

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 14.17	PAGE NUMBER 1 of 3
	RELATED STANDARDS:	
CHAPTER:	SUBJECT: CHILD NUTRITION PROGRAM	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
 3/14/2016		
APPROVED FOR PUBLIC RELEASE		

- I. **AUTHORITY:** 11 *Del. C.* §6504; Public Law 108-265, The Child Nutrition and WIC Reauthorization Act of 2004.
- II. **PURPOSE:** To establish policies and procedures for Food Services (FS) unit employees in regard to the National School Lunch and Breakfast Program.
- III. **APPLICABILITY:** All FS and security employees working within the FS unit and all eligible offenders participating in the National School Lunch and Breakfast Program.
- IV. **POLICY:** To maintain the USDA National School Lunch and Breakfast Program administered by the Department of Education (DOE) and ensure compliance with all applicable rules and regulations.
- V. **PROCEDURES:**
 - A. For the purposes of this policy, all facilities are considered “traditional” service. Below are detailed instructions regarding this program:
 1. **Intake/Determination**
 - a. The intake officer will screen all admissions for program eligibility using the guidelines of the Individual Determination Form (IDF).
 - b. When eligibility is determined, the intake officer will complete the IDF in DACS.
 2. **Program List/Accountability**
 - a. All program lists will automatically be updated upon completion of the IDF in DACS.
 - b. All new eligible participants will appear highlighted in DACS.
 - c. A copy of the electronic IDF will be printed, initialed in the upper right corner, and filed in the active file alphabetically by last name.
 - d. Child Nutrition program lists will be saved and printed daily for use on the individual serving lines. All information from the program list hard copy will be tabulated after both the breakfast and lunch meals and entered into DACS. Once the information is completed in DACS, a Supervisor will close the report.

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3. Service

- a. Point of service is determined in the kitchen by FS staff according to the Child Nutritional program list.

4. Annual Program Updates

- a. All eligible participants will be reviewed and interviewed annually to ensure that they are still eligible under the updated program requirements.
- b. A live signature and date in the “Eligibility Updates” section of the IDF is necessary. The Supervisor or designee completing the interview will be required to sign on all printed copies of the IDF.
- c. The Regional Food Services Director or designee will be responsible for electronically updating all IDFs annually.

5. Discharged

- a. Upon reaching 21 years of age, offenders will automatically be discontinued from the Child Nutrition program list.
- b. Offenders will automatically be discontinued from the Child Nutrition program list upon release from an institution.

6. Documentation Records

- a. All program files will be kept in DACS.
- b. All paper files pertaining to the program will be held at _____ each site and will consist of the past 3 school years plus the current school year.
 - i. All active IDF’s are filed alphabetically in a green folder(s) marked “Active IDF”.
 - ii. All inactive IDF’s are filed in red folder(s) by the school year, by month alphabetically. Each folder is identified with the school year and month. In each inactive IDF monthly file a copy of that month’s Master Roster is printed and kept in front of the IDFs.
- c. Regional Food Services Directors will conduct unannounced checks cross- referencing the sites manual Child Nutrition program list with the daily meal counts entered in the DACS system. This is to ensure the accuracy of the meal claims submitted, and to remain in compliance with USDA regulations.

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7. Staff Training

- a. All FS Specialists and Supervisors will receive in-service training within the first 30 days of hire.
 - i. All FS Specialist series staff are required to pass the test.
 - ii. Upon completion of the test, results will be kept in the employee's file.
 - iii. Refresher training shall be done in conjunction with the annual performance review according to the alphabetized schedule.
- b. All new offender kitchen workers will receive the In-Service Under-21 training upon completion of their new hire packet.
 - i. All line servers are required to pass the test.
 - ii. Upon completion of the test, results will be kept in the offender's file.
 - iii. Offender kitchen workers will be tested randomly by FS Specialists. The Specialist on duty will provide all necessary re-training at his/her discretion.

