

Sixth District Department of Correctional Services POLICY	Issue Date 12/5/14	Effective Date 04/01/17	Policy Number 2339-17
Subject MEALS (ANCHOR Residential)		Review Month December	Author 0253 (MST)
Rescinds 2339-14	References		

POLICY:

The ANCHOR Center provides residents with a diet which meets the recommended daily dietary allowances of the Food and Nutrition Board of the National Research Council/National Academy of Science. Staff and residents comply with regulations developed by Linn County Department of Public Health.

DEFINITION:

1. Recommended daily dietary allowances:
 - A. Meat or Protein Food Group: Seven (7) ounce equivalent servings of meat, fish, poultry, eggs, cheese;
 - B. Milk Food Group: Three (3) or more eight-ounce glasses. A portion may be used in cooking;
 - C. Fruit and Vegetable Food Group: Six (6) cups daily, with one (1) serving of which is a good source of Vitamin A, three (3) to four (4) times a week.
 - D. Grain Food Group: Ten (10) or more servings, preferably whole grain or enriched (One serving equals (1) one slice of bread or 3/4 cup dry cereal);
 - E. Limited servings of fat and discretionary calories daily.

PROCEDURE:

1. Staff ensures residents have access to three (3) meals per day:
 - A. Breakfast: 0600 – 0830 hours each day.
 - B. Lunch: 1200 – 1245 hours each day.
 - C. Dinner: 1730 – 1815 hours each day.

POLICY NUMBER 2339-17
PAGE 2 OF 2

PROCEDURE: (continued)

2. The Food Service Leader ensures the menu used and food served at mealtime are balanced and meet the recommended daily dietary allowances.
3. The Food Service Leader provides menus to a nutritionist for review and approval annually.
4. The Food Service Coordinator/Food Service Leader adjusts menus to meet dietary or religious requirements of individual residents as necessary.
5. Residents who are absent from the facility during scheduled mealtimes may, with staff permission:
 - A. Eat earlier than the scheduled mealtime;
 - B. Sign up for a sack lunch to take out of the facility, and/or sign up for a tray of food to be reserved by utilizing the Sack Lunches/Late Tray form (2339A).
7. Staff coordinates the preparation of sack lunches for all residents who have signed up on the Sack Lunches/Late Tray form. Staff ensures each sack lunch is labeled with the resident's name and contains:
 - A. Two (2) meat sandwiches with two (2) ounces of meat and one (1) slice of cheese on two (2) slices of bread;
 - B. One (1) serving of fresh fruit;
 - C. One (1) bag of potato chips;
 - D. One (1) serving of dessert.
8. The Food Service Leader or designee prepares dinner Monday through Sunday. Kitchen staff ensures meals are properly prepared under hygienic conditions, wearing hair covering. Staff supervises meal pickup, serving, cleanup and labeling/storage of leftovers.

BY ORDER OF:

Bruce Vander Sanden, Director