

STATE OF VERMONT  
AGENCY OF HUMAN SERVICES  
DEPARTMENT OF CORRECTIONS

Directive: 354.02

Subject                      Standardized Menu Planning

Effective Date:            July 31, 1997                      Review and Re-Issue Date:

Supersedes:                NEW                                      APA Rule Number:

<b>Recommended for approval by:</b>		<b>Authorized By:</b>	
_____	_____	_____	_____
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>

**1. Authority:**

**1.1** 28 V.S.A. § 101 (1), and 102 (b) (2) under which the Commissioner establishes and administers programs and policies for the custody, control, treatment, and rehabilitation of persons committed to the Commissioner's custody.

**2. Purpose:**

**2.1** To establish minimum requirements for a menu planning program that ensures a variety of nutritionally adequate meals are available to all inmates in all facilities.

**3. Applicability/Accessibility**

**3.1** Superintendents, food service officers, food service staff, and all persons eating in correctional facilities.

**3.2** Anyone may have a copy of this directive.

**4. Directive**

**4.1** The department must offer to all inmates, regardless of the facility in which they are confined, nutritious, appealing, well presented meals, prepared in a sanitary manner, and equal to the best anyone facility offers. Transfer from one facility to another must not present inmates with food of substantial difference in quality and kind. The efficient operation of the department's facility food service program depends upon maintaining a well-managed system of menu planning and execution that includes not only advance planning for preparation of typical and special diets, but also ensures the nutritional adequacy of all meals. Furthermore, the department must maximize food service operations' funds that directly affect the quality of food acquired, prepared and served, thus eliminating every redundancy and inefficiency in

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administration of the program. Site specific menu planning, purchasing and dietitian menu approval clearly are administrative program components that lend themselves to cost reduction through standardization.

- 4.2** Commencing July 1, 1997, all facilities will serve from standardized, cyclical menus. Each facility will serve the same food on the same day and the same meal as all other facilities, with the exception being as specified in Directive 354.01:

**4.2.1** ...that on weekends, holidays, and other "special" days designated by superintendent (family picnic day, for example), superintendent may authorize combination meals, such as brunch, and other service options to provide variety to the food program, and to other activities.

**4.2.2** The initial process of developing standardized menus and associated recipes commenced prior to the effective date of this Directive, and is being led by currently contracted food service consultants Fitz Vogt & Associates, LTO, (FVA). Included in the process are two facility food service food staff chosen by FV A. Menu planning, and food preparation and service will reflect the following:

**4.2.2.1** Menus for each cycle will minimize repetition of combinations of food items;

**4.2.2.2** Menus will be followed substantially, without major or frequent changes;

**4.2.2.3** Substitutions will be noted on an as-served menu and will be of nutritional value equal to that of the original menu entry;

**4.2.3** At each monthly visit, food service consultant will monitor substitutions carefully, for both necessity, and compliance with nutritional standards;

**4.2.3.1** Meal planning and preparation will result in high quality relative to flavor, texture, temperature, appearance and palatability;

**4.2.3.2** Special diets will be equivalent to the regular diet in terms of nutritional adequacy, palatability, and to the degree possible, variety;

**4.2.3.3** Menus will be based upon budget allocations, but will ensure each inmate is offered 110 less than the minimum dietary allowance established in Department Directive 354.03 entitled "Nutritional Standards".

**4.2.4** To ensure that standardized menus do not offer less than these required dietary allowances, a dietitian will evaluate the menus originally, and re-evaluate them every six months. Dietitian's

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reevaluation may include a review of records of any contractor providing food to any facility. The menu will also be subject to continuous review by food service consultant, facility staff designated for this purpose by food service consultant, and by all food service staff at their quarterly meetings with food service consultant. Only contractual food service consultant, however, may change the menu and distribute change orders to each facility.

### **5. Training Method**

**5.1.**

### **6. Quality Assurance Processes**

**6.1.**

### **7. Financial Impact:**

### **8. References**

### **9. Responsible Director and Draft Participants**

**DIRECTIVE**