

<b>POLICY OF</b> <b>STATE OF DELAWARE</b> <b>DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b> 14.14	<b>PAGE NUMBER</b> 1 of 2
	<b>RELATED ACA Standards</b> ACA SECTION C 4-4314, 4-4315	
<b>CHAPTER: 14</b>	<b>SUBJECT: BUDGETING AND PURCHASING</b>	
<b>APPROVED BY THE COMMISSIONER:</b>  9/15/14		
<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 Delaware Department of Correction (DDOC) Food Service (FS) unit regarding budgeting, purchasing of food and supplies, and the maintaining of records.

**III. APPLICABILITY:** All FS and Central Supply Warehouse (CSW) employees.

**IV. DEFINITIONS:**

A. **Delaware Automated Correctional System (DACS)**-The DDOC offender management information system.

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 ensure that budgeting, purchasing, and accounting practices are specified to determine cost per meal per offender, estimate food service requirements, purchase supplies through state mandated contracts, and maintain accurate records of all meals served.

A. All food and supplies shall be purchased through contracts awarded through the state procurement protocols. The only exceptions are for farm produce harvested from DDOC farms, State of Delaware Government Support Services Food Distribution Program commodities purchased for the Child Nutrition Program, or items that are not identified on the awarded contracts.

B. The Food Service unit will estimate annual quantities based on prior year's usage reports. The usage reports shall be obtained through DACS.

POLICY FOR STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 14.14	PAGE NUMBER 2 of 2
<b>SUBJECT: Budgeting and Purchasing</b>		

- C. During MPC meetings, offender eating preferences shall be discussed and implemented if financially and contractually feasible and poses no risk to safety and security.
- D. All meals produced and served will be documented through production sheets and stored in DACS. Amounts produced and discarded shall be annotated on the production sheets. The production sheets shall list all meals, including regular and special diets as well as those offenders assigned to the federal Child Nutrition Program.
- E. All food items, including those requiring temperature controls, will be rotated utilizing the First In, First Out (FIFO) method.
- F. Food costs per offender per meal shall be provided annually to the Food Service unit through the DDOC Central Business Office.
- G. When possible, the Food Service unit shall utilize fresh produce harvested from the DDOC farm.