

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 12/28/09	NUMBER 04.07.100
	SUBJECT OFFENDER MEALS	
SUPERSEDES 04.07.100 (05/24/04)		AUTHORITY MCL 791.203; 42 USC 1751 <u>et seq.</u>
ACA STANDARDS 4-4315; 4-4316; 4-4317; 4-4319; 4-4320; 4-4328; 1-CTA-3D-01; 2-CO-4C-01; 1-ABC-4C-03; 1- ABC-4C-04; 1-ABC-4C-05; 1-ABC-15		PAGE 1 OF 3

POLICY STATEMENT:

Correctional Facilities Administration (CFA) institutions and the Tuscola Residential Reentry Treatment Program (RRTP) facility shall follow the standards for offender meals as set forth in this policy to ensure that offender dietary needs are met.

RELATED POLICIES:

- 04.05.120 Segregation Standards
- 04.07.101 Therapeutic Diet Services

POLICY:

DEFINITIONS

- A. Offender: Prisoners, parolees, and probationers in a CFA institution or the Tuscola RRTP facility.

GENERAL INFORMATION

- B. Therapeutic diets shall be provided to offenders as set forth in PD 04.07.101 "Therapeutic Diet Services".
- C. Offenders who are being transported off-site under custody shall be provided meals during the transport as required by PD 04.04.135 "Custodial Transportation of Offenders". The meals shall meet all caloric and nutritional standards set forth in this policy.
- D. Offenders shall be permitted to abstain from any foods that violate their religious tenets. Religious menus shall be developed and religious meals provided as set forth in PD 05.03.150 "Religious Beliefs and Practices of Prisoners".
- E. Meals shall not be withheld or otherwise used as a disciplinary sanction.
- F. At least three meals shall be served to offenders at the facility at regular meal times during each 24-hour period with no more than 14 hours between the evening meal and breakfast, except during an emergency when it is not possible to serve a meal. However, on weekends and holidays, only two meals may be served during each 24-hour period (e.g., "brunch" and evening meal) with approval of the Warden or Tuscola RRTP Supervisor; in such cases, the time period between the last meal provided on one day and the first meal provided the next day may exceed 14 hours when necessary. Except in an emergency, including when proper food temperatures cannot be maintained (e.g., malfunctioning hot carts), hot food must be offered at least at two of the daily meals served. The total number of meals served each month shall be documented using the Meals Served form (CAJ-138), which shall be retained for at least three years.
- G. All menus and all meals as actually served at a correctional facility shall satisfy the nutritional and caloric recommendations set forth in the dietary reference intakes approved by the National Research Council. The current edition of "The Dietary Guidelines for Americans" by the United States Department

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of Health and Human Services and Department of Agriculture shall be followed for menu planning.

REGULAR DIET MENU

- H. The Administrator of the Operations Division, CFA, shall ensure that standardized regular diet menus are issued to be used at all CFA correctional facilities and at the Tuscola RRTP facility. The menu shall identify the food items to be served at each meal and the minimum portions of each item. The menu shall include standardized healthy choice dietary options and, for the noon and evening meals, non-meat entrees.
- I. The standardized regular diet menu shall be used to feed all offenders at a facility who are on a regular diet, except during emergencies, when a food item is not available, or when special food purchases are made. Changes or substitutions to the menu for one of these reasons must be approved in advance by the institutional Food Service Director, Special Alternative Incarceration Program (SAI) Food Service Supervisor, Tuscola RRTP Supervisor, or designee, as appropriate. Changes or substitutions must be from the same food group as the item being replaced; however, a non-meat entree may be replaced only by another non-meat entree. Changes and substitutions shall be documented on the Report on Menu Change (CAH-108), which shall be submitted annually to the Food Service Section in the Operations Division, CFA.
- J. The institutional Food Service Director, SAI Food Service Supervisor, Tuscola RRTP Supervisor, or designee may elect to increase the serving size of a food item identified on the regular diet menu or include additional food items. However, as stated in Paragraph G, meals as actually served must satisfy the nutritional and caloric recommendations set forth in the dietary reference intakes, including those regarding fat and cholesterol content.
- K. Copies of the menus as actually served shall be retained at the facility for at least three years.

MEAL EVALUATIONS

- L. At least quarterly, Regional Food Service Directors and the Tuscola RRTP facility Supervisor, or designees, shall review the meals as actually served at their respective facilities to ensure that the meals are consistent with the standardized regular diet menu or, if changes or substitutions were made, that the changes or substitutions met the requirements set forth in Paragraph I.
- M. The Administrator of the Operations Division, CFA, shall ensure that the standardized regular diet menu is analyzed at least annually to ensure that the meals meet nutritional and caloric requirements set forth in this policy. The Administrator shall ensure that the analysis is reviewed by a registered dietitian.

NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

- N. The NSLP is available to assist in funding nutritious breakfasts and lunches for offenders under 21 years of age who are assigned to educational programming (i.e., adult basic education; general education development; career and technical education) provided they are housed in a cell, room or living area separate from offenders 21 years of age or older. NSLP funding is based on the number of NSLP meals served each day at a participating facility; the funds may be applied only toward the costs associated with providing those meals. The Food Service Section shall be responsible for general oversight of NSLP participation at Department facilities.
- O. Wardens and the Tuscola RRTP facility Supervisor shall contact the CFA Food Service Section if they want to participate in the NSLP. Participating facilities shall maintain a record of the name, number, housing location, and date of birth for each offender eligible to receive NSLP meals at their respective facilities. Daily records also shall be maintained verifying that eligible offenders were offered breakfast and lunch and verifying the daily total of NSLP breakfasts and lunches actually provided. A completed School Lunch, Breakfast and Special Milk Program form (CAJ-320) shall be submitted monthly to the Food Service Section. The form shall be retained in accordance with federal requirements.

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PROCEDURES

- P. Wardens and the Field Operations Administration Deputy Director shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring any existing procedures are revised or rescinded, as appropriate, if they are inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- Q. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: PLC 12/15/09