PRISONS

Food and Nutrition Management

Policies and Procedures

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MISSION

To ensure the operation of the Food and Nutrition Management Section within the Department of Adult Corrections/ Prisons is standardized and managed efficiently, provides nutritionally adequate meals and meets governmental health and safety standards.

POLICY AND PROCEDURE REVIEW

The Director of the Food and Nutrition Management Section will ensure the policies and procedures for the section are reviewed annually and updated as needed.

Jackie A. Parker, MS, RD, LDN 4/1/13
Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

100.1 PURPOSE

The purpose of this policy is to specify the organizational structure of the Food and Nutrition Management Section of the Department of Adult Corrections/ 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 and Food Service Officer.

100.2 POLICY

Food and Nutrition Management is a section of the Department of Adult Corrections/ Prisons, a division of the North Carolina Department 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 the Division of Adult Correction/ 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 by the State of North Carolina. Copies of current Registration and Licensure cards will be maintained on file in the Central 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 maximum 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 inmates housed in assigned facilities. Region Dietitians serve

100.4 REGION DIETITIANS (continued)

as the clinical supervisors for all Clinical Dietitians. All Region 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 on file in the Central 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 inmates 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 Central Office.

100.6 FOOD SERVICE MANAGERS

An employee, experienced in quantity food production, will supervise each facility Food Management operation. Food Service Managers 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. All Food Service Managers III and IVs must be certified by the Dietary Manager's Association or the American Correctional Food Service Association. Copies of current certification will be maintained on file at the employing facility.

100.7 FOOD SERVICE OFFICERS

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

Jackie A. Parker, MS, RD, LDN 4/1/13
Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

Title	Selection of Staff					
Section	200	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 1

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 Personnel 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) Bench marked interview questions for all food management positions will be provided by the Central Food and Nutrition Management Office.
(c) Region Dietitians will serve as members of the interview team for all Lead Food Service Manager positions.

Jackie A. Parker, MS, RD, LDN 4/1/13
Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

Title	Staff Development / Training					
Section	300	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 2

300.1 PURPOSE

The purpose of this policy is to ensure all Food Management employees within the Division of Adult Corrections/ 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 and Officers are certified staff and must complete the Division of Adult Correction/ Prisons Basic Training Program.
(c) The facility Food Service Manager shall have an organized orientation of the facility food management department for all new employees.
(d) A Food Management Comprehensive Training Program will be developed and conducted by the Region Dietitian.

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.

300.5 MEETINGS (continued)

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

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

Jackie A. Parker, MS, RD, LDN 4/1/13
Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

400.1 POLICY

It is the policy of the Food and Nutrition Management Department to select the most qualified inmate staff available in order to ensure compliance with established policies and procedures which govern each facility food management operation as outline in the North Carolina Prison Program Services Handbook.

400.2 INMATE ASSIGNMENT

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

400.3 INMATE JOB DESCRIPTION

A current description of the job responsibilities that each incentive wage position will be kept on file. All inmate employees will indicate, by signature, they have read and understand their job description. A copy will be placed in the inmate's file by his/her case manager

400.4 INMATE UNIFOR AND DRESS

All inmates working in food management will wear clean uniforms. Each inmate is issued uniforms, per their facility's Standard Operating Procedure (SOP). Uniforms issued to Food Service inmates may only be worn during scheduled work hours.

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

400.5 INMATE HYGIENE

Any inmate worker reporting to a facility food management operation with symptoms of illness (diarrhea, vomiting, productive cough, wounds of the hands, boils, sores lesions, burns or cuts that are open and draining) will not be allowed to work in the food preparation area until he/she has been 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.

Each inmate must wash his/her hands using soap, warm water, and an individual disposable towel. Hands must be washed before beginning work, after each visit to the toilet, after handling

400.5 INMATE HYGIENE (continued)

raw food, after contact with any unsanitary surface including; unclean equipment and worktables, soiled clothing and rags.

400.6 DAILY SHIFT SCREENING FOR INMATE WORKERS

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

400.7 INMATE TRAINING

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

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

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

Jackie A. Parker, MS, RD, LDN 4/1/13
Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

500.1 POLICY

It is the policy of the Department of Adult Corrections/ Prisons that a cycle menu will be developed and served to all inmates. The cycle menu will include regular, therapeutic and religious meal patterns designed to meet the nutritional needs of the inmate 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 we 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 Service Management System (FMS). The Regular Menu will be developed considering inmate preferences, solicited from Food Management staff, by the Director 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 for nutritional adequacy using the Food Service Management System (FMS).

500.3 MENU POSTING

A current posting 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.

500.5 SUBSTITUTIONS (continued)

Substitutions are allowed to utilize USDA commodities and facility garden produce. 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.

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

Jackie A. Parker, MS, RD, LDN 4/1/13
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Director of Food and Nutrition Management

Title	Food Management System (FMS)					
Section	600	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 1

600.1 GENERAL

The Food Management System (FMS) is a web-based automated food service system created by the Department of Public Safety Management Information Systems section in consultation with the Food and Nutrition Management Department. The use of FMS by all facilities promotes consistent, standardized meal service for the Division of Adult Corrections/ 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 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 assuring 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.

Jackie A. Parker, MS, RD, LDN 4/1/13
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Director of Food and Nutrition Management

Title	Therapeutic Diets					
Section	700	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 7

700.1 PURPOSE

The purpose of this policy is to provide guidelines for prescribing, provision and management of therapeutic diets for the inmate 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 inmates and those 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 Department of Adult Corrections/ Prisons are as follows:

(a) **Regular with Snack** - This diet is the regular diet menu with a snack provided at bedtime. This diet is appropriate for inmates 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 of meats provided on this diet may be modified based on individual inmate needs.
(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 body 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.
(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.

700.4 STANDARD DIETS (continued)

(f) **Bland Diet** - This diet is low in fat, spices, caffeine, and seasonings.

(g) **Renal** - This diet is low in sodium, potassium and restricts protein. A bedtime snack is included in the meal pattern. The renal diet is not appropriate for inmates undergoing dialysis.

(h) **Medical Nutrition Therapy Diets: MNT I (1500 kcal), MNTII (2000 kcal), MNT III (2500 kcal), MNT IV (3000 kcal) –** The MNT diets are low in fat (providing <30% of daily calories from fat), low 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 a bedtime snack unless otherwise indicated.

(i) **MNT Vegetarian:** This diet follows the MNT III (2500kcal) menu and includes the non-meat entrée in replacement of the regular entrée. This diet is low 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 HS snack unless otherwise indicated.

(j) **Dialysis Diet:** This diet controls the amount of potassium, phosphorous and sodium provided. The amount of protein is also increased. A bedtime snack is included in this meal pattern. The Dialysis Diet is appropriate only for inmates undergoing dialysis.

(k) **No Wheat:** This diet is a modification of the regular menu which eliminates wheat products. This diet is appropriate for inmates with positive RAST results for wheat.

(l) **No Soy:** This diet is a modification of the regular menu which eliminates soy products. This diet is appropriate for inmates with positive RAST results for soy.

(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 inmate with positive RAST results for wheat and soy.

700.5 THERAPEUTIC DIET ORDERS

(a) **Authorization**
Therapeutic medical and dental diets will be served to an inmate by the Food Management Department only upon the written order of a treating provider (physician, dentist, or physician extender).

(b) **Diet Order Form**

(1) The diet order will be recorded in the medical record. The Therapeutic Diet Order Form, DC-482 should be generated via the automated nutrition assessment program. If a hand written DC-482 is used, food management staff are responsible for verifying validity of all non standard diet orders. All DC-482 forms shall include the type of diet and duration for which it is provided. Any special instructions and/or proven food allergies shall be indicated in the comment section of the DC-482.

(2) The DC-482 should be filed in the patient health record. A copy shall be forwarded to the Food Management Department.

700.5 THERAPEUTIC DIET ORDERS (continued)

(c) **Transfers**
(1) Current diet orders for inmates who are transferred from facility to facility shall be continued as previously prescribed.
(2) Food management staff shall verify the diet order via the HS51 screen in OPUS prior to serving the inmate.

(d) **New Admissions**
(1) Inmates newly admitted to the Department of Adult Corrections/ Prisons may be placed on one of the available standard diets for duration of thirty (30) days. A nutritional assessment, DC-483, should be generated once the 30-day order is approaching expiration. Diet orders for newly admitted inmates written for longer than 30 days require a nutritional assessment.
(2) If none of the standard diets offered by the Department of Adult Corrections/ Prisons meet the needs of the inmate the provider should contact the facility or region dietitian.

700.6 NUTRITION ASSESSMENT

(a) All inmates placed on a therapeutic diet must have a nutritional assessment, DC-483, completed by a Registered Dietitian. All assessments shall be completed via the web-based automated nutritional assessment program in FMS.

(b) Clinical dietitians employed by a facility will be responsible for completing the nutritional assessment. Medical staff in all other facilities will be responsible for completing the **S**ubjective and **O**bjective sections of the DC-483. The dietitian will complete the **A**ssessment and **P**lan sections of the assessment. Assessment recommendations should be reviewed by the treating provider.

(c) The completed nutritional assessment, DC-483, must be filed in the medical record.

(d) Nutritional assessments should be completed in response to the following:
(1) Initial Diet Order
(2) Annual Review
(3) Change in medical status
(4) Change in diet order

700.7 NON STANDARD DIET ORDERS / UTLIZATION REVIEW

(a) Therapeutic diets not listed on the DC-482 form, or any variation of the therapeutic diets listed on the DC-482 form, are considered a non-standard diets and must receive approval through the Utilization Review process (UR). Omitting snacks from a diet pattern does not require UR approval.

(b) 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 NON STANDARD DIET ORDERS / UTLIZATION REVIEW (continued)

(c) All diet modifications, including nutritional supplements, additional snacks, soy milk, and food allergies require approval through Utilization Review.

(d) Food allergy UR requests will not be approved without documentation of a positive RAST test. Simple food allergy request may be approved until **E**nd **O**f **S**tay. Inmates with multiple or complex allergies that require special menus, such as wheat and/or soy, must be reviewed annually.

(e) Utilization review request approvals will default to a 90 day approval unless otherwise requested in the comment section of the request by the requestor.

(f) Soy milk request for lactose intolerance must indicate a documented failed lactase trial for at least 90 days before UR approval will be granted.

(g) Ensure request must include one of the following justifications:

(1) Have had a recent, unplanned weight loss of 5% in last 30 days or 10% of body weight within the past 6 month

(2) Cannot meet their caloric needs with regular foods, due to an inability to consume an adequate quantity of pureed, soft, or regular foods due to a medical condition such as stroke or dysphasia

(3) Increased metabolic need resulting from severe trauma, burns or large wounds (includes broken jaws which are wired shut)

(4) Nutritional wasting due to chronic disease such as advanced AIDS, terminal cancer, severe COPD, or malabsorbtion syndromes

(5) Cachectic patient with BMI less than 19

700.8 DIET ADMINISTRATION RECORD

The Food Service Manager will be responsible for the generation, maintenance and accuracy of the Diet Administration Record, DC-486. This form:

(a) Will be generated utilizing the Food Management System.

(b) Must be completed by a staff member.

(c) Will have an entry at each meal to indicate acceptance or refusal of the meal by inmates on therapeutic and menu accommodation meal plans

(d) The Facility Food Service Manager will sign the DC-486 weekly verifying accuracy and retain a copy for their files. The form will then be forwarded to the facility nurse or dietitian and become part of the therapeutic diet file. This file will be maintained by the facility nurse or dietitian.

(e) For facilities utilizing the meal swipe system diet compliance will be recorded on the DC-486 automatically. As inmate IDs are swiped by custody staff on the serving line, compliance is recorded by the system.

700.9 SERVING OF THERAPEUTIC DIETS

Inmates receiving a therapeutic diet must be fed separately from the general population. Therapeutic diet service must occur in a manner that encourages inmate diet compliance, menu adherence and accurate documentation. Facility operations should include programs/procedures such as the meal swipe system or the issuance of meal cards to require inmates to et in the appropriate serving line.

700.10 TRAYLINE ACCURACY

The Food Service Manager, 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 food manager's the monthly report forwarded to the Region Dietitian.

700.11 REFUSAL OF THERAPEUTIC DIETS

(a) **Right to Refuse**
A therapeutic diet constitutes a prescribed medical treatment. An inmate has the right of refusal, except under life threatening circumstances.

(b) **Recording of Meal Refusals**
Dining Hall – Inmates served in the dining hall who refuse a therapeutic diet meal may not be offered food from the regular menu. A staff member will record inmate meal refusals on the DC-486.
Work Release/Lock Up – Inmates who refuse a therapeutic diet packout or a therapeutic diet tray may not be offered a regular packout or a regular meal tray. The Correctional Officer will record the meal refusal and request the inmate to sign the Refusal of Individual Meal Form, DC-488, acknowledging the refusal. If the inmate declines to sign, the officer will sign, verifying the refusal. The completed DC-488 will be forwarded to the facility food manager. A staff member will record inmate meal refusals on the DC-486.

(c) **Procedures for Termination of a Therapeutic Diet**
(1) A refusal of one (1) meal is not considered a refusal of the therapeutic diet. Inmates who fail to meet facility compliance standards will be referred to the facility nurse or dietitian for compliance counseling.
(2) After two (2) additional counseling sessions the inmate will be referred to the treating provider for diet termination.
(3) Noncompliance counseling will be documented in the inmate health record.
(4) The facility nurse or dietitian will assure the inmate has received the opportunity for informed consent regarding the termination of his/her diet.
(5) Notification of the termination must be forwarded to the Food Management Department.
(6) Termination of the therapeutic diet must be documented in FMS or OPUS.

700.12 HOSPICE

Comfort foods will be provided to terminally ill inmates 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.

700.13 NOURISHMENTS

Facilities with hospitals and/or infirmaries may be authorized by the facility dietitian or region dietitian to maintain a small supply of nourishments only approved nourishments will be provided by the facility Food Management Department.

700.14 FOOD ALLERGIES

Inmates who are newly admitted to the Division of Adult Corrections/ Prisons with stated food allergies must:

(a) Receive a RAST test to confirm allergies.
(b) Have a DC-482 forwarded to Food Management instructing the exclusion of stated allergens with a "RAST Pending" comment.
(c) Have the allergy diet approved through the Utilization Review system if RAST test results are positive.
(d) Have the allergy diet discontinued if the RAST results are negative.
(e) Inmates with multiple or complex allergies such as wheat and/or soy must have a menu written by a Registered Dietitian. The menus shall be provided to the facility Food Service Manager.
(f) An inmate may refuse to comply with a diet restricting some or all of his/her RAST positive allergies. Inmate refusals shall be documented on the DC-484 (Orientation to Therapeutic Diet) or the DC-442 (Refusal of Treatment) form.
(g) Food allergy UR requests will not be approved without documentation of a positive RAST test. Simple food allergy request may be approved until **E**nd **O**f **S**tay. Inmates with multiple or complex allergies such as wheat and/or soy must be reviewed annually.

700.15 FOOD PROVIDED WITH MEDICATIONS

(a) **Med Snacks**
   (1) A med snack providing over 500 calories is available for inmates receiving one of the following medications: Reyatz (Atrazanavir), Prezista (Darunavir), Kaletra (Lopinavir/ritonavir), Viracept (Nelfinavir), Norvir (Ritonavir), Aptivus (Tipranavir), Fortovase/Invirase (Saquinavir), Complera (Rilpilvirine/Emtricitabine/Tenofovoir).
   (2) Inmates receiving one of the approved medications must be evaluated by medical staff to determine the need for a med snack. The evaluator should consider timing of medication and the timing of meals. If the medication is scheduled within an hour of a meal no med snack should be ordered for that dose. If the medication is scheduled more than an hour after a

700.15 FOOD PROVIDED WITH MEDICATIONS (continued)

meal a med snack should be ordered for that dose. Each dose should be evaluated independently. Med snacks should not be ordered arbitrarily for all doses.

(3) Medical staff must order med snacks by completing the Therapeutic Diet Order Form, DC-482. The completed DC-482 must be forwarded to the facility Food Management Department. In the comment section of the DC-482 the words "med snack" should be written as well as the time the med snack is to be given, 10, 2 or bedtime.

(b) **Other**

(1) Up to eight saltine crackers may be dispensed with medications not listed in this policy that pharmacy indicates "should be given with food". Medical staff may request a supply of saltine crackers by contacting their facility Food Manager.

700.16 RECORDS RETENTION

(a) The following shall become part of the medical record:
- (1) Therapeutic Diet Order, DC-482
- (2) Inmate Orientation to Diet Form DC-484
- (3) Nutrition Assessment Form, DC-483
- (4) All documented compliance counseling

(a) Copies of the following shall be maintained by the food service manager for five (5) years:
- (1) Therapeutic Diet Order, DC-482
- (2) Menu Accommodation Request, DC-883
- (3) Diet Administration Records, DC-486

Jackie A. Parker, MS, RD, LDN 4/1/13

Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

Title	Religious Menu Accommodation					
Section	800	Issue Date	04/01/13	Supersedes	10/24/12	Page 1 of 7

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 inmates whose religious beliefs require the adherence to religious dietary laws.

800.2 POLICY

It is the policy of the Division of Adult Correction/ Prisons that religious menu accommodations are made available for inmates whose religious beliefs, as outlined in the Division of Adult Correction/ Prisons "Religious Practices Resource and Reference 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.

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.

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 & 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 inmates, 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. Inmates 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) Inmates 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. In order to facilitate accurate preparation and dissemination of meals, a completed DC-883 form is required for all inmates in segregation, hospitals, infirmaries and off-site assignments who wish to receive the non-meat alternate entree.

800.6 VEGAN MEAL PLAN

(a) The vegan meal plan is provided to accommodate inmates whose dietary needs cannot be met by the master menu due to the inmate's declared religious practice. Those religious practices identified by prisons as requiring a vegan meal plan are set forth in the Division of Adult Correction/ Prisons "Religious Practices Resource Guide and Reference Manual" and are subject to any updates and revisions by the Director of Chaplaincy Services. Absent any revision to the "Religious Practices Resource Guide and Reference Manual", as of April 1, 2012, the following religious practices have been identified as requiring vegan meals: Rastafarian, Hindu or Buddhist.

(b) Inmates who wish to request a vegan meal plan shall submit a completed DC-883 to the facility Food Service Manager. The Food Service Manager will verify the declared religion via the Opus OR11 screen. Once the religion is verified as one of the religions requiring a vegan meal plan, the Food Service Manager will notify the inmate that he/she will be placed on the vegan diet. The Food Service Manager will then add the inmate to FMS as a vegan diet. The date of FMS entry will be recorded by the Food Service Manager on the DC-883.

800.6 VEGAN MEAL PLAN (continued)

(c) If the inmate's declared religion is one not listed under Section 800.6 (a) as requiring the vegan meal plan, the Food Service Manager shall verify that the requesting inmates' religion does not qualify for a vegan meal plan by referencing the Division of Prison's "Religious Practices

Resource Guide and Reference Manual", including any updates that may have been added to the manual. Once the requesting inmate's religion is verified as not requiring a vegan meal plan, the requesting inmate shall be notified by the Food Service Manager 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 inmates whose dietary needs cannot be met by the master menu due to the inmate's declared religious practice. Those religious practices identified by Division of Adult Correction/ Prisons as requiring a kosher meal plan are set forth in the Division of Adult Correction/ Prisons "Religious Practices Resource Guide and Reference Manual" and are subject to any updates and revisions by the Director of Chaplaincy Services. Absent any revision to the "Religious Practices Resource Guide and Reference Manual", as of April 1, 2012, the following religious practices have been identified as requiring kosher meals: Hebrew Israelite, Judaism, House of Yahweh, or Assemblies of Yahweh.

(b) 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. Inmates housed at facilities unequipped to provide a kosher meal plan will require transfer to a facility capable of kosher menu provision.

800.8 FACILIITES CAPABLE OF PROVIDING KOSHER MEALS

(a) Inmates who wish to request a kosher meal plan shall submit a completed DC-883 to the facility Food Service Manager. Upon receipt of the completed DC-883, the Food Service Manager will verify via the OPUS OR11 screen whether the declared religion requires a kosher meal plan per the Division of Adult Correction/ Prisons "Religious Practices Resource Guide and Reference Manual".

(b) If the religion noted on the OR11 screen is one for which the kosher diet is authorized the Food Service Manager will notify the inmate that he/she will be placed on the kosher diet. The Food Service Manager will then add the inmate to FMS as a kosher diet. The date of FMS entry will be recorded by the Food Service Manager on the DC-883.

800.8 FACILIITES CAPABLE OF PROVIDING KOSHER MEALS (continued)

(c) If the inmate's declared religion is one not listed under Section 800.7 (a) as requiring the kosher meal plan, the Food Service Manager shall verify that the requesting inmate's religion does not qualify for a kosher meal plan by referencing the Division of Prison's "Religious Practices Resource Guide and Reference Manual", including any updates that may have been added to the manual. Once the requesting inmate's religion is verified as not requiring a kosher meal plan, the requesting inmate shall be notified by the Food Service Manager that he/she does not qualify for the kosher meal plan.

800.9 FACILITIES UNABLE TO PROVIDE KOSHER MEALS

(a) Inmates who wish to request a kosher meal plan shall submit a completed DC-883 to the facility Food Service Manager. Upon receipt of the completed DC-883 the Food Service Manager will verify via the OPUS OR11 screen whether the declared religion is one of the religions authorized to receive a kosher meal plan per the Division of Prison's "Religious Practices Resource Guide and Reference Manual".

(b) If the religion noted on the OR11 screen is one for which the kosher meal plan is authorized the Food Service Manager will notify, via electronic mail, the Assistant Superintendent of Programs of the inmate's request and necessary transfer, copying the Facility Head and the Region Dietitian. The food Service Manager will notify the inmate 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.

(c) Facility management will coordinate the transfer of the requesting inmate to a facility capable of providing kosher meals. Because certain facilities will not be equipped to provide kosher meals to inmates, transfers shall be made as timely as possible. The date of the transfer request will be documented on the requesting inmate's DC-883.

(d) Once the inmate is transferred to a facility where kosher meal plan is available he/she will submit a new DC-883 to the receiving facility's Food Service Manager who will then verify his/her religion via the OR11 screen and add the inmate to FMS as a kosher diet.

(e) If the requesting inmate's stated religious preference is not indicated on the OR11 screen, or if the inmate's religion does not require a kosher meal plan, the Food Service Manager shall verify that the requesting inmate's religion does not qualify for a kosher meal plan by referencing the Division of Prison's "Religious Practices Resource Guide and Reference Manual", including any updates that may have been added to the manual. Once the requesting inmate's religion is verified as not requiring a kosher meal plan, the requesting inmate shall be notified by the Food Service Manager that he/she does not qualify for the kosher meal plan.

800.10 INMATE FAILURE TO OBSERVE REQUESTED DIET

(a) Inmates receiving special menu accommodations shall adhere to their specially requested diet. Inmate adherence to all specially requested dietary plans shall be monitored by staff via the DC-486.

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

800.11 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.

800.12 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 inmate worker will handle non kosher food items while preparing or cooking kosher food items.

800.13 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 placed in the dish machine for washing and sanitizing 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.

800.14 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 in consultation with Jewish leaders.

(c) Food Service Managers will be responsible to provide appropriate training and supervision for inmate workers assigned to kosher food preparation areas.

800.14 KOSHER MEAL PLAN / TRAINING (continued)

(d) The Food Service Manager will provide appropriate training to other division staff who are responsible for transporting kosher meals instructions regarding appropriate handling practices.

800.15 VOLUNTARY REMOVAL FROM RELIGIOUS MENU ACCOMODATION

An inmate may voluntarily withdraw from their religious menu accommodation (vegan or kosher meal plan). Inmates requesting removal must so indicate by completing the "Voluntary Removal" section of the DC-883. Once completed the Food Service Manager shall remove the inmate from his respective meal plan in FMS. Date of removal shall be recorded by the Food Service Manager on the DC-883.

800.16 RAMADAN

A memorandum will be sent from the Director of Prisons 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 inmates fast during the daylight hours. Inmates 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 bag meal will be distributed to participating inmates during the evening hours. The menu for the 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 Chief of Food and Nutrition Management or the Region Dietitian.

800.17 RELIGIOUS FEASTS

Memorandums will be sent throughout the year from the Director of Prisons 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 Managers are not authorized to purchase special foods for religious feasts.

Jackie A. Parker, MS, RD, LDN 4/1/13
Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

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 inmates in satellite and segregation areas.

900.1 POLICY

It is the policy of the Food and Nutrition Management Section that all facilities providing foods to satellite or segregation 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, inmate cells and outlying units. Satellite feeding procedures shall be followed when serving inmates in cells at any time of restricted movement.

900.2 MENU

The menu for feeding satellite and segregation 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) Hot foods prepared for tray service to satellite/segregation areas shall be properly held at 140 degrees 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 segregation and satellite feeding areas on approved non-insulated trays held in heated carts. The FMS "Satellite Feeding Report" will be utilized to assure accuracy of tray preparation. Therapeutic and menu accommodation trays must be accurately prepared and clearly marked.

(b) During satellite tray preparation heated carts used to transport food shall remain connected to a power source and monitored by staff to assure the carts maintain a temperature of one-hundred forty (140) degrees F or higher. Heated carts shall remain connected to the power source and monitored to assure maintenance of 140 degrees F or higher until staff are ready to transport the cart(s) to satellite/segregation areas.

(c) 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 assure food safety, all food trays must be delivered to each inmate in the designated satellite/segregation 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

900.3 PROCEDURES FOR TRAY SERVICE WITH HEATED CARTS (continued)

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.

(d) 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.

(e) The "Satellite Time/Temperature Report" must remain on file in the Food Management Department for 30 days.

900.4 PROCEDURES FOR TRAY SERVICE WITH INSULATED TRAYS

(a) Hot foods prepared for tray service to satellite/segregation areas shall be properly held at 140 degrees 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 segregation and satellite feeding areas on approved insulated trays. The FMS "Satellite Feeding Report" will be utilized to assure accuracy of tray preparation. Therapeutic and menu accommodation trays must be accurately prepared and clearly marked.

(b) In order to assure food safety all food trays must be delivered to each inmate in the designated satellite area within two 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 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.

(c) 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.

(d) The "Satellite Time/Temperature Report" must remain on file in the Food Management Department for 30 days.

900.5 PROCEDURES FOR SATELLITE BULK FOOD SERVICE

(a) Hot foods prepared for serving bulk foods in satellite areas shall be 140 degrees 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.

(b) 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 140 degrees or higher. At no time shall foods be allowed to remain under 140 degrees for longer than two (2) hours. Foods that remain under 140 degrees for longer than two (2) hours must be discarded.

(c) 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.

(d) Staff supervising meal preparation in satellite areas must ensure trays are accurately prepared utilizing the FMS "Serving Portion Report".

900.6 THERAPEUTIC DIETS/MENU ACCOMODATIONS

(a) To assure the accuracy of meal service related to therapeutic diet orders and menu accommodation requests, all trays in satellite/segregation areas will be distributed utilizing the FMS "Satellite Feeding Report". At no time shall staff provide inmates a tray or foods not authorized by the report.

(b) Inmates 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) Inmates in satellite/segregation areas requesting a menu accommodation must complete a DC-883.

Jackie A. Parker, MS, RD, LDN 4/1/13
Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

Title	Packouts					
Section	1000	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 2

1000.1 PURPOSE

All inmates, 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 FMS packout menus.

1000.2 MENUS

Established packout menus will be available through the Food Management System include work packouts, transfer packouts, Inmate Construction Program (ICP) packouts, vegan packouts, therapeutic diet packouts, and kosher packouts.

1000.3 INDICATIONS

(a) Work packouts will be provided for inmates in work related jobs such as; community work squads, work release, road squads, DOP maintenance and DOT work crews. Meat sandwiches provided will consist only of prepackaged meat. A lacto-ovo vegetarian choice is available for inmates who request a non-meat entrée via the DC-883

(b) Transfer packouts will be provided for transferring inmates traveling more than sixty (60) miles from their originating facility. Inmates transferring to facilities less than sixty (60) miles from their originating facility shall not receive a packout.

(c) Breakfast packouts will be provided for inmates leaving the facility prior to meal preparation. Whenever possible the inmate should receive the breakfast meal. Breakfast packouts should be consumed at receipt.

(d) ICP packouts will be provided for inmates assigned to the Inmate Construction Program. ICP packouts include five (5) sandwiches (two (2) prepackaged meat sandwiches and three (3) non-meat sandwiches such as peanut butter, pimento cheese, slice cheese or any combination), a baked dessert and one piece of fresh fruit.

(e) Vegan and kosher packouts will be provided for inmates who meet the requirements for packouts and qualify for the requested menu accommodations.

(f) A therapeutic diet packout will be provided for inmates who meet the requirements for packouts and have current therapeutic diet orders.

(g) Inmates that require complex therapeutic needs that can not be met with packout components should be placed in a work assignment that allow on site meal consumption.

1000.3 INDICATIONS (continued)

(h) All packouts, except the transfer packouts, shall be served in brown paper bags and transported in NSF approved insulated containers with ice packs. For easy identification transfer packouts shall be served in white paper bags.

(i) Packouts shall not be provided as a treatment for hypoglycemic inmates.

Jackie A. Parker, MS, RD, LDN 4/1/13

Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

Title	Nutritional Management of Inmates at risk for Self Injury					
Section	1100	Issue Date	04/01/13	Supersedes	10/17/11	Page 1 of 1

1100.0 PURPOSE

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

1100.1 POLICY

It is the policy of the Department of Adult Corrections/ Prisons that all inmates 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

Inmates placed on Level I or Level II Precautions, after being determined by custody or mental health staff to be at risk for self injury, shall be served meals without standard utensils. A security utensil will be provided with meals. The security utensil provided will be the EcoSecurity Utensil approved by the Department of Adult Corrections/ Prisons. For diets receiving bone-in chicken, a chicken patty will be substituted for inmates designated as SIB. No other diet modifications are authorized for inmates on SIB Precautions without UR approval.

Inmates with current diet orders (therapeutic and/or religious) who remain on Level I or Level II Precautions for more than 3 consecutive days must have their diet order updated. Medical or the facility dietitian must add a comment to the original diet encounter in OPUS stating “SIB: provide security utensil”. An updated therapeutic diet order (DC-482) shall be forwarded to the Food Management section. When Level I or Level II precautions are discontinued the “SIB: provide security utensil” comment shall be removed from the original diet encounter in OPUS. An updated therapeutic diet order (DC-482) shall be forwarded to the Food Management section.

Inmates receiving a regular diet who remain on Level I or Level II Precautions more than 3 consecutive days, must have a diet order written and an encounter entered in OPUS for a Therapeutic Regular diet (PMREG) with a comment stating “SIB: provide security utensil”. A therapeutic diet order (DC-482) shall be forwarded to the Food Management section. When Level I or Level II precautions are discontinued the therapeutic regular diet shall also be discontinued.

Jackie A. Parker, MS, RD, LDN 4/1/13

Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

1200.1 PURPOSE

To establish a uniform policy within the Food Management Section of the Division of Adult Corrections/ 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 Division of Prisons that all facility Food Management Departments 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, 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 assure 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, Enterprise Meat Plant, and Produce Distribution Center. In the event required food products and/or supplies are unavailable from the Department of Public Safety Central Warehouse, Enterprise Meat Plant or the Produce Distribution Center 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, Enterprise Meat Plant, and Produce Distribution Center shall be procured utilizing the North Carolina Accounting System (NCAS) in accordance with the Fiscal Policy and Procedure as outlined in the Accounts Payable and Procurement Policy, Section .2600, Usage Orders .2607.

1200.4 RECEIVING PROCEDURES

The Food Service Manager should attempt to resolve any vendor delivery or supply problems. The Facility Administrative Officer and/or Region Dietitian may assist in resolving these issues.

1200.4 RECEIVING PROCEDURES (continued)

The Food Service Manager, or designee, is responsible for receiving and inspecting all orders at the time of delivery and before accepting goods. This includes all goods from 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 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 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 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 those 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 shall request the cycle count.
(2) Two persons other than the Food Service Manager shall be utilized in taking the inventory. 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 (North Carolina Accounting System) 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, 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 and the Facility Head or designee.

(b) **Cycle Counts (continued)**

(5) Signatures of the Facility Head or designee and the Correctional Food Service Manager are required on the Inventory Cycle Count Audit Report. After the Cycle Count Audit Report has been signed, the Correctional Food Service Manager shall close out the cycle count.

(c) **Timing of Cycle Counts**

(4) 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.

(5) The cycle count shall remain open no longer than three days.

(d) **Record Retention**

(4) For auditing purposes, a hard copy of the following forms will be kept on file chronological 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

(5) 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 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 Department of Correction are authorized to purchase meals at the current approved price. Official guest 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.

1200.7 MEALS PURCHASED (continued)

(b) The Division of Adult Corrections/ 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 Population 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 shall keep an accurate count of the total meals provided. As soon as practical after the emergency has ended, the superintendent 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 DC-483 (Incident Report) or other documentation of the emergency must be included with this report.

Jackie A. Parker, MS, RD, LDN 4/1/13
Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

Title	Dairy and Bread					
Section	1300	Issue Date	04/01/2013	Supersedes	11/01/07	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'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 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, effecting monthly food cost figures.

Jackie A. Parker, MS, RD, LDN 4/1/13
Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

Title	Food Cost					
Section	1400	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 2

1400.1 POLICY

It is the policy of the Food and Nutrition Management Section of the Division of Adult Corrections/ Prisons to consistently produce and evaluate monthly food cost reports.

1400.2 PURPOSE

Food cost reports will be available in 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), the Food Management System (FMS) and OPUS.

1400.3 REPORT FORMAT

The statewide food cost report formulation and explanation follow:

(a) Average Inmate: indicates the facility's average inmate 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 can non be linked to a food item.
(i) Bread: 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: 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: 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 Cost: the total of all cost columns.

1400.3 REPORT FORMAT

(m) Cost per Inmate: the total cost to feed one inmate for the specified time frame (monthly or year-to-date).
(n) Cost Per Meal: the cost per meal, per inmate, for the facility

1440.4 FACILITY RESPONSIBILITES

To ensure the accuracy of the food cost reports facility Food Service Managers must assure:
(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 Central Office to Division of Adult Corrections/ 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.

Jackie A. Parker, MS, RD, LDN 4/1/13
Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

Title	Central Warehouse					
Section	1500	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 1

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 the Division of Adult Corrections/ Prisons. The Central Warehouse manager is responsible for assuring items received meet the established specifications.

Facility Food Management staff procure items from the Central Warehouse via NCAS Usage Orders. All usage orders must be entered into the NCAS system 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.

Jackie A. Parker, MS, RD, LDN 4/1/13

Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

Title	Meat Plant					
Section	1600	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 1

1600.1 LOCATION AND PURPOSE

The 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 of the Division of Adult Corrections/ Prisons. The Meat Plant manager is responsible for assuring 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.

Jackie A. Parker, MS, RD, LDN 4/1/13
Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

Title	Produce Distribution Center					
Section	1700	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 1

1700.1 LOCATION AND PURPOSE

The 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 the Division of Adult Corrections/ Prisons. The Produce Distribution Center also distributes canned products produced by the 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 NCAS Usage Orders. Canned products are ordered separately and require a facility subwarehouse number. All usage orders must be entered into the NCAS system two (2) 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.

Jackie A. Parker, MS, RD, LDN 4/1/13
Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

Title	Department of Public Safety Farm/ Cannery					
Section	1800	Issue Date	04/01/2013	Supersedes	11/01/07	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 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.

Jackie A. Parker, MS, RD, LDN 4/1/13

Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

1900.1 PURPOSE

In order to have quality food prepared in the correct quantities with minimal leftovers, the Food Service Manager 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 assure necessary FMS reports are available when needed the production process should be addressed in a facility SOP.

1900.2 FOOD PRODUCTION

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

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

Clean and sanitized equipment, work areas, cutting boards, knives 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 for each meal using the FMS Serving Line Recap Sheet. The line must be complete with all foods needed for the meal at the proper temperature five (5) minutes prior to mealtime. All foods 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 may be used to serve pre-portioned foods such as patties, chicken and bread. The food should have an appetizing appearance, good aroma and taste.

1900.4 MEAL / CAFETERIAL 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.

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 HYGEINE PRACTICES

Food protection and sanitation in the facility food management department are the responsibility of the facility Food Service Manager 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

(b) **Disposable Gloves** shall be used by inmates 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 inmates 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 inmate and other persons working in the food management department daily. The Daily Shift Screening for Inmate 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, infected wounds, sore throats, and other diseases communicable through food consumption shall be prohibited from working in the food management operation.

(f) **Personal Hygiene:** Staff and inmates 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 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 must periodically review the cleaning schedule with consultation from staff and revise as needed.

2000.4 DISHWASHING PROCEDURES

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 Fahrenheit. 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 water for a minimum of 30 seconds. A thermometer shall be available in the sanitation sink for temperature monitoring. To prevent burns inmates 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 of the sanitation sink a minimum of three (3) times per day.

Dishmachines

Trays and utensils must be pre-scraped and/or pre-rinsed before entering the dishmachine. 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.

Dishmachines (continued)

The facility Food Service Manager 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 or dishwasher temperature test strip, registering at least one-hundred sixty (160) degrees F, a minimum of once per day. 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.

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 received in a conspicuous location on the package.

2000.8 DRY STORAGE PROCEDURES (continued)

(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 forty-five (45) 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 inmates.

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.
(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 inside the unit on the top shelf near the door.
(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 is 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 inmates.

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 inside the unit on the top shelf near the door.
(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.
(f) Freezer units shall remain locked with limited access to inmates.

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.

2000.13 CHEMICAL SANITIZERS AND CLEANING AGENTS

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

2000.14 WEEKLY INSPECTIONS

The facility Food Service Manager is responsible for conducting weekly inspections of the food management department including the dining area. Managers shall use the Food Management Weekly Inspection Form.

Jackie A. Parker, MS, RD, LDN 4/1/13

Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

Title	HACCP (Hazard Analysis Critical Control Point)					
Section	2100	Issue Date	04/01/13	Supersedes	07/01/12	Page 1 of 2

2100.0 PURPOSE

The purpose of this policy is to establish guidelines for the state-wide utilization of the 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 assure 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 forty five (45) 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.

(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 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.

2100.2 PROCEDURES (continued)

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.

Jackie A. Parker, MS, RD, LDN 4/1/13

Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

Title	Test Trays					
Section	2200	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 1

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, including therapeutic diets, should be included on the tray.
(c) Beverages, 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.

Jackie A. Parker, MS, RD, LDN 4/1/13
Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

Title	Emergency Plans					
Section	2300	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 1

2300.1 PURPOSE

Each facility shall have in writing emergency plans that include Food Management procedures. In the event of a facility emergency, Food Management staff shall follow the Division of Adult Corrections/ Prisons Security Policy and Procedure Manual and facility Security SOPs.

2300.2 ADVANCE PLANNING/EMERGENCY PROCEDURES

(a) The Food Service Manager 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 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 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 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 shall keep adequate supplies of non-perishable items on hand such as peanut butter, juice and canned vegetables.
(f) The Food Service Manager 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 shall notify the Facility Head or designee, the Central 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

Jackie A. Parker, MS, RD, LDN 4/1/13
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Director of Food and Nutrition Management

Title	Equipment					
Section	2400	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 2

2400.1 GENERAL

The Director of Food and Nutrition Management is responsible for the procurement of all Food Management 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 and the facility Maintenance Supervisor. 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 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.

Facilities with contract maintenance staff shall follow the facility SOP regarding equipment inventory.

2400.4 EQUIPMENT MAINTENANCE AND REPAIR

Preventative maintenance and repair of Food Management equipment is the responsibility of each facility. Facilities with contract maintenance staff shall follow the facility SOP regarding equipment maintenance.

Jackie A. Parker, MS, RD, LDN 4/1/13

Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

Title	Tool Control					
Section	2500	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 1

2500.1 GENERAL

Tool control procedures should establish effective measures to ensure control and accountability for all knives, equipment attachments and utensils 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 knives, attachments and utensils.

2500.2 PROCEDURES

(a) **Storage of Tools:**
- (1) Knives and 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 inmates.
- (3) Equipment attachments shall be stored in a locked cabinet with a posted inventory.
- (4) Tools shall be marked per the facility SOP with a unique identifier.
- (5) Tool inventories must be performed by the Food Management staff per the facility SOP.

(b) **Tool Issue:**
- (1) All knives issued for inmate use must be tethered to a secure, stationary work table or wall.
- (2) A tool log must be maintained for all issued tools. The log must include the inmate name, staff member's name, date, time issued and time returned.
- (3) Each facility must develop an SOP that ensures accountability, safety and sanitation of the knives, leashes and utensils.

Jackie A. Parker, MS, RD, LDN 4/1/13
Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

2600.1 PURPOSE

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

2600.2 REPORTS, REGION DIEITIAN

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 Dietitians shall submit a monthly report to their Region Dietitian 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 shall submit a monthly report to his/her region dietitian no more than five (5) days following the generation of the FMS food cost report. The current "Food and Nutrition Management Food Managers Monthly Report" form must be utilized. The monthly report shall include the following attachments:

(a) Food Management System (FMS) Food Cost Report for the previous month.
(b) Food Management System (FMS) Monthly Substitution Record for the previous month.
(c) Food Management System (FMS) Trayline Accuracy Report for the previous month.
(d) Food Management System (FMS) Menu Deviation Report for the previous month.
(e) A copy of the current Health Inspection (if occurred in the previous month).
(f) A copy of staff meeting minutes.
(g) Facilities with Food Service Technology programs must also attach a Record of Goods Dispensed form.

2600.3 REPORTS, FACILITY FOOD SERVICE MANAGERS (continued)

(h) Facilities with inmates 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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Director of Food and Nutrition Management

Title	Audits					
Section	2700	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 1

2700.1 PURPOSE

A comprehensive 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 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 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 revised as needed.

Jackie A. Parker, MS, RD, LDN 4/1/13
Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

Title	Inspections					
Section	2800	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 1

2800.1 PURPOSE

All Division of Adult Corrections/ Prisons 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 a Regional Environmental Health Specialist with the Division of Environmental Health.

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

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Title	Child Nutrition Program					
Section	2900	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 2

2900.1 GENERAL

The Division of Adult Corrections/ Prisons facilities house youth offenders participating in the Child Nutrition Program. Meals served to youth, defined as ages thirteen (13) to twenty-one (21), who are enrolled in school are eligible for meal reimbursement from the United States Department of Agriculture (USDA). These units will offer meals to youth offenders that 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 both breakfast and lunch. This menu is found in 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 Adult Corrections/ 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.

2900.4 PROCEDURES

(a) Facilities participating in the Child Nutrition Program will provide all inmates the required Child Nutrition meal patterns at breakfast and 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 will ensure the required HACCP records are maintained and kept on file.
(d) Each facility will undergo a Technical Review annually performed by a consultant employed by the North Carolina Department of Public Instruction (NCDPI).

2900.4 PROCEDURES (continued)

(e) Each facility will undergo a School Meal Initiative (SMI) review every five (5) years performed by a consultant 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 (SERVSAFE)

The units participating in the Child Nutrition Program will have a food serve service staff member who is ServSafe certified during the preparation and serving of the breakfast and lunch meal.

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Jackie A. Parker, MS, RD, LDN Date
Director of Food and Nutrition Management

Title	USDA Commodities					
Section	3000	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 1

3000.1 GENERAL

The Division of Adult Corrections/ Prisons, 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 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 months of receiving the product.

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Director of Food and Nutrition Management

Title	Food Technology Program					
Section	3100	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 1

3100.1 GENERAL

The Division of Adult Corrections/ Prisons has eleven (11) food technology programs coordinated through local community colleges. These programs teach inmates the basics of quantity food production and sanitation. Inmates completing this program should be recruited to work in facility food service departments which will improve the quality of inmate food production workers and provide the inmate with marketable skills for his/her career after prison.

3100.2 LOCATIONS

The eleven (11) food technology programs are located at the following prisons: Brown Creek Minimum, Caledonia, Duplin, Eastern, Harnett, Johnston, Morrison, North Carolina Correctional Center for Women, Orange, Pasquotank and Southern.

3100.3 INMATE ELIGIBILITY

In order to qualify for enrollment in the food technology program an inmate must posses 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 is authorized to issue foods he/she has 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 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 Food Service Manager's monthly report.

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Director of Food and Nutrition Management

Title	Apprentice Program					
Section	3200	Issue Date	04/01/2013	Supersedes	11/01/07	Page 1 of 1

3100.1 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 Division of Adult Corrections. This program is registered by the NCDOL and the United States Department of Labor. Inmates who complete this program will receive a Journeyman Certificate which is a nationally recognized employment credential.

3100.2 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 Manger.
(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.

3100.3 PROGRAM CONTENT

Once an inmate 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's supervision. Hours for each module are documented and forwarded monthly to the Region Dietitian. Once the program has been successfully completed the inmate will be awarded a Journeyman Certificate by NCDOL.

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