



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 10
§1489**

Topic Meal Services

Policy The Department recognizes the importance of providing nutritious food and services to the youth to promote good health, to reduce tension in the juvenile facilities, and ultimately to support the safety and security of the juvenile facilities. This policy provides guidelines on the preparation of food services items and dietary considerations for youths housed in the facility (15 CCR 1460 et seq.).

It is the policy of this facility that food services shall provide youths with a nutritionally balanced diet in accordance with federal, state, and local laws and with regulations for daily nutritional requirements, and that food services shall adhere to all sanitation and food safety requirements.

The food services operation shall be sanitary and shall meet the acceptable standards of food procurement, planning, preparation, service, storage, and sanitation in compliance with Food and Drug Administration (FDA) and United States Department of Agriculture (USDA) requirements and standards set forth in Health and Safety Code § 113700 et seq.

MENU PLANNING

All menus shall be planned, dated, and available for review at least one month in advance. Menus shall provide a variety of foods reflecting the demographics of the youth/staff population and should consider appearance, dietary allowances, flavor, nutrition, palatability, temperature, and texture. Menus shall be approved by a registered dietitian or nutritionist before being served (15 CCR 1461; 15 CCR 1463).

Any changes to the meal schedule, menu, or practices should be carefully evaluated by the food services manager in consultation with the Director, dietitian, medical staff, and other professionals, and shall be recorded. All substitutions will be of equal or better nutritional value. If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production sheet (15 CCR 1463).

Menus as planned, including changes, shall be evaluated by a registered dietitian at least annually (15 CCR 1463). Facility menus shall be evaluated at least quarterly by the food services supervisory staff to ensure adherence to established daily servings.

Copies of menus, foods purchased, annual reviews, and quarterly evaluations should be maintained by the food services manager in accordance with established records retention schedules (15 CCR 1463).

Menus readily available and posted on every living unit for the youth.

RELIGIOUS DIETS

The food services manager, to the extent reasonably practicable, will provide special diets for youths in compliance with the parameters of the Religious Programs Policy and the Religious Land Use and Institutionalized Persons Act (RLUIPA) (15 CCR 1372).

FOOD SERVICES REQUIREMENTS

All reasonable efforts shall be made to protect youths from food-borne illness. Staff and youth shall adhere to sanitation and food storage practices. Youth shall be cleared by medical screening prior to handling food.

In the event that the youth food supply drops below that which is needed to provide meals for two days, the Director or the authorized designee shall purchase food from wholesale or retail outlets to maintain at least a four-day supply during the emergency.

See Procedures Manual on Meal Services for further information.