



New Hampshire Division for Children, Youth and Families Policy Manual

2383 FOOD SERVICES

Chapter: **Sununu Youth Services Center**

Section: **Food Services**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **20-17**

Effective Date: **May 2020**

References Of Note

Federal Authority: [7 CFR part 210.10](#) and [42 USC 1758](#)

Statutes: [RSA 621](#) and [RSA 621-A](#)

Administrative Rules: [Ed 1114](#)

Case Law:

This policy establishes SYSC expectations for the Food Service's Department to assure regulatory compliance.

Required Practices

Any deviations to the following information must be documented with Supervisory Approval.

- I. The SYSC Food Services Department shall adhere to local, state, and federal standards in the procurement, storage, preparation, and serving of food.
 - A. All food services staff, including youth participating in the program, shall be trained in acceptable food sanitation practices relevant to their role within the program.
 - B. The Food Services Department shall practice strict adherence to HACCP requirements and maintain a record of all food preparation instructions/recipes with the appropriate critical control points indicated.
 - C. Fresh and frozen foods, as well as dry goods shall be stored and utilized in accordance with recognized food industry standards and no chemicals shall be stored near food and/or food-related supplies.
 - D. All Daily Temperature Logs shall be maintained by the Food Services Manager for a minimum of 6 months for audit purposes.
- II. The Food Services Department shall be kept clean and sanitary at all times.
- III. A four-week cycle menu shall be used to meet the recommended nutritional guidelines of the USDA and records shall be maintained to count all meals served.
 - A. The Food Services Manager and Food Services staff shall develop, post, and substantially follow planned menus.
 - B. The flavor, texture, temperature, appearance, and palatability of all meals shall be taken into consideration in the planning and preparation of all meals.

- C. At least 3 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.
 - 1. At least 2 of these meals shall be hot.
- D. Variations may be allowed based on altered staffing demands and/or weekend/holiday food service demands, so long as basic nutritional goals are met.
- IV. Substitutions of food items may be made due to the temporary or unforeseen unavailability of a menu item. However, items with equivalent nutritional value will be substituted whenever possible.
 - A. Substitutions will be documented as required, in the production record.
- V. Substitutions around specific ingredients or portion size will not be made for the purpose of staff or individual youth preference.
- VI. Special diets/arrangements shall be provided to youth with the appropriate medical orders or Administrative approval. Special diets may be provided due to:
 - A. Dietary needs/food allergies;
 - B. Religious requirements; or
 - C. Safety precautions.
- VII. Residential Staff shall submit a SYSC Meal Pre-Authorization Form to the Food Services Department when a youth will need a meal outside the Dining Hall or while off the SYSC Campus.
 - A. Food Service Staff shall check the name on the SYSC Meal Pre-Authorization Form with the food allergy/sensitivity list and plan meals accordingly by marking the allergic youth's meal.
- VIII. The Food Services Department shall, to the maximum extent practicable, purchase domestic commodities or products for all menu items.
- IX. The SYSC is an equal opportunity provider.

Standard Operating Procedures		
SOP	Title	Applicable Disciplines
2383.1	HACCP Compliance	SYSC
2383.2	Food Storage and Quality Control	SYSC
2383.3	Sanitation	SYSC
2383.4	Menus and Special Diets	SYSC
2383.5	Procurement	SYSC

Applicable Forms	
Form	Title
2388	Kitchen Duties for Youth
2394	Damaged or Discarded Product Log
2395	Sanitation Inspection of Food Service and Storage Areas
2396	Food Temperature Log
2397	Cooling Temperature Log
2398	Wash and Rinse Temperature Log
2399	Refrigerator and Freezer Temperature Log

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

For the Purpose of this Document:

“Critical Control Points” means the points in food preparation and processing where controlling a step (such as cooking) is essential to assure food safety.

“HACCP” means Hazard Analysis and Critical Control Point, a prevention-based food safety system that identifies and monitors specific food safety hazards that can adversely affect the safety of food products.

“USDA” means the United States Department of Agriculture, the governing body for food industry standards.

Document Change Log

PD	Modification Made	Approved	Date