

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-500.1

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SUBJECT: FOOD SERVICE PLAN

POLICY

Juvenile Detention Services has developed a written food service plan that should comply with the applicable California Retail Food Code (Cal Code CA Health & Safety Code, Division 104, Part 7, Chapter 1-13, Section 113700. In facilities with an average daily population of 50 or more, there shall be employed or available, a trained experienced food service manager or designee to prepare a complete written food service plan. In facilities of less than an average daily population of 50, that does not employ or have a food services manager available, the facility manager shall prepare a complete written food service plan. The plan shall include, but not limited to the following policies and procedures: menu planning, purchasing, food storage and inventory control, food preparation, food service, transporting food, orientation and on-going training, personnel supervision, emergency feeding plan, waste management, maintenance repair, hazard analysis critical control point plan and provision for maintaining three days of meals for testing in the event of food-borne illness.

PROCEDURES

A. Frequency of Meals

Meals shall be served at least three times in any 24-hour period. At least one of these meals should include hot food. Food shall be offered to youth at the time of initial intake: shall be served to youth if more than 14-hours pass between meals; and shall be served to youth on medical diets as prescribed by the attending physician. A snack shall be provided to all youth between 2 to 4 hours after the dinner meal is served.

A minimum of twenty minutes shall be allowed for the actual consumption of each meal except for those youth on medical diets where the responsible physician has prescribed additional time.

Provisions shall be made for youth who may miss a regularly scheduled facility meal. They shall be provided with a substitute meal and beverage and youth on medical diets shall be provided with their prescribed meal.

1. Meals will be served at:

Breakfast (hot)	6:45am
Lunch (hot)	12:55pm
Dinner (hot)	5:15pm
2. On weekends, youth may receive a cold breakfast.
3. Youth will be offered supplemental food at the time of intake; also, if a youth misses a meal, unit staff are to contact the kitchen personnel for an appropriate meal. If kitchen personnel are not available the Duty Officer will be contacted and he/she will use the resources available to provide a meal for the youth, which may include a sack meal. The institution shall keep extra sack lunches in the Kitchen.
4. All youth are to be offered dry cereal with milk, if any youth requests additional food provided the youth has first eaten all of his/her regularly issued food for that particular meal.
5. If a youth is prescribed a special medical diet, the kitchen personnel will make the prescribed diet according to the medical guidelines, label the tray with the youth's name and unit and send the diet tray to the appropriate unit in which the youth is housed. When a physician has prescribed additional time for meal consumption unit staff will ensure the additional time is allowed.
6. Nutritious snacks are provided each evening at approximately 7:15pm.

B. Minimum Diet

Facility meals are based on nutritional standards which may include the Federal Child Nutrition Meal Program. The minimum diet provided shall be based upon the nutritional and caloric requirements found in the; 2011 Dietary Reference Intakes (DRI) of the Food and Nutrition Board, Institute of Medicine of the National Academies; the 2020-2025 California Food Guide, Enhanced Food Base Plan menu option for the National School Lunch program and the 2020 Dietary Guidelines for Americans. Facilities shall have a written process for how vegetarian or began diets may be requested and granted or denied. Religious diets, and when provided, vegetarian or vegan diets, must conform to these nutritional standards.

The nutritional requirements for the minimum diet are specific in the following subsections. Snack may be included as part of the minimum diet. A wide variety of foods shall be served, and spices should be used to improve the taste and eye appeal of food served.

1. All menus are based on the above guidelines to ensure well rounded meals with a variety of foods.

2. The menus are on a four-week cycle. All menus are reviewed annually by a registered dietitian to ensure serving the correct portion size, caloric count and correct types of foods outlined in Title 15, section 1461.
3. Recommended daily caloric allowance for both females and males shall be a minimum of 2500 calories not exceed 3000. Calorie increase with the exception of a medical diet may occur as collaboratively determined by the facility manager, dietician, food service manager and physician.
4. Providing only the minimum servings outlined earlier is not sufficient to meet the youths' caloric requirements. Based on activity levels, additional servings from dairy, vegetable-fruit, and bread-cereal groups shall be provided in amounts to meet caloric requirements.
5. In keeping with chronic disease prevention goals, total dietary saturated fat shall not exceed 10 percent of total calories on a weekly basis. Facility dietitians shall consider the recommendations and intent of the USDA Dietary guidelines of Americans of reducing overall added sugar and sodium levels. Herbs and spices may be used to improve the taste and eye appeal of food served.
6. Youths are served a nutritional snack daily which is not included in the caloric count for the meals served.
7. Pregnant youth shall be provided with a diet as approved by a doctor in accordance with Penal Code Section 6030(e) and a supplemental snack, if medically indicated.
8. Vegetarian diets in most circumstance will not be provided; if provided, the vegetarian meal will meet the nutritional guidelines set forth.
9. In addition to providing a balanced diet, provisions for a special religious diet shall be made. Food will be offered in a broad range to provide minimum nutritional needs without the consumption of prohibited foods.

C. Medical Diet

Only an attending physician can prescribe a medical diet. The medical diet utilized by a facility shall be planned, prepared and served with consultations of a registered dietitian. The facility manager shall comply with any medical diet prescribed for a youth. Diet orders shall be maintained on file for at least one year.

The Assistant Deputy Chief Probation Officer, as the School Nutrition Program Director (SNPD), and responsible physician shall ensure that the medical diet manual, with sample menus for medical diets, shall be available in both the medical unit and the food service office for reference and information. A registered dietitian

shall review, and the responsible physician shall approve the diet manual on an annual basis.

1. If a youth is ill or has a medical condition that justifies a medical diet, it is ordered by the attending physician. The medical staff will notify the kitchen in writing of the youth's name, housing unit, and type of diet ordered. Medical staff will keep a permanent therapeutic diet log in the youth's file.
2. The kitchen personnel shall refer to the medical diet manual and determine a diet which is appropriate for the youth's diet type. The kitchen personnel will prepare the diet and place the meal on a special tray with the youth's name and housing unit for distribution to the unit.
3. The medical diet tray will be sent down at regular mealtimes unless the orders specify a different time.
4. The kitchen personnel will document on the Restricted Diet Log the date, specific food item and which meal was served. The unit staff will check the tray with the youth's name to assure the correct diet is given to the youth.

D. Procurement and compliance with Buy American Provision

1. Domestic commodities or products, to the maximum extent practical will be purchased as specified in 7 CFR 210.21(d), 220, and 220.15(d). When contracting with a vendor, the department will ensure that this provision is made as a requirement in the vendor contract, for it to be considered.
2. The Assistant Deputy Chief Probation Officer as the Food Service Director (FSD) will ensure that the solicitation and contract language include the requirement for domestic agricultural commodities and products and retain records documenting any exceptions in advance of accepting deliveries.
3. The Food Service Director will ensure the following:
 - a. Including the Buy American Provision in bid specifications, Request for Proposals (RFPs), contracts, purchase orders, and other procurement documents issued.
 - b. Monitoring the contract to ensure that the domestic products solicited for are the ones that are received.
 - c. Requiring vendor to provide certification of domestic origin for all food products, from bids and proposals through receipts and invoices.
 - d. Conducting quarterly reviews on storage facilities to ensure the domestic products received are the ones solicited for and awarded.

4. Exceptions to the Buy American Provision should be used as a last resort and are only allowable for one of the two exceptions:
 - a. The product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality.
 - b. Competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product.
5. The vendor will document exceptions to the Buy American Provision requirement prior to accepting each and every nondomestic agricultural commodity or product. This documentation must be on file for at least three years including the current school year, or until the next California Department of Education (CDE) review and must be made available during an on-site administrative review, and an off-site procurement review.
6. The document exception will include the following:
 - a. A description of the nondomestic item.
 - b. Alternative domestic commodities or products that the vendor offered and the reason why they were not substituted for the nondomestic item.
 - c. A synopsis of what third-party verification was done by the vendor to determine cost and availability.
 - d. Documentation by the vendor outlining the price of both domestic and non-domestic commodities or products or lack of availability to justify the exception.
 - e. The dates that the vendor informed the FSD of the nondomestic commodity or product, the date the FSD agreed to accept this food item in advance of delivery, and the date the commodity or product was received by the FSD.

E. Menus

Menus shall be planned at least one month in advance. Menus shall be planned to provide a variety of foods considering the cultural and ethnic makeup of the facility, thus, preventing repetitive meals. Menus shall be planned in accordance with the new food-based meal pattern specified in 7 CFR 210.10(c) for the National School Lunch Program and 7 CFR 220.10(c) for the School Breakfast Program. Menus shall be approved by a registered dietitian before being used.

If any meal served varies from the planned menu, the change shall be noted in writing to the SNDP.

Menus, as planned and including changes, shall be retained for three years and evaluated by a registered dietitian at least annually.

1. All menus are on a four-week cycle. This helps eliminate repeating meals and assures a wide variety of foods for both cultural and ethnic background.
2. The kitchen personnel uses standardized recipes to ensure the correct ingredients are used along with directions on how to cook the meals. This procedure assures that we are in compliance with regulations set forth by the State of California Hot Lunch Program and Title 15.
3. In the event a scheduled food is not available the kitchen personnel are instructed to make substitutions with a like food item (i.e. – fresh, canned or dried fruit for fresh, canned, or dried fruit, 100% juice for 100% juice, whole grains for whole grains, red/orange vegetable for red/orange vegetable, protein for protein, vitamin A for vitamin A, etc.).
4. The kitchen personnel will ensure the correct products will be purchased and served in accordance with the planned menus and meal pattern requirements, including the whole grain rich requirement.
5. Specific measurements for portion control are listed on the menu. The kitchen personnel are directed to serve the correct amounts every time to ensure all youth are receiving the correct amount of food according to the RDA.
6. The kitchen personnel are to document any menu changes on the substitution log. This report is kept for at least five years.
7. All menus and changes are approved by a registered dietitian annually for accuracy and to ensure a variety and well-balanced menu is served.
8. Current menus are posted in each of the living units.

E. Food Handlers Education and Monitoring

The SNDP, in cooperation with the School Nutrition Program Manager (SNPM), shall develop and implement written policies and procedures to ensure that supervisory staff and food handlers receive ongoing training in safe food handling techniques, including personal hygiene, in accordance with Section 113947 of the Health and Safety Code, Division 104, Part, Chapter 1-13. Section 113700 et seq. California Retail Food Code (Cal Code) CA. The procedures shall include

provisions for monitoring compliance that ensure appropriate food handling and personal hygiene requirements.

1. The lead food service personnel are trained and certified by the ServSafe program (a copy will be located in the kitchen staff room). Additional training is provided by the Food Service Director including but not limited to, hygiene, grooming and work habits.
2. Upon assignment to the kitchen at the facility, all staff are given an eight (8) hour orientation training program, along with 40 hours of training in the kitchen. This program will include food safety, kitchen policies and procedure, security policies and procedures and administration policies.
3. Gloves shall be worn when contacting food and food-contact surfaces if the employee has any cuts or sores, rashes, artificial nails, nail polish, rings (other than plain ring, such as a wedding band), un-cleanable orthopedic support devices, or fingernails are not clean, smooth or neatly trimmed.
4. Whenever gloves are worn, they shall be changed, replaced or washed as often as hand washing is required.
5. If used, single gloves shall be used only for one task, such as working with ready-to-eat-food or with raw food of animal origin, used for no other purpose, and shall be discarded when damaged or soiled, or when interruptions in the food handling occur.
6. Except as specified in subdivision (e) slash-resistant gloves are used to protect the hands during operations requiring cutting shall be used to protect hands during operations requiring cutting shall be used only with food that is subsequently cooked to specify in Section 114004, such as frozen food or primal cut of meat.
7. Slash-resistant gloves may be used with ready-to-eat food that will not be subsequently cooked if the slash-resistant gloves have a smooth, durable and nonabsorbent outer surface or if the slash resistant gloves are covered with a smooth, durable, nonabsorbent glove or single-use glove.
8. Cloth gloves may not be used in direct contact with food unless the food is subsequently cooked.
9. Food employees shall minimize bare hand and arm contact with non-prepackaged food that is in a ready-to-eat form.
10. Food employee shall use the utensils, including scoops, forks, tongs, paper wrappers, gloves or other implements, to assemble ready-to-eat food or place ready-to-eat food on tableware or in other containers. However, food

employees may assemble or place on tableware or in other containers ready-to-eat food in a approved food preparation area without using utensils if hands are cleaned in accordance to Section 113953.3.

11. Food has been served to the consumer and then wrapped or prepackaged at the direction of the consumer shall be handled only with utensils. These utensils shall be properly sanitized before re-use.
12. All kitchen personnel shall thoroughly wash their hands and that portion, if any of the arms exposed to direct food contact with cleanser and warm water by vigorously rubbing together the surfaces of their lathered hands and arms for at least 10 to 15 seconds and thoroughly rinsing with clean running water followed by drying of cleaned hands and that portion, if any, of their arms exposed. Employees shall pay particular attention to the areas underneath the fingernails and between the fingers. Employees shall wash their hands in all the following situations:
 - a. Immediately before engaging in food preparation; including working with non-prepackaged food, clean equipment and utensils and unwrapped single-use food containers and utensils.
 - b. After touching bare human body parts other than clean hands and clean, exposed portions of arms.
 - c. After using the toilet room.
 - d. After caring for or handling any animal allowed in a food facility pursuant to this part.
 - e. After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating or drinking.
 - f. After handling soiled equipment or utensils.
 - g. During food preparation, as often as necessary to remove soil and contamination when changing tasks.
 - h. When switching between working with food.
 - i. Before donning gloves for working with food.
 - j. Before dispensing or serving food or handling clean tableware and serving utensils in the food service area.
 - k. After engaging in other activities that contaminate the hands.

F. Food Service and Supervision

Policies and procedures shall be developed and implemented to ensure that appropriate work assignments are made and food handlers are adequately supervised. Food shall be prepared and served only under the immediate supervision of a staff member.

1. All raw materials required for the food preparation process are ordered by kitchen staff

2. Products are cooked to a core temperature of at least 185 F. Cooking is closely monitored and detailed logs are kept of the entire process including continuous temperature logs. Logs are reviewed by a Food Service Director daily. The temperatures are recorded on the transport log and retained for five years.
3. Upon completion of the cooking process the product is pumped into plastic sleeves and self-adhesive labels are placed on all containers of food prior to chilling indicating the date of production and use by date in accordance with applicable standards. The sleeves are then placed into a “tumbler chiller” for rapid cooling within 30 minutes of the end of cooking.
4. The product is chilled to 30-32 F within a further period of 90 minutes. Final temperature is logged. The product is next moved to the “food bank” and stored and maintained at or less 30-32 F until such time as it is to be placed in trays. Food bank temperatures are logged.
5. Trays will be produced based upon the counts/requirements provided by San Joaquin Probation Department Juvenile Detention Services.
6. Food temperatures are recorded at the beginning and end of the tray process as well as every 30 minutes during the process.
7. Refrigerated storage will be monitored and logged at least twice daily.
8. Meals will be signed for by officers who pick up the meals from the kitchen and disburse to youth.
9. At the end of the meal serving period, officers will be responsible for retrieving all serving trays and returning them to the kitchen.
10. Kitchen personnel are under the supervision of the Food Service Director staff. The Food Service Director will complete annual staff evaluations.
11. If the food being served is not within correct temperatures using the California Retail Food Code (Cal Code) CA Health & Safety Code, Division 104, Part 7, Chapter 1-14, Section 113700 et seq. guidelines; the food will be reheated and served within the requirements of California Retail Food Code (Cal Code) CA Health & Safety Code, Division 104, Part 7, Chapter 1-13, Section 113700 et seq guidelines.
12. Cold food items are stored in the kitchen walk-in cooler. These areas are monitored daily to ensure the correct temperature is regulated for these areas. Inventory is completed weekly by kitchen personnel on all food items.

G. Kitchen Facilities, Sanitation and Food Storage

Kitchen facilities, sanitation, and food preparation, service, and storage shall comply with standards set forth in Health and Safety Code, Division 104, Part 7, Chapter 1-13, Sections 113700 et seq. California Retail Food Code (Cal Code) CA.

1. In facilities where youth prepare meals for self-consumption or where frozen meals or pre-prepared food from other permitted food facilities (see Health and Safety Code Section 114381) are reheated and served, the following applicable Cal Code standards may be waived by the local health officer:
 - a. H & S Section 114130-114141
 - b. H & S Section 114099.6, 114095 – 114099.5, 114101 – 114109, 114123, and 11412
 - c. H & S Section 114149 – 114149.3 except that, regardless of such a waiver, the facility shall provide mechanical ventilation sufficient to remove gases, odors, steam, heat, grease, vapors and smoke from the kitchen.
 - d. H & S Section 114268 – 114269
 - e. H & S Section 114279 - 114282
2. Equipment Standards - All new replacement food-related and utensil-related equipment is certified or classified for sanitation by an American Nation Standards Institute (ANSI) accredited certification program. In the absence of an applicable ANSI sanitation certification, food-related and utensil-related equipment shall be approved by the kitchen personnel.
3. Cleaning and Sanitizing of Utensils and Equipment – All utensils and equipment is scraped, cleaned and sanitized as follows. Machine washing of utensils using hot water rinse will meet or be equivalent to sanitation standards. The machine is installed, operated and approved by the Environmental Health Department. Chemicals are checked daily for sufficient supply and a surplus supply is stored in the janitorial room.
4. Floors – The floors in the Main Kitchen area, food storage area, Freezer, Walk-in Cooler are smooth and of durable construction and nonabsorbent material that is easily cleaned. The floors in the Main Kitchen and food storage areas are cleaned daily by the kitchen personnel. The floors are to be stripped and cleaned by the janitorial staff twice per year. The kitchen supervisor will be responsible to ensure the cleaning is properly completed.
5. Stainless Steel Walls and Equipment - The stainless-steel walls, counters and equipment will be cleaned by the janitorial staff twice per year. The kitchen supervisor will be responsible to ensure the cleaning is properly completed.

6. Waste Management - The waste is collected from each unit and disposed of in large trash dumpsters daily by kitchen personnel. The dumpsters are located in an area outside the kitchen and are collected daily.
7. Maintenance Repair - The Detention facility has a permanent full-time maintenance worker assigned to the facility. In the event a maintenance problem occurs, the kitchen staff will contact the Duty Officer to inform him/her of the problem. If the maintenance person is not available, the Duty Officer will be contacted and they will contact the appropriate agency for the repair to be made.
8. The Detention Facility is inspected annually by the local health department officer. A monthly inspection will be conducted by the Juvenile Detention Facility Supervisor (JDVS) and the kitchen inspection checklist will be forwarded to the ADCPO and kitchen supervisor.
9. All equipment including tables sinks, meat slicer, mixers, food grinders are cleaned and sanitized after each use and when needed.
10. This facility follows all sanitation, food preparation and storage of food products set forth by the Health & Safety Code, Division 104, Part 7, Chapter 1-13, Section 113700 et seq California Retail Food Code (Cal Code) CA guidelines.
11. The facility maintains a 3-day supply of A Pack Ready Meals and bottled water for all youth and staff at the facility in case of an emergency where food cannot be transported into the facility. The A Pack Ready Meals are stored in a cool dry place within the facility. Emergency food expiration dates shall be reviewed monthly by the JDVS and recorded on the monthly kitchen inspection checklist.

H. Meal Count/Collection

San Joaquin County Juvenile Detention Facility is required to maintain written meal count and collection procedures that are approved by the National School Lunch Program - Nutrition Services Division (NSD). The San Joaquin Juvenile Detention Facility meals are prepared onsite by a contracted vendor. All detained youth are under the care and custody of the Court and are eligible for full NSLP benefits. Therefore, daily rosters are not coded for meal reimbursement eligibility. The San Joaquin County Juvenile Detention Facility has a “serve” program and not an “offer” or “family style meal” program and all meals are proportioned by our dietitian.

1. Meal Counts

- a. Prior to each meal, the Juvenile Detention Unit Supervisor (JDUS) and/or acting JDUS assigned to each living unit and the Camp will

obtain an accurate count of all youth on the Unit and review the medical log for any special or medical diets.

- b. At the beginning of each meal (point of service), the unit JDUS/JDO will scan the youth's wristbands. The JDUS will track meals on Guardian RFID Spartan.
- c. The number of staff meals consumed for staff that are being held over for an additional shift will be entered in the appropriate space and the assigned JDUS will print their name and initial to verify that the numbers are correct.

2. Intake Ordering

At 3:00 a.m., 10:00 a.m., and 2:00 p.m., Intake staff will contact each unit to obtain their regular meal, special diet, and milk selection. Intake staff will document all unit numbers on the Intake Daily Meal Count Form (Attachment A). For special diets, intake staff will document the youth's name and his/her special diet. Staff will also document all staff meals.

3. Reports and Internal Controls

- a. The Detention Office Assistant Specialist (OAS) will review the Guardian RFID system daily to confirm the number of meals ordered are reflective of the population counts on the Daily Shift Report.
- b. The OAS will run the Guardian RFID meal count Activity Report monthly and forward the report to the Fiscal Unit. The Fiscal Unit will process and complete all claims to the NSLP.
- c. San Joaquin Juvenile Detention Staff training occurs annually. Staff are also required to review and sign that they understand and have read the policy manual on an annual basis.

Legal Unit Daily Meal Count Form

Date: _____

Unit: _____

BREAKFAST			
	Total Meals Received		Nonfat Flavored ~ Total Served
-	Regular Meals Refused (subtract)		1% Unflavored ~ Total Served
=	Subtotal		Extra Cereal ~ Total Served
+	Special Diets (add)		
=	Total Reimbursable Meals		
Youth Name: _____			
Type of Special Diet: _____			
	Staff Meals	JDUS: _____	
Please Print & Initial			
LUNCH			
	Total Meals Received		Nonfat Flavored ~ Total Served
-	Regular Meals Refused (subtract)		1% Unflavored ~ Total Served
=	Subtotal		Extra Cereal ~ Total Served
+	Special Diets (add)		
=	Total Reimbursable Meals		
Youth Name: _____			
Type of Special Diet: _____			
	Staff Meals	JDUS: _____	
Please Print & Initial			
DINNER			
	Total Meals Received		Nonfat Flavored ~ Total Served
-	Regular Meals Refused (subtract)		1% Unflavored ~ Total Served
=	Subtotal		Extra Cereal ~ Total Served
+	Special Diets (add)		
=	Total Reimbursable Meals		
Youth Name: _____			
Type of Special Diet: _____			
	Staff Meals	JDUS: _____	
Please Print & Initial			

**This form must be filled in at the end of each meal and forwarded to the Duty Officer. The Duty Officer will forward the form to the Office Assistant Specialist in the night paperwork packet

Attachment A

Intake Daily Meal Count Form

DATE: _____

	<u>Breakfast JDUS</u>	<u>Lunch JDUS</u>	<u>Dinner JDUS</u>
Unit 1	_____ Regular Youth Meals Ordered _____ Non-fat Flavored	_____ Regular Youth Meals Ordered _____ Non-fat Flavored	_____ Regular Youth Meals Ordered _____ Non-fat Flavored
	+ _____ Special Diets Ordered _____ 1% unflavored	+ _____ Special Diets Ordered _____ 1% unflavored	+ _____ Special Diets Ordered _____ 1% unflavored
	_____ Total Meals Ordered _____ Staff Meals	_____ Total Meals Ordered _____ Staff Meals	_____ Total Meals Ordered _____ Staff Meals
	_____	_____	_____
Unit 2	_____ Regular Youth Meals Ordered _____ Non-fat Flavored	_____ Regular Youth Meals Ordered _____ Non-fat Flavored	_____ Regular Youth Meals Ordered _____ Non-fat Flavored
	+ _____ Special Diets Ordered _____ 1% unflavored	+ _____ Special Diets Ordered _____ 1% unflavored	+ _____ Special Diets Ordered _____ 1% unflavored
	_____ Total Meals Ordered _____ Staff Meals	_____ Total Meals Ordered _____ Staff Meals	_____ Total Meals Ordered _____ Staff Meals
	_____	_____	_____
Unit 3	_____ Regular Youth Meals Ordered _____ Non-fat Flavored	_____ Regular Youth Meals Ordered _____ Non-fat Flavored	_____ Regular Youth Meals Ordered _____ Non-fat Flavored
	+ _____ Special Diets Ordered _____ 1% unflavored	+ _____ Special Diets Ordered _____ 1% unflavored	+ _____ Special Diets Ordered _____ 1% unflavored
	_____ Total Meals Ordered _____ Staff Meals	_____ Total Meals Ordered _____ Staff Meals	_____ Total Meals Ordered _____ Staff Meals
	_____	_____	_____
Unit 4	_____ Regular Youth Meals Ordered _____ Non-fat Flavored	_____ Regular Youth Meals Ordered _____ Non-fat Flavored	_____ Regular Youth Meals Ordered _____ Non-fat Flavored
	+ _____ Special Diets Ordered _____ 1% unflavored	+ _____ Special Diets Ordered _____ 1% unflavored	+ _____ Special Diets Ordered _____ 1% unflavored
	_____ Total Meals Ordered _____ Staff Meals	_____ Total Meals Ordered _____ Staff Meals	_____ Total Meals Ordered _____ Staff Meals
	_____	_____	_____

Attachment B

Intake Daily Meal Count Form

DATE: _____

	Breakfast JDUS	Lunch JDUS	Dinner JDUS
Unit 1	Regular Youth Meals Ordered _____	Regular Youth Meals Ordered _____	Regular Youth Meals Ordered _____
	Special Diets Ordered _____	Special Diets Ordered _____	Special Diets Ordered _____
	Total Meals Ordered _____	Total Meals Ordered _____	Total Meals Ordered _____
	Non-fat Flavored _____	Non-fat Flavored _____	Non-fat Flavored _____
	1% unflavored _____	1% unflavored _____	1% unflavored _____
	Staff Meals _____	Staff Meals _____	Staff Meals _____
Unit 2	Regular Youth Meals Ordered _____	Regular Youth Meals Ordered _____	Regular Youth Meals Ordered _____
	Special Diets Ordered _____	Special Diets Ordered _____	Special Diets Ordered _____
	Total Meals Ordered _____	Total Meals Ordered _____	Total Meals Ordered _____
	Non-fat Flavored _____	Non-fat Flavored _____	Non-fat Flavored _____
	1% unflavored _____	1% unflavored _____	1% unflavored _____
	Staff Meals _____	Staff Meals _____	Staff Meals _____
Unit 3	Regular Youth Meals Ordered _____	Regular Youth Meals Ordered _____	Regular Youth Meals Ordered _____
	Special Diets Ordered _____	Special Diets Ordered _____	Special Diets Ordered _____
	Total Meals Ordered _____	Total Meals Ordered _____	Total Meals Ordered _____
	Non-fat Flavored _____	Non-fat Flavored _____	Non-fat Flavored _____
	1% unflavored _____	1% unflavored _____	1% unflavored _____
	Staff Meals _____	Staff Meals _____	Staff Meals _____
Unit 4	Regular Youth Meals Ordered _____	Regular Youth Meals Ordered _____	Regular Youth Meals Ordered _____
	Special Diets Ordered _____	Special Diets Ordered _____	Special Diets Ordered _____
	Total Meals Ordered _____	Total Meals Ordered _____	Total Meals Ordered _____
	Non-fat Flavored _____	Non-fat Flavored _____	Non-fat Flavored _____
	1% unflavored _____	1% unflavored _____	1% unflavored _____
	Staff Meals _____	Staff Meals _____	Staff Meals _____

Attachment B