

3420-D1

Food Service

Policy

The Juvenile Services Center (JSC) will meet the standards for food service as determined by the Department of Corrections Minnesota Rules. All residents of the JSC will be served three (3) nutritionally balanced meals at regular meal times daily. Within a twenty-four (24) hour period, at least one (1) of the residents' meals will be served hot. There will be no more than fourteen (14) hours between the evening and breakfast meal.

Purpose

To meet the basic need for food service for detained youth within the JSC. The JSC Riverside school, part of District 917, will participate in the Minnesota Free School Meal Program as outlined in MN Statute 124D.111, Subdivision 1.

Definitions

Kitchen Worker Program residents who clean up after the meal service.

Procedural Guidelines

- A. The JSC will piggy-back onto the existing contract between selected food vendor and the Law Enforcement Center (LEC) wherein the food vendor provides for the delivery or catering of food for the JSC residents.
- B. JSC staff will serve the meals to the residents in a safe and sanitary manner. Meals served to a JSC resident are not withdrawn from that resident unless there is a safety/security concern, i.e., food to be thrown at another person and/or dishes or utensils to be used as weapons.
- C. JSC staff will supervise Kitchen Workers during clean up.
- D. A resident's kitchen duties would include setting up food and supplies for breakfast, washing dishes, cleaning floors, putting dishes away, and cleaning the kitchen space after all meals.
- E. Food vendor staff are trained in food service operations and will prepare meals that are nutritionally adequate, palatable, of adequate quantity and variety, served at appropriate temperatures, and prepared in a manner that prevents food-borne illness.

- F. The food vendor complies with the Minnesota Department of Health regarding its food handling practices.
- G. The food vendor will plan a four-week menu. JSC staff will post the menu in the kitchen of the JSC. This menu will have been reviewed by the food vendor nutritionist and will be reviewed at least annually.
- H. The food vendor contract for services to the JSC accounts for individual costs per meal per resident. JSC administrative staff, in conjunction with the designated food vendor, will budget, purchase, and account for food services, including estimating advance food service requirements, residents' eating habits and waste, storage and/or refrigeration needs of food, and any other administrative function necessary.
- I. No JSC resident is charged for the cost of meals or snacks while a resident of the JSC. The JSC does not use a debt collections agency as no one is charged for meals or snacks.
- J. If a resident has a civil rights complaint regarding their participation in the school nutrition program, they may send a complaint to: USDA, Director, Office of Civil Rights, 1400 Independence Ave. SW, Washington DC, 20250-9410, (800) 795-3272, or (202) 720-6382, or to: USDA, Regional Director/EEO, 77 W. Jackson Blvd., FL 20, Chicago, IL 60604-3591, or call (312) 353-3353.
- K. The JSC has a grievance policy ([3440-11 Grievance](#)) in the event that a resident, their parent(s)/legal guardian(s) believes that they have been discriminated against, or had their rights violated.
- L. If the complaint is verbal and the person is not inclined to put the allegation in writing, the JS staff to whom the complaint was made must write up the elements of the complaint on behalf of the complainant.
- M. UNDER NO CIRCUMSTANCES WILL FOOD BE WITHHELD FROM A RESIDENT AS PUNISHMENT.
- N. Variations to this policy may occur on weekends and holidays, however, the basic nutritional goals must be met.
- O. All day treatment students of New Chance will be offered breakfast and served lunch each day of programming at no cost to them. These youth are all registered for school in ISD 917. Those students who are determined eligible for free and reduced-price lunch are always served a reimbursable meal.

Authority/Reference

Authority for this policy resides in the statutory duty of the County Administrator

(M.S. 375A.06) or designee, the Director of the Community Corrections Department, who is required to comply with County policies, meet statutory requirements and abide by State mandates.

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JDAI Environmental Issues

MN Statute 124D.111, Subdivision 1

Approval

As approved by

Suwana F. Kirkland
Community Corrections Director

Distribution

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Date Information

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10/23/2017 – Approved by Brian K. Kopperud, Community Corrections Director

01/30/2002 – Approved by Barbara J. Illsley, Community Corrections Director

07/01/1998 – Approved by Timothy B. Walsh, Director, Juvenile Services Center and Mark Carey, Community Corrections Director