

## 2384 FOOD SERVICES OUTSIDE NORMAL HOURS

Chapter: **Sununu Youth Services Center**

Section: **Food Services**



New Hampshire Division for Children, Youth and Families Policy Manual  
Policy Directive: Approved:

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Related Statute(s): [RSA 621](#), and [RSA 621-A](#)

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s): **SYSC Meal Pre-authorization Form**

Bridges' Screen(s) and Attachment(s):

Unless otherwise provided, all residents of the SYSC shall eat meals with their residential units in the Dining Hall. The Kitchen at SYSC shall also provide residents with an evening snack to be eaten in the residential units. Residents who are unable to eat meals during normal Dining Hall hours shall be provided meals, as appropriate.

### Purpose

The purpose of this policy is to establish food services for residents outside normal Dining Hall hours.

### Policy

- I. Residents on Restriction: A resident on restriction shall eat in the Dining Hall unless he/she is actively out of control. Residential staff shall have discretion about where the resident should sit: either with his/her unit or separately with residential staff. There shall not be a "restriction table."
  - A. A resident whose current behavior renders it impossible for him or her to go to the Dining Hall for a regular meal shall not be served a meal until the resident is under control. Staff shall arrange with the Kitchen for a bagged meal to be provided to the resident when it is safe to do so. This off-hours meal shall be eaten in the multipurpose room of the residential building.
- II. Residents Admitted to SYSC Outside of Dining Hours: The Medical Department is authorized and responsible for providing food to an infirmed or newly admitted resident without prior written authorization. As part of the medical admissions process, the Medical Department shall determine if the resident needs to be fed, and if the resident has any food allergies. The Medical Department shall maintain a small supply of food for residents who are admitted to SYSC and need to be fed when the Kitchen is not open (off the meal schedule). Food shall include peanut butter, jelly, fluff, and wrapped desserts.
- III. SYSC Meal Pre-authorization Form: All residents receiving meals outside of the dining hall during normal dining hall hours must have the SYSC Meal Pre-authorization Form completed by the appropriate staff on duty. Unless a resident meet the criteria as stated in "section II" of this policy, no exceptions shall be made with regard to allowing a resident to eat outside of the dining hall unless they are accompanied by an SYSC Meal Pre-authorization Form, to include "section I" of this policy.
- IV. Food in the Residential Units: In order to control pest and vermin infestation the following will be adhered to:

- A. There shall be no food in resident bedrooms.
  - B. Evening snacks shall be served in the residential units.
  - C. With permission of the Unit Manager and the Bureau Chief of Residential Services, or designee, a unit or building may have food other than snacks prepared by the Kitchen on special occasions. Such food shall be served only in the multipurpose room.
  - D. Residents on sick status who are not in the Infirmary at dinnertime may be served their meals in the multipurpose room of their building. The Medical Department shall coordinate with the Kitchen to arrange for these meals.
  - E. A resident whose behavior causes him/her to miss a regularly scheduled meal in the Dining Hall may be served a bagged meal prepared by the Kitchen in the multipurpose room of his/her building once the staff determines that the resident has regained sufficient control for food to be provided.
- V. Snacks: The Kitchen shall provide an evening snack for the residents of SYSC each day, to be prepared in the Kitchen and served in the units at 7:00 PM. Snacks shall not need refrigeration or utensils. They will customarily be fruit or some individual-serving food item. Water shall be served with the snack. The following shall occur:
- A. Each day, Unit Managers shall provide the Kitchen with the resident count for the purpose of preparing an appropriate number of snacks.
  - B. Residential staff shall pick up that day's snacks as they leave the Dining Hall after dinner.
  - C. Snacks may be served in each residential unit.
  - D. Care shall be taken to avoid spills. Spills that occur shall be cleaned up immediately, and Maintenance shall be notified immediately to provide cleaning assistance.
- VI. Trips Off-Campus/Court and Field Trips: The Admissions Unit shall have and maintain an under-counter refrigerator to provide safe storage for bag lunches for residents going out to court, interviews, field trips, school, or other off-campus activities. The following shall be adhered to:
- A. When a resident is scheduled for a court appearance, residential staff shall call the Kitchen and request that a bag lunch be prepared.
  - B. The staff supervising each field trip shall notify the Kitchen that a specific number of bag lunches are to be prepared.
  - C. The Kitchen shall be given 24 hours notice to prepare bagged to-go lunches.
  - D. The Kitchen shall deliver these bagged meals to the Admissions Unit.
  - E. When a resident returns to SYSC after dinner has been served, and the resident needs to be fed, the Medical Department will provide them with adequate food.
- VII. Food As Discipline Prohibited: At no time will food be used as a discipline.