



**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 (9/13)**  
**II-D-3.0 (7/11)**  
**II-D-3.0 (12/03)**

*Effective Date:*

**12/21/2018**

*Date of Last Review:*

**12/21/2020**

**Related Standards and References:**

- [Americans with Disabilities Act \(ADA\) of 1990 Section 504](#) of the Rehabilitation Act of 1973  
[ADA Amendments Act of 2008](#)
  - Accommodating Children with Disabilities in the School Meal Programs, [USDA FNS 7/25/2017](#)
  - General Procurement Standards, [2 CFR 200](#)
  - [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 policy](#): II-D-1.0 (Facility Health Services)  
 II-D-3.1 (Youth Wellness Policy)  
 II-F-3.7 (Religious Practice in Facilities)  
 I-D-2.3 (Food Handlers Sanitation and Safety)
- OYA Accounting form: [Inter-program Food Service Transfer Request](#)


**Related Procedures:**

- [Nutrition Services Guidelines](#)
- [FAC II-D-3.0\(b\) Meal Counting](#)
- [Facilitywide checklist: Reimbursable Meal Count](#)

**Policy Owner:**

Food Service Operations Manager

**Approved:**

  
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 Joseph O'Leary , Director

## I. PURPOSE:

This policy outlines OYA general standards regarding facility nutrition services. The national school nutrition programs and other federal, state and local health and sanitation directives are also addressed.

## II. POLICY DEFINITIONS:

**Disability:** With respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment. [\[28 CFR 35.104\]](#)

**Food allergy:** An immune system reaction to a component of a food, at times, producing a life-threatening response. Food allergies affect about five percent of children in the U.S. Most reactions from food allergies are caused by eight foods: cow's milk, eggs, peanuts, wheat, soy, fish, shellfish, and tree nuts. Reactions may include:

- A rash or red, itchy skin;
- An itchy nose, sneezing, or itchy/teary eyes;
- Vomiting, stomach cramps, or diarrhea;
- Angioedema or swelling;
- Hoarseness, throat tightness, or a "lump" in the throat; or
- Wheezing, chest tightness, or trouble breathing.

**Major life activities:** With respect to a person with a disability, includes seeing, hearing, speaking, learning, reading, walking, eating breathing, and major bodily functions (digestive, immune system, respiratory, circulatory, neurological/brain).

**Substantially limits:** With respect to a person with a disability, the impairment need not prevent or severely/significantly restrict a major life activity; is assessed individually; and may include an impairment that is episodic or in remission if it would substantially limit a major life activity when active.

## 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, budgets, and USDA School Nutrition Program (SNP).

OYA must accommodate youth with disabilities in the school nutrition program. The ADA Amendments Act of 2008 expanded the definition of "disability" to include food allergies.

## 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 School Nutrition meal program requirements for breakfast, lunch, and evening snack;
  - c) Standard provisions for special diets (medical, dental, religious), a plan for purchasing and stocking necessary supplies, and information regarding dietary needs; and
  - d) Implementation of “offer” or “serve” meal-service style. Offer meal-service style allows youth to select their meals from options provided. Serve meal-service style serves youth all items on the menu in full portion without selection options.
    - (1) Each facility must determine which meal service style will be used at the facility.
    - (2) All living units within a facility must use the same meal service style.
    - (3) Staff must follow facilitywide checklist Reimbursable Meal Counts to correctly serve and document the meals.
  
- B. Each facility must 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 must be posted in the inspected areas and a copy of the main kitchen health inspection posted in each living unit. Copies of all health inspections must be provided to the Food Service operations manager.

- C. Purchasing of goods, products, and services for use in SNPs must be procured according to local, state, and federal guidelines.
  - 1. OYA facilities use Oregon Department of Administrative Services (DAS) price agreements, and an interagency agreement with the Oregon Department of Corrections to purchase items and services.
  - 2. OYA must purchase, to the maximum extent practical, domestic commodities and products as a provision of SNP (Buy American).
  - 3. Product preference must be given to unprocessed locally grown and raised agricultural products.
  - 4. The Nutrition Services manager, or designee, must submit primary vendor orders through PrimeroEdge software. Orders for produce, dairy, and bread may be placed directly with approved vendors.
  - 5. The Food Service operations manager must monitor procurement requirement compliance through product specifications in PrimeroEdge software.
  
- D. Each OYA facility will develop, implement, and review annually 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.
  
- E. School Nutrition Programs (SNP) on-site reviews
  - 1. An on-site review for the School Breakfast Program (SBP) and National School Lunch Program (NSLP) is conducted on or before August 1 at each OYA facility to evaluate compliance with policy and SNP standards.
  - 2. On-site reviews for SNP Afterschool 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 must be conducted no later than May of the following year.
    - c) As a participant of the USDA Foods program associated with SNP, an annual storage facility self-evaluation form must be completed in conjunction with the SBP, NSLP and Afterschool Snack reviews.

- F. Each facility must have a Nutrition Services staffing pattern appropriate in size to meet the needs of the individual facility.
- G. Required Record Keeping and Annual Review
  - 1. Each facility's Nutrition Services must compile the following records to comply with SNP 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;
      - (3) Leftover items, including an explanation for any major deviation; and
      - (4) Food temperature documentation and times temperatures were taken.
      - (5) Records must be retained for three years, plus the current year.
    - 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.
    - 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. An [Inter-program Food Service Transfer Request](#) form must be completed for each request to transfer costs from the Food Service budget to the appropriate requesting department's budget.
  - i) Biannual health and sanitation inspection reports. These must be retained for three years, plus the current year. Copies must be sent to the Food Service operations manager.
  - j) Maintenance requests.
  - k) Youth grievances, communications, and meeting information. Copies of youth grievances about food and related food topics must be sent to the Food Service operations manager to ensure compliance with SNP civil rights processes.
2. At least annually, the Food Service operations manager or designee will:
- a) Evaluate the menu plan using PrimeroEdge nutrient analysis software to assure compliance with Recommended Dietary Allowances (RDAs) and U.S. Dietary Guidelines for Americans, 2015, 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) Procurement processes will include compliance with the SNP Buy American provision where, to the maximum extent practical, domestic commodities and products are purchased.
  - d) Conduct an on-site review for menu system compliance including:
    - (1) Content of meals;
    - (2) Appropriateness of menu and recipe modifications and substitutions;

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

#### H. Meal Requirements

1. OYA provides all youth three meals per day and an evening snack that meet USDA meal standards for School Nutrition and Afterschool Snack Programs. Nutrition Services staff will provide meals that are properly prepared and presented, using specified food items and recipes.
  - a) Two meals will normally 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 or snack and breakfast.
    - (1) Variations are allowed based on weekend and holiday nutrition service demands, provided basic nutritional goals and SNP meal components 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 will consider ethnic tastes and the youths' food preferences.
2. Staff must never withhold or reduce food as a form of punishment or offer food as a reward.
3. Staff must allow each youth the opportunity whenever possible to have at least 20 minutes of dining time for each meal. Dining time begins when a youth receives a meal.
4. Each facility must have a local Youth Wellness Committee. The Youth 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 (Youth Wellness) concerning this program.

#### I. Menu Plan Distribution

Nutrition Services develops two four-week menu cycles with input from cooks, Food Service managers, youth, and other staff. Analysis must be completed to ensure meal component compliance for SNP breakfast, lunch and afterschool snack.

The weekly menu must be reviewed and updated as needed by a registered dietitian and distributed to each facility for implementation at least two weeks before service. Holidays, special events, and cultural meals are incorporated at a master plan level or by individual facilities.

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 and meeting SNP meal component requirements.
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 Nutrition Services manager, 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, gourmet coffee beverages, sodas). There must be a minimum of one hour between any meals or snacks before any foods not meeting the Smart Snack standards 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.

#### J. Special Diets and Accommodations for Disabilities

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. Email communication is acceptable and must be retained in Nutrition Services.

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.
4. Nutrition Services in all facilities must provide reasonable modifications of meals served to accommodate youth with disabilities, including allergies (see definitions above).
  - a) Medical staff authorized to write prescriptions will submit an accommodation request due to disability to the Nutrition Services in writing. E-mail communication is acceptable.
    - (1) Essential components of requests to accommodate a food allergy include the food to be avoided, brief explanation of how exposure to the food affects the youth and recommended substitute(s).
    - (2) Accommodation requests must be kept on file in the Nutrition Services department.
  - b) Reasonable modifications may include:
    - (1) A change or alteration in policies, practices and procedures to accommodate a disability;

- (2) The modification requested must be related to the disability or limitations caused by the disability;
  - (3) The modification requested does **not** have to be the modification provided; and
  - (4) The modification provided is done on a case-by-case basis.
- c) Considerations when determining appropriate modification:
- (1) Age of the youth;
  - (2) Decision for accommodation must be based on facts, not stereotypes of certain conditions or individuals;
  - (3) Meal accommodation does **not** need to mirror the meal or meal item substituted; and
  - (4) Meal or meal item substitutions are required if needed by a youth with a disability.

#### K. SNP Professional Standards

1. All school nutrition staff, including directors, managers, staff and any non-food service staff involved in meal service to youth will complete annual training appropriate to SNP and job position.
2. Key training areas include nutrition, operations, administration and communications/marketing.
3. Minimum training hour requirements are:
  - a) Individual responsible for the operation of school nutrition for all facilities under the School Food Authority: Twelve hours per year.
  - b) Individuals responsible for the operation of individual facility Nutrition Services departments: Ten hours per year.
  - c) Staff who work more than 20 hours per week in Nutrition Services, including cooks, warehouse, servers, and support staff: Six hours per year.
  - d) Staff who work less than 20 hours per week in Nutrition Services: Four hours per year.
  - e) GLCs who oversee food service in living units: Training must include Civil Rights, youth grievance process, meal counting, food production documentation, food safety, and reimbursable meal identification.

4. Training hours must be documented through training agenda, sign-in sheets, certificate of completion or other paper documents.
5. Annual mandatory training topics for all Nutrition Services staff:
  - a) Civils Rights and youth grievance process;
  - b) Food Safety and Sanitation; and
  - c) Other as program changes occur.

**V. LOCAL OPERATING PROTOCOL REQUIRED: NO**