



OREGON YOUTH AUTHORITY
Policy Statement
Part II – Youth Services (Facilities)



Subject

Facility Nutrition Services

Section – Policy Number:

D: Health and Mental Health – 3.0

Supersedes:

**II-D-3.0 (7/11)
II-D-3.0 (12/03)**

Effective Date:

09/27/2013

Date of Last

Review:

12/20/2015

Related Standards and References:

- [USDA Guidelines for School Food Service Sanitation Standards](#) (available from Food Service personnel)
- OAR Chapter 333, Division [150](#) (Food Sanitation Rules)
- OAR Chapter 333, Division [157](#) (Inspection and Licensing Procedures)
- National Commission on Correctional Health Care, *Standards for Health Services in Juvenile Detention and Confinement Facilities*
Y-B-03 (Kitchen Sanitation and Food Handlers)
Y-F-02 (Nutrition and Medical Diet)
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 4-JCFS-4A-03 (Nutritionist); 4-JCF-4A-04 (Approved Menus); 4-JCF-4A-06 (Therapeutic Diets); 4-JCF-4A-07 (Religious Diets); 4-JCF-4A-08 (Records of Meals Served); 4-JCF-4A-10 (Sanitation and Health Codes)
- OYA Food Safety Program
- OYA Diet Manual
- [OYA policy](#): II-D-1.0 (Facility Health Services)
II-D-3.1 (Wellness Policy)
II-F-3.7 (Religious Practice in Facilities [Offenders])
I-D-2.3 (Food Handlers Sanitation and Safety)

Related Procedures:

- [Nutrition Services Guidelines](#)

Policy Owner:

Food Service Operations Manager

Approved:

Fariborz Pakseresht , Director

I. PURPOSE:

This policy outlines OYA general standards regarding facility nutrition services. The National School Lunch Program and other federal, state and local health and sanitation directives are also addressed.

II. POLICY DEFINITIONS:

None.

III. POLICY:

OYA Nutrition Services uses sound nutrition practices when providing facility youth meals and complies with federal, state, and local health and sanitation codes. OYA meets individual youth nutritional needs by providing special diets for religious or health requirements and developing menus within the unique parameters of facility safety, security, programming, and budgets.

IV. GENERAL STANDARDS:

A. All OYA facilities must use the agency-adopted food service software, PrimeroEdge, and follow the OYA Nutrition Services Guidelines to ensure consistent and appropriate standards are followed in the preparation and provision of meals and snacks.

1. PrimeroEdge includes:

- a) Statewide menu plan for breakfast, lunch, dinner and snacks;
- b) Standardized recipes;
- c) Order processing;
- d) Inventory control; and
- e) Commodity distribution.

2. The Nutrition Services Guidelines define standard operating procedures for Nutrition Services within facilities, including:

- a) Discussion of federal, state, and local health and sanitation regulations, and appropriate staff training modules to ensure compliance with such standards;
- b) USDA Food and Nutrition Service Child Nutrition meal program requirements for breakfast, lunch, and evening snack; and
- c) Standard provisions for special diets (medical, dental, religious), a plan for purchasing and stocking necessary supplies, and information regarding dietary needs.

B. Each facility will contract with local counties to have a sanitarian inspect every kitchen and meal-serving site twice during each school year between July 1 and June 30.

The results of the inspections will be posted in the inspected areas and a copy provided to the Food Service Operations Manager.

- C. Each OYA facility will develop and implement a food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles as defined by USDA. This information is located in the “Nutrition Services” folder on the OYA server and on OYANet in the Nutrition Services site.
- D. National School Lunch Program (NSLP) on-site reviews
1. An on-site review for the NSLP is conducted on or before August 1 at each OYA facility to evaluate compliance with policy and NSLP standards.
 2. On-site reviews for NSLP after school snack program are completed twice a year at each OYA facility.
 - a) The first review must be conducted on or before August 1.
 - b) The second review can be conducted no later than February 1 of the following year.
- E. Each facility must have a Nutrition Services staffing pattern appropriate in size to meet the needs of the individual facility.
- F. Required Record Keeping and Annual Review**
1. Nutrition Service units must compile the following records to comply with NSLP standards.
 - a) Menu and production records, including:
 - (1) A weekly menu and production record listing all food prepared and consumed compared with the standard portion size, including Meal Alternative Tray (MAT), sack lunches, and special diet specifics;
 - (2) Any unplanned menu changes and amount prepared; and
 - (3) Leftover items, including an explanation for any major deviation.
 - b) Menu costs for each month, including plans for procurement of food, supplies, and equipment necessary to provide the daily food allowance.
 - c) Meal Count Reports including all meals and snacks served to youth, supervising staff, and paid staff meals. Records will be kept to account for all youth eating away from the site during designated meal time, with menu of alternative offerings if varied from statewide menu plan.

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- d) Equipment purchases and requests.
- e) Staffing patterns and monthly schedule.
- f) Monthly expenditures including documentation, at a minimum, of the following Nutrition Service operations:
 - (1) Food and supply expenditures, listing all invoices received on the facility-specific Excel invoice log. All invoices for items purchased are sent weekly to the Food Service Operations Manager;
 - (2) Quarterly inventories on hand; and
 - (3) Record of any charges paid from Nutrition Services budget such as training, equipment, mileage, and miscellaneous supplies.
- g) Special diet requests.
- h) Special event requests or requests for additional food for living units.
- i) Biannual health and sanitation inspection reports.
- j) Maintenance requests.
- k) Youth grievances, communications, and meeting information.

2. At least annually, the Food Services Operations Manager or designee will:

- a) Evaluate the menu plan using PrimeroEdge nutrient analysis to assure compliance with Recommended Dietary Allowances (RDAs) for the youth population served.
- b) Menu planning will take into consideration any unique dietary requirements of the population served within the facility such as gender, age, activity level or racial and cultural considerations.
- c) Conduct an on-site review for menu system compliance including:
 - Content of meals;
 - (1) Appropriateness of menu and recipe modifications and substitutions;

- (2) Feedback and input on menus and recipes from youth and staff; and
- (3) Meal presentation and appeal.

G. Meal Requirements

1. OYA provides all youth three meals per day and an evening snack that meet USDA meal standards as outlined by Oregon Department of Education School Breakfast and Lunch Programs. Food Services staff will provide meals that are properly prepared and presented, using specified food items and recipes.
 - a) Two meals will include hot components. Meals will be provided at regular intervals during each 24-hour period, with no more than 14 hours between the evening meal and breakfast.
 - (1) Variations are allowed based on weekend and holiday nutrition service demands, provided basic nutritional goals are met. Nutrition Services staff must document such variation.
 - (2) Servings will meet or exceed the recommended dietary allowances for youth age, weight, and activity level.
 - b) To the extent possible, menu planning, ordering, and preparation should consider ethnic tastes and the youths' food preferences.
2. Staff must never withhold or reduce food as a form of punishment, nor offer food as a reward.
3. Staff must allow each youth the opportunity to have at least 20 minutes of dining time for each meal. Dining time begins when a youth receives a meal.

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4. Each facility must have a local Wellness Committee. The Wellness Committee develops a Wellness Plan for each school year. The plan includes nutritional standards and measurable wellness goals.

See OYA policy II-D-3.1 (Wellness Policy) concerning this program.

H. Menu Plan Distribution

Nutrition Services develops a forecasted Menu Plan for the quarter and sends the plan to each facility. A menu planner with holidays, special events, and cultural meals is prepared to supplement this meal cycle.

The Menu Plan ensures the agency meets the federal nutritional requirements. Menus may be customized to meet facility-specific issues through consultation with the Food Service Operations Manager.

1. Serving sizes and portions must be served and prepared as listed in standardized recipes, production notes, and menus.
2. Necessary changes or substitutions must be noted on the menu production sheet, showing the specific food changed to one of approximate equal nutritional value.
3. The Nutrition Services Manager must ensure the menus meet the federal nutritional requirements if changes are made. If the menu is changed at the facility level, the Cook Supervisor or Cook II is responsible for the nutritional analysis.
4. Staff must not distribute competitive foods during meal times (i.e. canteen items). There must be a minimum of one hour between any meal or snack before FMNV (food with minimal nutritional value) will be accessed.
5. Menus must be prepared and distributed at each facility at least one week in advance of serving. Menus must be posted where easily read by youth.
6. Menus must be filed, rotated and periodically modified, considering youth preferences.

I. Special Diets

1. Special diets are provided when youth have specific medical, dental, or religious requirements.
 - a) Therapeutic medical or dental diets must be prescribed in writing by medical or dental staff.

Medical diets will follow the OYA Diet Manual whenever possible.
 - b) Religious diets, including dietary restrictions or special handling of food during preparation, are provided when approved in writing by the facility's religious representative.
 - c) Meal Alternative Tray (MAT) must be available to youth who do not want, like, or cannot eat the regularly-scheduled meal. It is intended for occasional use only, not for long-term use, and is available only at lunch and dinner. Trays must be ordered through the kitchen 24 hours in advance of service. (See the Meal Alternative Tray in the OYA Diet Manual.)

2. The facility's Nutrition Services Manager, Cook Supervisor or Cook IIs will make arrangements for purchasing and preparing meals to meet any special need according to the Nutrition Services Guidelines.

Facility staff must ensure youth receive three meals a day and an evening snack as provided by Nutrition Services and listed in the posted menu plan.

3. All special medical diets must:
 - a) Be reported in writing to Nutrition Services, documented in the youth's medical file, and reviewed at least monthly.

Upon transfer to another facility or program, such information must be noted in information that accompanies the youth, and must be reported to Nutrition Services at the new location.
 - b) Be offered as a complete meal service and not as a supplement to or choice between dietary meals and regular meals.
 - c) Use regular menu items whenever possible or substitute foods of equivalent nutritional value.
 - d) Not exceed the quantity or quality provided the youth general population.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO