

 <p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
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## I. DEFINITIONS

"Master menu" means a menu planned and distributed to the institutions in accordance with recommended daily allowances as recognized by the National Academy of Sciences.

"Standard portion size" means the use of specific portion sizes and a standard recipe file.

## II. POLICY and PROCEDURES

An inmate shall be served a nutritionally adequate diet. Each Warden shall ensure this nutritional adequacy by providing direction that foods shall be served in accordance with the master menu as approved by the Food Services Branch Manager. General population menus shall be planned in advance, dated, and posted in living areas. The standards to be followed in preparing the master menu for foods to be served shall meet or exceed dietary allowances as stated in the recommended dietary allowances. All menus shall specify portion size. The contract Food Services Manager at the institution shall ensure compliance.

- A. Compliance with the approved master menu shall be documented on a monthly basis.
- B. A monthly staff meeting shall be held by the contract Food Service Manager at the institution to review food service operations.
- C. All foods served shall be inspected and approved by the appropriate government authorities.
- D. Accurate records of all meals served shall be maintained.
- E. Corrections shall employ a dietitian to ensure compliance with nutritional and health care standards as related to food service.

Policy Number	Effective Date	Page
11.2	February 4, 2025	2

F. Staff representatives from all institutions as well as information from annual surveys (designed for inmate evaluation of the menu) shall be included in the planning process. The inmate survey shall be conducted annually.

G. Substitutions shall be recorded and submitted to the appropriate Deputy Warden on the date the substitution occurs.

H. Food Service Management

The contract management company along with the Department shall establish a food service staffing pattern appropriate in size to meet the needs of the institution. Staff size and organization may vary widely depending on the number of inmates, security level, physical plant, and equipment available. Each food service department, however, shall provide the following minimum staffing pattern:

1. At least one (1) full-time manager with educational background and experience in the management and supervision of food service operations;
2. Support staff adequate to ensure preparation and service of meals as prescribed in this policy; and
3. Security supervision at a level appropriate for the institution.

I. Food Service Records for the Master Menu and Inventory Control

Records shall be maintained to document information related to the service of the minimum dietary requirements. These records shall include:

1. Signed contract and addendums to the agreement between the Department and the contract food service company;
2. An up-to-date master menu and a record of all menu substitutions, additions, or deletions; and
3. A monthly inventory indicating foods used during the period.

J. Meal Service Records

Records shall include, at a minimum, the following information:

1. Number of inmate meals served daily;
2. Number of visitor meals served daily;
3. Number of staff meals served daily;

Policy Number	Effective Date	Page
11.2	February 4, 2025	3

4. Master menus and menu changes for the past year;
5. Average food cost per person, per day; and
6. Records of food inventory (i.e. consumption).

K. Program Review

The master menu shall be nutritionally analyzed annually. A review of the institutional food service departments through an on-site inspection shall be provided by the District Food Operations Evaluator annually for all institutions. This review shall include an evaluation of sanitation, safety, staffing patterns, equipment needs, storage facilities, and master menu compliance. Quarterly food service inspections shall include safety, master menu compliance, and food quality. Bi-annual documentation reviews shall include staffing levels, equipment condition, production records, HACCP controls, and grievances.