

# YOUTH SERVICES POLICY

<b>Title:</b> Facility Meals <b>Next Annual Review Date:</b> 02/27/2014	<b>Type:</b> A. Administrative <b>Sub Type:</b> 6. Employment Related Guidelines <b>Number:</b> A.6.3
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<b>References:</b> Bulletin 1196, Louisiana Food and Nutrition Program, Policy of Operation, Chapter 7, Section 729.1a); ACA Standards 4-JCF-6B-02, 4-JCF-6B-05 (Performance-Based Standards for Juvenile Correctional Facilities); and YS Policy C.6.1 "Food Services"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 02/27/2013

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish guidelines regarding YS secure care facility meals for employees, youth and their family, volunteers, visitors, and for special occasions; and to ensure compliance with the "National Nutrition School Lunch and Breakfast Child Nutrition Program".

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Facility Directors and Regional Managers.

**IV. DEFINITIONS:**

**Competitive Foods** - Any foods sold/given in competition with a federally reimbursable school meal program to youth in food service areas. Competitive foods and beverages are those sold/given at the facility outside of, and in competition with, the federally reimbursable meal programs. All foods offered/served in the food service area must meet nutritional standards as required by the "Recommended Daily Allowances".

**Employee Meal Cards** - Pre-numbered punch cards for ten (10) meals purchased through the facility business office. (See attached sample of meal card.)

**On-the-Job-Training** - Days the Pre-Service classes emerge with the youth, such as group meetings, recreation, meals, etc.

**Pre-Service Class** - New facility staff hired.

**Visitor Meal Tickets** – Individual meal tickets purchased through the facility business office.

**V. POLICY:**

It is the Deputy Secretary's policy that meals prepared at a YS secure care facility shall be provided at a reasonable cost according to the procedures outlined herein.

**VI. PROCEDURES:**

A. Rates:

1. Employees shall be required to purchase an "Employee Meal Card" for twenty dollars (\$20.00) to cover the cost of ten (10) meals in order to consume meals prepared in the dining hall. (Exceptions are noted in Section D. E. and F. below)

**Individual meal ticket purchases by facility staff is prohibited.**

"Employee Meal Cards" do not expire and a minimum of ten (10) meals must be purchased at one time. Employees may purchase multiple "Employee Meal Cards" if they so choose.

**YS is not responsible for the loss of an "Employee Meal Card", therefore employees shall not be reimbursed should the card be misplaced.**

2. "Visitor Meal Tickets" shall be at the set rate of \$2.00 per meal. "Visitor Meal Ticket" colors shall vary in order to prevent any dishonest behavior.

**YS is not responsible for the loss of a “Visitor Meal Ticket”, therefore visitors shall not be reimbursed should the ticket be misplaced.**

3. Prices shall be set annually and shall remain in effect from July 1st through June 30th of each fiscal year.

**B. Collections:**

Cash collection for employee/visitor meals shall be handled by the facility business office in accordance with generally accepted accounting principles, and shall be documented on the “Meal Ticket Sales Log” [see Attachment A.6.3 (a)]. The employee/visitor must present cash and shall be provided with a meal card / meal ticket at the time of purchase.

**C. Receiving Meals:**

A meal card / meal ticket must be presented at the time the meal is obtained. The meal card / meal ticket shall be punched by the dining hall staff, and the employee/visitor must sign the “Daily Meal Count Log” [see Attachment A.6.3 (b)] indicating receipt of the meal.

All meals must be consumed on the grounds of the facility.

Under no circumstances shall youth be allowed to pick up and deliver employee / visitor meals.

**D. Meals for Special Occasions:**

Each Facility Director may provide meals or other appropriate food items up to four (4) times per fiscal year, with the approval of the Regional Director, for programmatic functions for youth and their family, volunteers, and employees.

Examples of permissible functions include annual employee awards, annual youth graduation ceremonies, Juvenile Justice Specialist (JJS) graduations, etc.

Examples of non-permissible functions would be generic or specific (social worker, teacher, employee appreciation weeks, retirement parties, birthday parties, etc.).

Notification of each event shall be forwarded to the Central Office Administrative Program Director, along with a summary to include the cost, number of participants and a brief description of the event. All meals shall be limited to food items in the facility's master cycle menu. Other foods served must be approved by the Deputy Secretary. The notification must be submitted 14 days prior to the event.

Meals for special occasions other than those mentioned above, or for guests, may be provided at no cost when the Deputy Secretary determines it is in the best interest of the State to do so.

**E. Food Service Workers:**

Food Service Workers shall not be charged for meals pursuant to Bulletin 1196, Louisiana Food and Nutrition Program, Policy of Operation, Chapter 7, Section 729.1.(a).

Food Service Workers/facility staff shall not be allowed to prepare special meals for their own consumption.

**F. LaMOD Staff:**

The JJS', Case Managers and Group Leaders assigned to a housing unit during meal service shall not be charged for meals. Housing unit staff shall be given ID's identifying the unit entering the dining hall for meals. Unit staff shall sit and eat with youth during all meals. The presence of the LaMOD staff at each meal will help model positive behavior, appropriate table etiquette, and redirect youth toward positive performance during the meals.

Staff and JJS' transporting youth to court, medical appointments, etc. shall be allowed the same meal prepared for the youth during the trip.

The Pre-Service Class shall eat at no charge during on-the-job-training and/or emersion days which occur during the regular pre-service training cycle. The Pre-Service Class shall be required to purchase an "Employee Meal Card" on all other training days if staff chose to consume meals in the facility dining hall, and shall eat prior to or after the youth's lunch period. Otherwise, meals shall be purchased and consumed off-site. The facility shall establish procedures to notify the dining hall in advance of the number of people eating and the time of anticipated arrival.

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G. Competitive Foods:

Competitive food that does not meet or exceed the content and nutritional standards for health foods and beverages shall not to be sold or permitted in the dining hall. This includes carbonated beverages which are prohibited in the dining hall by adults, staff, guests, volunteers, and youth, etc.

I. Revenues:

Revenues received for employee meals shall be classified to the facility's "Self Generated Revenue" means of financing.

**Previous Regulation/Policy Number:** A.6.3

**Previous Effective Date:** 01/25/2011



**Attachments/References:** A.6.3 (a) Meal Ticket Sales Log 2-22-13.doc A.6.3 (b) - Daily Meal Count Log 2-22-13.doc



A.6.3 - Sample Employee Meal Ticket.pdf