



Administrative Policies and Procedures: 22.1

Subject:	Administration of Food Services in Youth Development Centers
Authority:	TCA 37-5-105(3); 37-5-106
Standards:	ACA: 4-JCF-4A-01, 4-JCF-4A-02, 4-JCF-4A-03, 4-JCF-4A-04, 4-JCF-4A-05, 4-JCF-4A-08, 4-JCF-4A-09; DCS Practice Standards: 7-103A, 8-306
Application:	To All Department of Children's Services Youth Development Center Superintendents and Food Service Managers
Policy Statement:	
Each Department of Children's Services (DCS) Youth Development Center (YDC) administers its food service program so that youth receive meals that are nutritionally balanced, well planned, and prepared in a manner that meets established State and Federal health and safety guidelines. YDC's shall also ensure that the accounting practices for the food service program comply with established State and Federal guidelines. All records which support the reimbursable meal payments under the School Nutrition Program must be maintained on file for three years (3) plus the state's current fiscal year.	
Purpose:	
To provide guidelines to promote a safe, secure, orderly and comfortable atmosphere for youth at mealtimes and maintain fiscal responsibility for all meals served in DCS YDC's.	
Procedures:	
A. Food Services Management	<ol style="list-style-type: none"> 1. A designated full-time employee that is experienced in food service management will manage dietary and food service operations in Youth Development Centers. <p>The designated employee's management responsibilities are outlined in a job description.</p>
B. Records	<p>Records of meals prepared and served must be maintained. These records are to include:</p> <ol style="list-style-type: none"> 1. Meal service records <ol style="list-style-type: none"> a) Daily production sheets maintaining a record of planned amounts to

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	<p>purchase and preparation of actual foods, number of portions and recipe or volume of food prepared for meals served in accordance with the <u>USDA Food Buying Guide for Child Nutrition Programs</u>;</p> <p>b) Number of youth meals served daily, both reimbursable and non-reimbursable; and</p> <p>c) Number of meals served to staff and visitors.</p> <p>2. Fiscal records</p> <p>a) Food and supplies purchased competitively in accordance with State of Tennessee purchasing regulations;</p> <p>b) Inventories of foods on hand must be maintained at the YDC's;</p> <p>c) Monthly cost of food, labor and supply must be maintained at all DCS locations; and</p> <p>d) Food Service monthly reports.</p>
<p>C. Menu Planning and review</p>	<p>1. Approved menus will be planned at least one (1) week in advance and the schedule will substantially be followed. Food flavor, texture, temperature, appearance, and palatability will be taken into consideration in the planning and preparation of all meals.</p> <p>2. The DCS qualified Dietitian must review approved menus:</p> <p>a) <u>Twice annually</u> - prior to use to ensure the menus as planned meet the nationally recommended, age-appropriate, daily allowances for basic nutritional requirements.</p> <p>b) <u>Annually</u> - for changes to as served menus.</p> <p>c) <u>At least quarterly</u> - verify adherence to the established basic daily servings and shall conduct menu evaluations.</p> <p>3. Planned menus must meet the USDA breakfast and lunch program for meal patterns for traditional menu based meals.</p> <p>4. The menus and any as run changes to the menus must comply with the USDA requirements for the Child Nutrition Program.</p>
<p>D. Posted menus</p>	<p>Menus are posted so they are accessible to youth, including those in segregation.</p>
<p>E. Regular meal service/supervision</p>	<p>1. The YDC Superintendent/designee ensures the dining area is pleasant, attractive, and operated to reduce regimentation, without risking the security level of the facility.</p> <p>2. Each YDC will provide at reasonable times three (3) regularly scheduled</p>

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	<p>meals daily.</p> <ol style="list-style-type: none">3. Week end and holiday schedules may vary, with at least three (3) meals provided and adequate snacks in the evening for schedule changes.4. Two (2) of the three (3) meals served must be hot.5. No more than fourteen (14) hours may elapse between the time of dinner and the serving of breakfast.6. Meals served must meet the USDA breakfast and lunch programs for meal patterns and for offer-vs-serve. Three (3) of the required meal items must be selected for the meal to be counted as reimbursable meal.7. Youth are given at least twenty (20) minutes to consume each meal.8. Normal conversation must not be restricted during meals.9. Staff members must supervise youth during meals adequately and firmly so that meals are served in pleasant surroundings.10. Security staff in the YDC's will be encouraged to eat meals with the youth to help them develop appropriate manners and conversation skills.
F. Uniformity/ Availability of foods	<ol style="list-style-type: none">1. Staff must be served the same meal as the youth population.2. Food, including meals and snacks must never be withheld as a disciplinary measure.3. Youth in segregation must be served the same menu as that provided to general population.4. Meals served to youth in segregation must be served with a comparable temperature range as those served in the dining area.5. Youth must be provided with appropriate eating utensil(s), including, at a minimum, a fork and spoon or spork, and napkin.6. Forks and knives may be restricted based on the security level and needs of the facility.7. Youth working in food services must eat the same meal being served to the general population, and must not be permitted to prepare special dishes or items for their own consumption, with the exception of culinary arts classes.
G. Responsiveness to youth preferences	<ol style="list-style-type: none">1. Twice annually, Food Service Managers must provide youth with a food preference survey to determine teenage eating preferences. Food Service Managers will forward these surveys to the DCS Registered Dietitian for preparation of the approved menu cycle, and provide feedback to the locations on the preferred menu items.

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	2. Menus and the weekly managers/stewards choice meals will be developed to provide a balance between dietary requirements, responsiveness to teenage eating preferences, and socio-cultural preferences
H. Restriction of non-nutritive food items	Foods of minimal nutritional value must not be sold in food service areas during meals where they would compete with the reimbursable meals served.

Forms:	<i>None</i>
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Collateral Documents:	<p><u><i>Internal School Uniform Accounting Policy Manual</i></u></p> <p><u>Records Disposition Authority (RDA)-2888 Food Service Program Files</u></p> <p><u>USDA Food Buying Guide for Child Nutrition Programs</u></p>
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Glossary:	
Term	Definition
<i>Offer vs. Serve:</i>	Offer versus Serve (OvS) is a system used in a Federal reimbursable meal program designed to decrease food waste and give youth greater flexibility in choosing what to eat for school breakfast or lunch.