



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

DCYF Standard Operating Procedure

2383.5 PROCUREMENT

Policy Directive: **20-17**

Effective Date: **May 2020**

Implements Policy: **2383**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the process of purchasing food items to be served by the SYSC Food Services Department in compliance with 7 CFR part 210.

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 will coordinate with vendors to ensure the procurement of food items (fluid milk, fruit, grains, meat/meat alternatives, and vegetables) that comply with Buy American (7 CFR part 210).
 - A. Foods that are unprocessed must be domestic, meaning the food item was grown or raised in the United States.
 - B. Foods that are processed must be processed within the United States using agricultural food components that are comprised of at least 51% domestically grown items (by weight or volume).
 1. The exceptions is when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality.
- II. All food items will be verified as having been produced in the United States as outlined above upon their arrival at the Food Services Department.
- III. The Food Services Manager will consult with the business office and SYSC Administrator to specify the food service budgeting, purchasing, and accounting practices, including but not limited to the following systems:
 - A. Food expenditure cost accounting designed to determine cost per meal per youth;
 - B. Estimation of food service requirements;
 - C. Purchase of supplies, utilizing state contracts when possible, at wholesale and other favorable price conditions; and
 - D. Consideration of and responsiveness to youth eating preferences.

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

Document Change Log

PD	Modification Made	Approved	Date
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