

Sixth District Department of Correctional Services POLICY	Issue Date 04/29/93	Effective Date 02/10/20	Policy Number 2509-20
Subject <b>MEALS</b>		Review Month December	Author 0111/0120 (SBL/CDE)
Rescinds 2509-18	References 6JDDCS Policy 2339 (ANCHOR Res'1 – Meals)		

The Lary A. Nelson, Gerald R. Hinzman Center, and HOPE House, provide 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 (these times may fluctuate and kitchen staff notifies the center when it is mealtime and okay to send residents to the meal line):
  - A. Breakfast: GRHC/LANC: 0600 – 0800 hours daily;  
HOPE House: 0600– 0800 M-F & weekends 0600– 0900
  - B. Lunch: GRHC/LANC: 1145 – 1300 hours daily  
HOPE House: 1130 – 1230 hours daily
  - C. Dinner: GRHC/LANC: 1600 – 1700 hours daily  
HOPE House: 1630 – 1745 hours daily

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**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 Leader posts weekly dinner menus for residents at least one (1) week in advance.
5. The Food Service Coordinator/Food Service Leader adjusts menus to meet dietary or religious requirements of individual residents as necessary.
6. Residents who are absent from the facility during scheduled mealtimes may, with staff permission:
  - A. Eat earlier than the scheduled mealtime;
  - B. Sign up on the Sack Lunch/Late Tray Form (1309A) for a sack lunch to take out of the facility, and/or sign up for a tray of food to be reserved.
7. Staff coordinates the preparation of sack lunches for all residents who have signed up for one on the Sack Lunch/Late Tray form, ensuring each sack lunch is labeled with the resident's name and contains:
  - A. Two (2) meat sandwich 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 and Food Service Coordinators prepares dinner Monday through Sunday. Kitchen staff ensures meals are properly prepared under hygienic conditions, wearing hair covering. Kitchen staff supervises meal cleanups and labeling/storage of leftovers.

BY ORDER OF:

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Bruce Vander Sanden, District Director