

<b>POLICY OF</b>  <b>STATE OF DELAWARE</b>  <b>DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b>  14.13	<b>PAGE NUMBER</b>  1 of 2
	<b>RELATED ACA Standards</b> ACA SECTION C 4-4316, 4-4317, 4-4320, 4-4326, 4-4327, 4-4328	
<b>CHAPTER: 14</b>	<b>SUBJECT: MENU PLANNING  AND MEAL SERVICE</b>	
<b>APPROVED BY THE COMMISSIONER:</b> <i>R M Cr 9/5/14</i>		
<b>EFFECTIVE DATE:</b>		
<b>APPROVED FOR PUBLIC RELEASE</b>		

**I. AUTHORITY:** 11. *Del. C. 6517, 29 Del. C. 8903*

**II. PURPOSE:** To establish a policy for the Food Service (FS) unit regarding the planning of menus, maintaining minimum dietary allowances, and meal service.

**III. APPLICABILITY:** All FS employees and applicable medical contract employees.

**IV. DEFINITIONS:**

A. **Dietary Allowances**-The recommended daily levels of nutrients to meet the needs of all individuals, adjusted for age, gender, and activity.

B. **Menu Planning Committee (MPC)**-A group consisting of the contract Dietitian, the Correctional Food Service Administrator, Food Service Quality Control Administrator, and Food Service Regional Directors, who meet semi-annually to review and approve all menus. Input from lower level staff and offenders shall be considered during meetings.

V. **POLICY:** To provide meals to offenders that meet the recommended dietary allowances, as established by the National Academy of Sciences. Plan menus in advance utilizing the MPC to ensure all meals take into consideration food flavor, texture, temperature, appearance, and palatability. Regimentation of meal service will be minimized.

A. The contract Dietitian shall provide an annual nutritional analysis for each menu to ensure meals fall within the recommended dietary allowances.

B. The Food Service unit will evaluate all menus at least quarterly to verify adherence to the established basic daily servings.

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- C. At least three meals will be provided (including two hot meals) during each 24-hour period, with no more than 14 hours between the evening and breakfast meals.
- D. Meal service shall minimize regimentation without compromising the orderly operation of the institution.
- E. Adequate space shall be provided for group meal service, with consideration given to safety and security conditions.
- F. Meals shall be served under the direct supervision of staff.
- G. Food shall not be withheld or used as a disciplinary sanction under any circumstance.