



**DEPARTMENT OF CORRECTIONS
PROGRAMS AND FACILITIES BUREAU
FACILITY OPERATIONAL REQUIREMENT**

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| Requirement: | PFB 6.2.429 FOOD SERVICES | |
| Effective Date: | 03/23/2020 | Page 1 of 2 |
| Revision Date(s): | | |
| Reference(s): | | |
| Signature / Title: | /s/ Megan Coy, Programs and Facilities Bureau Chief | |

This requirement is referenced as *ACCD 4.3.100 Food Services* in Section 4.B. Facility Management; Food Service, in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Connections Corrections Program (CCP), Elkhorn, Nexus, START, and WATCH Contract.

This requirement is referenced as *ACCD 4.3.101 Cook Chill* in Section 4.B. Facility Management; Food Service, in the following contracts: Connections Corrections Program (CCP), Nexus, START, and WATCH Contract

I. PURPOSE:

Programs and Facilities Bureau contract facilities will establish procedures in providing food services for offenders.

II. DEFINITIONS:

Cook Chill – The food prepared and provided by Montana Correctional Enterprises Food Factory.

PFB-Programs and Facilities Bureau – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services.

Programs and Facilities Contract Manager – The Department's employee(s) who acts as the liaison for services and monitors the contractual agreements between the Department and PFB contract facilities.

III. REQUIREMENTS:

A. FOOD SERVICES:

1. Facilities must provide offenders with three (3) meals each day, including two (2) hot meals.
 - a. Meals shall be served at regular meal times during each 24-hour period, with no more than 14 hours between the evening meal and breakfast;
 - b. Variations may be allowed based on weekend and holiday food demands; and
 - c. Prerelease centers will make provisions to accommodate residents who work irregular hours and are not available at regularly scheduled meal times.
 - d. All foods must be properly stored or disposed of at the completion of each meal.
 - e. Cook chill will be provided to a PFB contract facility to fulfill food service requirements when required by the facility's contract.
2. Food service staff must develop and publish advance menu plans that are approved by a registered dietician:
 - a. A single menu will be provided for staff and offenders, and copies of all menus must be kept at the Facility with menu substitutions documented.

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- b. All menu plans will be based on the Recommended Dietary Allowances (RDA) for males/females (as appropriate) aged 25-50 years as provided by the National Research Council Food and Nutrition Board.
 - c. The daily menu must provide a minimum of 63 grams of protein and a minimum of 2,900 calories for each male offender and 2,300 calories for each female offender during each 24-hour period. These amounts must conform, at a minimum, to the RDA.
 - d. The following special diets must also be provided when required by an offender's documented need:
 - 1) low cholesterol;
 - 2) non-pork;
 - 3) modified vegetarian;
 - 4) strict vegetarian;
 - 5) low sodium;
 - 6) low sugar;
 - 7) modified consistency diet for geriatric offenders; and
 - 8) religious and specialized medical diets, including:
 - a) renal,
 - b) gluten free,
 - c) liquid, and
 - d) diabetic diets.
3. The food service area must comply with state of Montana and local health regulations.
- a. Facilities must maintain adequate refrigeration, cooler, and dry storage space to keep a minimum of three (3) days food inventory supply on hand at the facility.
 - b. The kitchen and the dining area must be adequately ventilated and properly furnished and clean. A facility supervisor must conduct routine inspections on a weekly basis.
4. All food service personnel must have clean hands and fingernails; wear hair nets or caps; wear washable garments; be in good health; free from communicable disease and infected open wounds; and must practice hygienic food handling techniques.
5. Documentation at the facility provided by the state of Montana or local inspection authorities that food service facilities and equipment meet established governmental health and safety codes must be maintained. Deficiencies must be noted and corrected as quickly as possible and within a reasonable period of time.

IV. CLOSING:

Questions regarding this procedure should be directed to the Programs and Facilities Bureau.