Title	Equipment				
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2400.1 GENERAL

The Director of Food and Nutrition Management is responsible for the procurement of all Food Service production equipment. Equipment is purchased based on individual facility needs considering budgetary allowances.

2400.2 EQUIPMENT REQUEST FORM

Facilities needing equipment shall accurately complete the Equipment Request Form. All information shall be verified as accurate by signature of the Facility Head. This form includes information regarding the available gas, power, hood capacity and space at the facility. The form should be completed by the facility Food Service Manager/Supervisor and the facility maintenance. The completed form shall be forwarded to the Region Dietitian. Region requests are prioritized and forwarded to the Director of Food and Nutrition Management. Equipment will be purchased based on the assigned priority until the appropriated equipment budget is exhausted.

2400.3 EQUIPMENT INVENTORY

Equipment Inventory is maintained in the Maintenance Management System (MMS). All equipment shall be entered into the MMS system. All work orders and subsequent maintenance performed on equipment shall be entered into the MMS system. The Item Cost Summary report in MMS documents the type of equipment, serial number, asset number, manufacturer, vendor, purchase date, fuel type, original cost and the status of each piece of equipment. This report includes the hours and cost of monthly internal maintenance, the hours, labor cost and parts cost of monthly external maintenance and the time the equipment spent out of operation.

A summary of the information found in MMS is available in the Food Management System (FMS) Facility Equipment Report. This report includes each piece of equipment in the Food Management Department and lists the asset and serial numbers, a description of the equipment, the manufacturer of the equipment, the operational status of the equipment, the age of the equipment, the gas used by the equipment, the purchase date and a cumulative repair cost for the equipment.

2400.4 EQUIPMENT MAINTENANCE AND REPAIR

Preventative maintenance and repair of Food Management equipment is the responsibility of each facility.

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Title	Tool Control				
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2500.1 GENERAL

Tool control procedures should establish effective measures to ensure control and accountability for all tools, utensils, and equipment attachments stored or used in the Food Management Department. The following procedures establish minimum standards in the development of individual facility plans for the storage, issue and accountability of tools, utensils, and attachments.

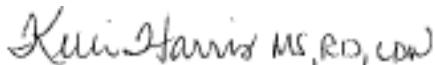
2500.2 PROCEDURES

(a) Storage of Tools:

- (1) Utensils shall be stored on shadow boards to provide quick inventory and identification of missing items.
- (2) Shadow boards shall be located in an area that is secured by lock and key and is not accessible to offenders. Shadow boards in food service should be constructed of non-absorbent material for easy cleaning and sanitizing.
- (3) Equipment attachments shall be stored in a locked cabinet with a posted inventory.
- (4) Tools shall be marked with the unique identifier "F" to designate Food Service.
- (5) Tool inventories must be performed by the Food Management staff per the facility SOP.
- (6) Additional tools and utensils not in the shadow board must be secured and accounted on a separate inventory and reviewed weekly.

(b) Tool Issue:

- (1) A tool log must be maintained for all issued tools. The log must include the offender name, OPUS number, staff member's name, date, time issued and time returned.
- (2) Each facility must develop an SOP that ensures accountability, safety and sanitation of the utensils and leashes.

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Title	Monthly Reports				
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2600.1 PURPOSE

In order to facilitate communication and promote accountability monthly reports shall be submitted by all region dietitians, clinical dietitians, medical dietitians and lead food service managers.

2600.2 REPORTS, REGION DIETITIAN

The Region Dietitians shall submit a monthly report to the Director of Food and Nutrition Management no later than the 10th of each month. The report shall follow the “Monthly Report Format”.

The Clinical and Medical Dietitians shall submit a monthly report to the Director of Food and Nutrition Management no later than the 10th of each month. The report shall follow the “Monthly Report Format”.

Monthly Report Format:

- (a) Major Activities and Accomplishments – a brief description in chronological order of all monthly activities
- (b) Future Plans
- (c) Major Problems/Concerns/Serious Incidents
- (d) Recruitment/Retention/Vacancies
- (e) Other Comments

2600.3 REPORTS, FACILITY FOOD SERVICE MANAGERS

Each facility’s lead Food Service Manager/Supervisor shall submit a monthly report to his/her Region Dietitian no more than five (5) days following the generation of the Food Management System (FMS) Food Cost Report for the previous month. The monthly report shall include the following attachments:

- (a) FMS Food Cost Report for the previous month.
- (b) FMS Monthly Substitution Record for the previous month.
- (c) FMS Trayline Accuracy Report for the previous month.
- (d) FMS Menu Deviation Report for the previous month.
- (e) A copy of the current Health Inspection (if occurred in the previous month).



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2600.3 REPORTS, FACILITY FOOD SERVICE MANAGER (continued)

- (f) A copy of staff meeting minutes.
- (g) Facilities with Food Service Technology programs must also attach a Record of Goods Dispensed form.
- (h) Facilities with offenders enrolled in the Apprentice Program must attach a copy of the Apprentice Record of Hours.

Monthly reports shall be kept on file at the facility.

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Title	Food Service Audits				
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2700.1 PURPOSE

A comprehensive food service audit is conducted by the Central Food and Nutrition Management Office. The audit is a tool used to determine each facility's degree of compliance with established policy and procedures.

2700.2 PROCEDURES

- (a) Notification of the food service audit date will be sent via email by the Region Dietitian to the Facility Head or designee with copies to the Director of Food and Nutrition Management and the Region Director.
- (b) The audit will begin with an entrance conference with the Facility Head or designee.
- (c) Once the audit is concluded an exit conference will be held with the Facility Head or designee to discuss the findings of the audit.
- (d) A formal written report will be forwarded to the Facility Head with copies to the Director of Food and Nutrition Management, the Region Director responsible for that facility, the Director of Rehabilitative Services, and the Chief of the Internal Audit Section.
- (e) The audit tool will be evaluated annually by the Director of Food and Nutrition Management and the Region Dietitians and will be revised as needed.

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Title	Inspections				
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2800.1 PURPOSE

All North Carolina Department of Public Safety, Prison facilities receive routine inspections to ensure compliance with sanitation standards, safety standards and fiscal procedures.

2800.2 HEALTH INSPECTIONS

Facilities feeding those other than their assigned population for a fee will receive quarterly health inspections from the local Health Department.

All other facilities will receive annual inspections from an Environmental Health Regional Specialist with the Division of Public Health, Environmental Health Section of North Carolina Department of Health and Human Services.

Facility food service staff shall develop and implement an action plan to address any deficiencies noted in the food service area during inspections. Copies of correction plans shall be forwarded to the Region Dietitian.

2800.3 SAFETY INSPECTIONS

All facilities receive an annual inspection from the Department of Public Safety Office. Safety inspections ensure that facilities and equipment meet governmental and safety codes.

Facility staff shall develop and implement an action plan to address any deficiencies noted during inspections.

2800.4 INTERNAL AUDIT

All facilities receive an annual audit from the Department of Public Safety Internal Audit Section. Internal audits evaluate the adequacy and effectiveness of the systems of management by reviewing and appraising the adequacy, accuracy and soundness of accounting, financial and operating controls. The audit process also determines both the extent of compliance with established policies and procedures and the extent to which assets and resources are accounted for and safeguarded.

Facility staff shall develop and implement an action plan to address any deficiencies noted during inspections.

2800.5 SECURITY AUDIT

All facilities receive an annual audit from the Department of Public Safety, Prisons Security Accountability Section. Security audits ensure facilities are meeting agency policies and procedures for safety and security of the facility.

Facility staff shall develop and implement an action plan to address any deficiencies noted during inspections.

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Title	Child Nutrition Program				
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2900.1 GENERAL

There are three (3) North Carolina Department of Public Safety, Prison facilities that house youth offenders participating in the Child Nutrition Program. Meals served to youth, defined as ages thirteen (13) through age twenty (20), who are enrolled in school are eligible for meal reimbursement from the United States Department of Agriculture (USDA). These facilities will offer meals to youth offenders which are measured by menus, recipes and production records. These menus meet the meal patterns and nutrition standards as outlined by the USDA.

2900.2 MENU

The regular diet is modified by Registered Dietitians to incorporate the meal components required for the Child Nutrition Program for lunch. This menu is found in the Food Management System (FMS) under the title “Regular Youth”.

2900.3 REQUIRMENTS

All facilities participating in the Child Nutrition Program shall have a Wellness Committee which meets regularly to review and assess compliance with the Department of Public Safety, Prisons Wellness Policy.

School canteens in facilities participating in the Child Nutrition Program must remain closed during school hours or remain open and sell food items that comply with the Nutrition Environment Enhancement Team’s Recommendations on Healthy Vending.

The Wellness Committee chair will monitor and ensure implementation of the committee objectives.

2400.4 PROCEDURES

- (a) Facilities participating in the Child Nutrition Program will provide all offenders the required Child Nutrition meal patterns at lunch. These menus are provided in FMS and meet the meal pattern requirements.
- (b) A meal count, recording all participants at each meal, will be documented and forwarded via email to the appropriate contact at Department of Public Safety Accounting. Department of Public Safety Accounting will submit monthly totals to USDA for reimbursement.
- (c) Each facility Food Service Manager/Supervisor will ensure the required HACCP records are maintained and kept on file.
- (d) Each facility will have an On-Site Review conducted by a Registered Dietitian annually.



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2400.4 PROCEDURES (continued)

- (e) Each facility will undergo or request a Technical Review to be conducted performed by a consultant employed by the North Carolina Department of Public Instruction (NCDPI).
- (f) Each facility will undergo an Administrative Review (AR) every five (5) years performed by consultants employed by the North Carolina Department of Public Instruction (NCDPI). This review is conducted to ensure compliance with meal pattern requirements and HACCP procedures.

2900.5 FOOD SAFETY CERTIFICATION

The units participating in the Child Nutrition Program will have food safety certification (ServSafe or ANSI certification) and be present during the preparation and serving of the lunch meal.

Kelli Harris MS, RD, LDN 6/1/2020

Kelli Harris MS, RD, LDN Date
Director of Food and Nutrition Management



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Title	USDA Commodities				
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3000.1 GENERAL

The North Carolina Department of Public Safety, Prison Food and Nutrition Management Section receives United States Department of Agriculture (USDA) commodities to facilities that participate in the USDA Commodity Foods Program.

All USDA and North Carolina Department of Agriculture and Consumer Services (NCDA&CS) rules, regulations and policies must be followed in order to receive goods.

A review of the USDA Commodity Foods Program is conducted every four (4) years by a NCDA&CS Field Representative.

Corrective action is required if discrepancies are found.

All facilities should make every attempt to utilize all USDA products within six (6) months of receiving the product.

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Title	Food Technology Program				
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3100.1 GENERAL

The North Carolina Department of Public Safety, Prisons has food technology programs coordinated through local community colleges. These programs teach offenders the basics of quantity food production and sanitation. Offenders completing this program should be recruited to work in facility food service departments which will improve the quality of offender food production workers and provide the offender with marketable skills for his/her career after prison.

3100.2 LOCATIONS

The food technology programs are located at the following prisons: Caledonia Correctional Institution, Eastern Correctional Institution, Harnett Correctional Institution, Johnston Correctional Institution, Morrison Correctional Institution, Orange Correctional Center, Pasquotank Correctional Institution, Craggy Correctional Center, and Southern Correctional Institution.

3100.3 OFFENDER ELIGIBILITY

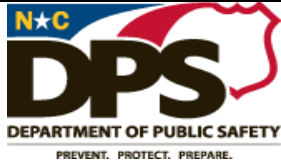
In order to qualify for enrollment in the food technology program an offender must possess a verifiable high school diploma or GED. He/she must be infraction free for ninety (90) days prior to enrollment.

3100.4 SUPPLIES

The facility Food Service Manager/Supervisor is authorized to issue foods in stock to the program instructors. Foods issued must be in accordance with scheduled food labs. Items requested that are not routinely stocked by the facility may be purchased by the instructor with community college funds. The Food Service Manager/Supervisor shall maintain a record of all food issued to the instructor and its associated cost on the Record of Goods Dispensed Form. This form shall be forwarded to the Region Dietitian with the Monthly Report.

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Kelli Harris MS, RD, LDN Date
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Title	Apprenticeship				
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3200.1 GENERAL

The food service Apprenticeship Program is a joint effort of the North Carolina Department of Labor (NCDOL), the North Carolina Community College System (NCCCS), and the North Carolina Department of Public Safety, Prisons. This program is registered by the NCDOL and the United States Department of Labor (USDOL). Offenders who complete this program will receive an Apprenticeship Certificate from the USDOL which is a nationally recognized employment credential.

3200.2 PROGRAM REQUIRMENTS

Applicants for admission to the food service Apprenticeship Program must meet the following requirements:

- (a) Possession of a verifiable high school diploma or GED.
- (b) Completion of the Food Service Technology program.
- (c) Must be recommended for enrollment by the community college Food Service Technology instructor or the facility Food Service Manager/Supervisor.
- (d) Must be recommended by the Review Committee that evaluates the applicant’s motivation, abilities and potential for success in the culinary industry; disciplinary issues should be considered.
- (e) Submission of a completed application along with a written statement regarding the applicant’s interests and goals.
- (f) Must be interviewed by the Review Committee.

3200.3 PROGRAM CONTENT

Once an offender is enrolled in the program he/she will be assigned as an apprentice to the Food Management Department. He/she will complete four thousand (4,000) hours of structured work experience under the Food Service Manager/Supervisor’s supervision. Hours for each module are documented and forwarded monthly to the Region Dietitian. Once the program has been successfully completed the offender will be awarded an Apprenticeship Certificate by NC Department of Community Colleges.

Kelli Harris MS, RD, LDN 6/1/2020
 Kelli Harris MS, RD, LDN Date
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Title	ServSafe Certification				
Section	3300	Issue Date 06/01/2020	Supersedes Date 04/01/2013	Next Review Date 01/2021	Page 1 of 1

3300.1 PURPOSE

ServSafe Certification is nationally recognized program for food service professionals. This certification ensures that the participant has received training and has successfully passed the ServSafe examination for food safety and sanitation practices.

3300.2 LEAD FOOD SERVICE MANAGERS/SUPERVISORS

All lead Correctional Food Service Managers/Supervisors shall be ServSafe certified. This program will be administered by the Region Dietitian as needed.

3300.3 FACILITIES PARTICIPATING IN CHILD NUTRITION PROGRAM

All facilities participating in the Child Nutrition School and Lunch program shall have a certified ServSafe employee on site during meal preparation.

3300.4 FACILITIES SERVING COUNTY JAILS

All facilities providing meals to outside entities requiring a county permit shall have a certified ServSafe employee on site during meal preparation.

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Title	Nutraloaf				
Section	3400	Issue Date 06/01/2020	Supersedes Date 09/27/13	Next Review Date 01/2021	Page 1 of 2

3400.1 PURPOSE

The purpose of this policy is to establish procedures for Nutraloaf in the North Carolina Department of Public Safety, Prisons, Food and Nutrition Management Department.

3400.2 POLICY

Nutraloaf is a nutritionally balanced loaf-style form of nourishment that may be utilized, in conjunction with other behavior modification tools, to address offenders in restrictive housing who display disruptive behavior as defined in the Division of Prison Policy and Procedure Manual, Section F.3200, “Special Management Meals”.

Nutraloaf is a meatless meal and contains no pork products. The meal is low fat, low cholesterol, moderate sodium, and high in fiber.

3400.3 PROCEDURES

- (a) Once the offender has been approved for placement on the Nutraloaf meal, Food Management staff will be notified by viewing the IS72 Special Management Meal Roster by Facility screen or the ISS 11 Special Management Meal Report.
- (b) Food Management staff shall check the Special Management meal list for their facility prior to each meal to ensure they have an accurate list.
- (c) The special management meal is to be served at the same time as the regular offender meals, not to exceed a fourteen (14) hour interval between the dinner and breakfast meals.
- (d) No offender will be involved in the preparation and/or service of the special management meal. Staff will prepare and serve the meals.
- (e) To ensure nutrition adequacy each loaf shall be prepared, without deviation, from the recipe found in the Food Management System (FMS).
- (f) Loaves may be pre-prepared, wrapped in plastic and refrigerated. If the loaves will not be used within twenty-four (24) hours they should be frozen.
- (g) Frozen loaves shall be thawed in the refrigerator and reheated at 325 degrees F for approximately thirty (30) minutes or until the loaf reaches an internal temperature of 165 degrees F.
- (h) Loaves may not be kept frozen for more than thirty (30) days from the date of preparation.
- (i) Frozen loaves must be kept in a secure container while stored in the refrigerator and/or freezer.



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3400.3 PROCEDURES (continued)

- (j) Offenders on special management meal status will be served three (3) loaves per day, one at each meal time. One 8oz carton of milk will be served with each meal.
- (k) The meal shall be prepared and served in a sanitary manner.
- (l) The meal shall be wrapped in baking paper and placed in a paper bag.
- (m) The meal shall be served without utensils.
- (n) Offenders approved for the kosher diet may be placed on Nutraloaf. Offenders approved for the vegan diet placed on Nutraloaf shall have loaves prepared with bananas as a substitute for eggs. Vegan offenders shall receive soy milk.

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