



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:  
505 KAR 1:120  
3-JTS-4A-01—15  
1-JDF-4A-01—14  
3-JCRF-4A-01—10  
1-JDTP-3A-01—09  
1-JBC-4A-01—13  
NCCHC Y-B-03, Y-F-02**

<b>CHAPTER: Health and Safety Services</b>	<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Dietary Services</b>	
<b>POLICY NUMBER: DJJ 426</b>	
<b>TOTAL PAGES: 4</b>	
<b>EFFECTIVE DATE: 4/4/2014</b>	
<b>APPROVAL: A. Hasan Davis</b>	<b>, COMMISSIONER</b>

**I. POLICY**

Department of Juvenile Justice (DJJ) programs shall provide a dietician approved, nutritionally adequate menu with allowances for special diets to meet the medical and religious requirements of individual youth. Food, including beverages, shall not be used as a disciplinary measure.

**II. APPLICABILITY**

This policy shall apply to all detention centers and youth development centers.

**LIMITED APPLICABILITY**

*This policy shall also govern the development of Standard Operating Procedures for food service operations in day treatment programs and group homes.*

**III. DEFINITIONS**

Refer to DJJPP 400.

**IV. PROCEDURES**

- A. At least three meals, of which two shall be hot meals, shall be provided at regular meal times during each 24 hour period with no more than 14 hours between the evening meal and breakfast, with the exception of specially planned activities or holidays. Juveniles shall have the opportunity to have at least 20 minutes of dining time for each meal.
- B. A registered dietician shall develop menus for regular diets annually to ensure nationally recommended, age appropriate, daily allowances for basic nutrition are met. Menus shall be planned in writing, at least one week in advance, posted, and followed within each program. The facility shall have a designated full-time staff

<b>POLICY NUMBER</b> DJJ 426	<b>EFFECTIVE DATE</b> 4/4/2014	<b>PAGE NUMBER</b> 2 of 4
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- member experienced in food service management, to manage dietary operations. The designated staff member's management responsibilities are outlined in a job description, written agreement, or job contract. In the planning and preparation of all meals, food flavor, texture, temperature, appearance, and palatability shall be taken into consideration.
- C. If a special diet is ordered for a youth, the Food Service Operations Manager shall maintain and follow menus provided by a Registered Dietician to ensure the special nutritional needs of the youth are being met.
  - D. Accurate records shall be maintained by the Food Service Operations Manager or designee for all meals served. Documentation of menu changes shall be maintained in the Food Services office including the reason for the change. Food service supervisory staff shall verify adherence to the established basic daily servings and shall conduct menu evaluations quarterly. Purchase and accounting of food and food service supplies shall be in accordance with DJJ Fiscal Branch requirements and shall include determination of cost per meal per juvenile and estimation of food service requirements.
  - E. Youth and staff shall eat from the same menu, with exceptions made for prescribed diets. A sample tray of each meal shall be kept in the refrigerator for twenty-four (24) hours.
  - F. Provisions shall be made for special diets as prescribed by appropriate medical or dental personnel. Orders for special diets shall include the type of diet, the duration of the diet and any special instructions. This information, including food allergies, shall be communicated in writing by a Nurse or designee to the kitchen staff as well as to Youth Workers and other direct care staff. A therapeutic manual is available in the food and health service areas for reference and information.
  - G. Dietary restrictions relating to the youth's religious beliefs shall be provided. These diets shall be reviewed and approved by a volunteer clergy or religious services staff member.
  - H. Each facility shall have a procedure for ensuring that the right youth receives the right diet. A Nurse or designee shall monitor special diets, including approved religious diets, and report issues of non-compliance to the Superintendent who shall implement a corrective plan of action.
  - I. Staff shall request input from youth regarding their food preferences at least annually through the Youth Council or other means as established in the facility operating procedures, and whenever possible and appropriate, provide them.
  - J. Each facility shall include in their Standard Operating Procedures Manual procedural guidelines regarding food being brought or sent to youth by family and friends, to include provision of appropriate space and equipment for the proper storage and refrigeration of food supplies.

<b>POLICY NUMBER</b> DJJ 426	<b>EFFECTIVE DATE</b> 4/4/2014	<b>PAGE NUMBER</b> 3 of 4
---------------------------------	-----------------------------------	------------------------------

- K. Available dietary staff and additional facility staff shall provide supervision of residents during all meals provided by the facility.
- L. Meals, snacks, or the variation of the established menu shall not be used as a disciplinary measure. There shall be no limitation on one type of beverage served with meals or snacks (preferably water or milk) so long as the youth drinks what he takes.
- M. Food services shall comply with the applicable state and local sanitation and health codes, including applicable sections of the State Food Service Code, 902 KAR 45:005. Each DJJ facility's comprehensive housekeeping program shall include dining and food preparation areas. Smoking shall be prohibited wherever food is stored, prepared, served, or held in open containers. Hair nets or caps shall be worn to prepare or serve food. Plastic gloves shall be worn to touch food. All food handlers shall be instructed to wash their hands upon reporting to duty and after using toilet facilities. The Food Service Manager or designee shall monitor juveniles and other persons working in food service each day for health and cleanliness. Any worker found with questionable health issues shall be referred to the facility nurse.
- N. All foods shall be properly stored using guidelines of the Local Health Department. If meals are transported to housing areas, the food shall be protected from contamination, and the equipment used in the transportation shall keep the food at the proper temperature.
- O. Residents and employees shall have TB screening prior to working in food service areas. Positive reactors shall have clearance by the facility physician prior to working in food service areas. When food services are provided by an outside agency or individual, the facility shall have written verification that the outside provider complies with local and state regulations.
- P. Daily sanitation and safety inspections of all food service areas, including dining and food preparation areas and equipment shall be conducted by the Food Service Operations Manager or designee having completed required sanitation training through the local Health Department. Inspection shall at minimum include checks of general sanitation, ventilation, checks of refrigerator and hot water temperature. Inspections shall be appropriately documented. Documentation shall be submitted to the designated administrator. Water temperatures on the final dishwasher rinse shall be 180 degrees Fahrenheit; or between 140-160 degrees Fahrenheit if a sanitizer is used on the final rinse. Temperature controlled food storage shall meet the following guidelines unless national or state health codes specify otherwise:
  1. Shelf goods, 45-80 degrees Fahrenheit;
  2. Refrigerated foods, 35-40 degrees Fahrenheit; and,
  3. Frozen foods, at 0 degrees Fahrenheit or below.
- Q. A request shall be made to a representative from the local health department or other jurisdictional authority to inspect the dining and food preparation areas on an annual

<b>POLICY NUMBER</b> <b>DJJ 426</b>	<b>EFFECTIVE DATE</b> <b>4/4/2014</b>	<b>PAGE NUMBER</b> <b>4 of 4</b>
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basis. Deficiencies, if any, shall be corrected and documentation of corrective action provided to the Superintendent or designee.

**V. MONITORING MECHANISM**

Monitoring shall be accomplished by the Food Service Supervisor, the Superintendent, the facility Registered Nurse or designee, the Registered Dietician, and the Medical Director or designee. The Education/Quality Assurance Branch shall conduct at minimum, annual program audits.