



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

2383.4 MENUS AND SPECIAL DIETS

Policy Directive: **20-17**

Effective Date: **May 2020**

Implements Policy: **2383**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines procedures for planning menu items to ensure youth are provided with nutritious meals and maintain compliance with 42 USC 1758.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. The Food Services Manager is responsible for planning and approving all menus.
 - A. Standardized recipes for each menu item will ensure compliance with nutritional standards and provide detailed cooking and storage procedures as indicated by HACCP.
 - B. Menus will follow a 4-week cycle based on specific menu items that meet nutritional guidelines.
 1. When planning menus, the Food Services Manager will take into account the calories, fat, and sodium of each menu item to ensure compliance with the National School Lunch Program requirements.
 2. If one menu item is substituted for another, the Food Services Manager will use an item with the same nutritional values or make other changes throughout the week to ensure compliance over the course of the week.
 3. The dietary allowance of each menu item will be reviewed at least annually to ensure compliance with nationally recommended food allowances.
 - C. There will a single menu for both staff and youth, with the exception of special therapeutic diets or arrangements to meet the needs of a specific youth.
 - D. Selection of menu items may vary according to the season of the year.
 - E. Factors such as age, geographic location, and ethnic makeup of the youth will be considered in menu planning. Observation and documentation (surveys/production records) of youth eating habits (such as frequency of consumption, plate waste, or request for foods) will also be considered during menu planning.

- II. Special therapeutic diets or arrangements (food allergies, finger foods, utensil restrictions, etc.) and/or dietary considerations based on religion will be ordered as outlined below using a Medical Memo (Form 2269), which will be submitted to the Food Services Manager or designee.
 - A. The diet must be specific and include the name of the person authorizing the diet and the date(s) the diet will be in effect.
 - 1. The Physician, Physician's Assistant, or Advanced Registered Nurse Practitioner (ARNP) may order therapeutic diets. Orders may be given verbally to the Nurse, but must be co-signed during the ordering provider's next visit to the facility.
 - 2. The SYSC Chaplin or SYSC Administrator (or designee) may approve religious menus.
 - 3. The Supervisor On-Duty (or designee) may approve special diets or arrangements/restrictions for youth in the Crisis Stabilization Unit (CSU). This may include the restriction of utensils, if the youth is determined to be at risk of self-harm.
 - (a) Finger foods of comparable nutritional value will be provided when there is a restriction of utensils.
 - B. The diet and any arrangements/restrictions indicated must be followed accordingly until the prescribing party indicates the special diet/arrangements may end.
 - C. Special diets, along with any arrangements/restrictions, are documented in the youth's record and are also maintained within the kitchen department for quick reference.
 - D. The SYSC Administrator or designee will resolve any conflicts between youth and their families regarding religious diets.
- III. The Medical Department will maintain a small supply of food for youth who are recovering from illness in the Infirmary.
 - A. Appropriate foods may include, but are not limited to, crackers, ginger ale, and single-serving soups.
 - B. The Medical Department will arrange with the Kitchen for the delivery of more substantial meals as needed.
- IV. Residential Staff will arrange for youth on sick status who are recovering from their illnesses in their rooms to be served a health-appropriate meal in the multipurpose room of their residential unit.

- A. Non-contagious youth may eat in the Dining Hall, separate from other youth and staff, when appropriate, as determined by medical staff.

Applicable Forms	
2269	Medical Memo

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:

“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