

PUBLIC NOTICE OF PROPOSED RULE-MAKING

In accordance with Rhode Island General Law (RIGL) 42-35 and 42-72-5, notice is hereby given that the Department of Children, Youth and Families proposes to amend the following Department rule:

Food Service

This rule is amended to reflect changes in utilization of facilities and to conform with changes made by the RI General Assembly in the FY 2014 budget. The Rhode Island Department of Children, Youth and Families partnered with families, stakeholders and advocates to identify the Juvenile Detention Alternatives rubric as an appropriate tool and this facility usage is consistent with this instrument. This policy also proceeds from the requirements of RI General Law, Federal Law, RI Supreme Court Decisions, the Federal Consent Decree in *Inmates of the RI Training School v. Janice DeFrances*, and /or federal regulation. In the amendment of this rule, consideration was given to: (1) alternative approaches and (2) overlap or duplication with other statutory and regulatory provisions. No alternative approach or duplication or overlap was identified based upon available information.

This amended rule is accessible on the DCYF website (<http://www.dcyf.ri.gov>) or the R.I. Secretary of State's website (<http://www.sec.state.ri.us/ProposedRules/>). Interested persons may submit written comments by June 11, 2014 to Susan Bowler, Implementation Director for Policy and Programs, Department of Children, Youth and Families, 101 Friendship Street, Providence, RI 02903 (Susan.Bowler@dcyf.ri.gov).

In accordance with RIGL 42-35-3, an oral hearing will be granted if requested by twenty-five (25) persons, by an agency or by an association having at least twenty-five (25) members. A request for an oral hearing must be made within thirty (30) days of this notice.

| Posted May 9, 2014

Food Service

Rhode Island Department of Children, Youth and Families
Division of Juvenile Correctional Services: Training School

Policy: 1200.0900

Effective Date: March 1, 2011

Revised: 2014

Version: ~~12~~

The Recommended Dietary Allowances of the National Academy of Sciences are used as a guide in developing menus for three nutritionally adequate meals a day for residents. Meals are planned in advance with a consulting dietitian to consider flavor, texture, temperature and palatability. Special diets prescribed by appropriate medical personnel are implemented for residents. Reasonable provisions are made to assist residents in adhering to religious beliefs regarding diet. Food, including snacks, is not withheld, nor is the facility's standard menu varied for disciplinary reasons.

Related Procedure

[Food Service](#)

Related Policy

[Legal Establishment](#)

[Budget, Procurement, Contract and Fiscal Operations](#)

[Rhode Island Children's Information System \(RICHIST\)](#)

Food Service

Procedure from Policy 1200.0900: Food Service

- A. Meals or snacks are never withheld as a form of discipline.
- B. The Principal Cook has at least three years experience in institutional food service and supervises food service operations. The Principal Cook ensures that:
 - 1. Nutritionally balanced menus are developed at least a week in advance and are available for review by the Superintendent of designee. Any changes substitutions in the menu as served are of nutritionally equivalent value to the item replaced and are documented in a log.
 - 2. The residents' last daily meal is never served before 5:00 P.M.
 - 3. A daily menu is posted in the cafeteria and in each unit and facility. Except for those residents on a special diet as described in paragraphs C and D, below, the food service plan provides for a single menu for residents and staff.
 - 4. The facility's dietary allowances are reviewed at least annually by a licensed dietitian to reflect national nutritional standards for adolescents and young adults.
 - 5. Adequate resources are available to provide a complete food service, including three meals a day that are adequate, palatable, attractive and produced under sanitary conditions.
 - a. Food service budgeting, purchasing and accounting conform to DCYF Policy 100.0085, Budget, Procurement, Contract and Fiscal Operations.
 - b. If the Principal Cook identifies any condition that would preclude such service, he/she brings it to the immediate attention of the Superintendent or designee.
 - 6. Food is stored and prepared in conformance with federal, state and local codes.
 - a. Food service staff are in good health and free of communicable diseases. Food service staff are subject to a yearly physical examination as necessary to preclude illness transmissible by food or utensils.
 - b. All areas of the kitchen are clean and sanitary at all times.
 - c. Staff preparing and serving food keep hands and fingernails clean, employ hygienic food handling techniques, utilize caps or hairnets and wear clean, washable garments at all times.
 - d. Residents assisting in the kitchen are monitored for health and cleanliness and instructed in hygienic food handling techniques.
 - 7. Accurate records of meals planned and served as well as all documentation required by federal, state and local code regarding sanitation and food safety are maintained.
- C. Requests for special diets based on health needs of residents are made to the Principal Cook by medical personnel.
 - 1. The Principal Cook consults the Nutritionist and medical personnel to identify the nutritionally and medically appropriate diet for the resident.
 - 2. The special diet is documented in the resident's electronic case record in conformance with DCYF Policy 700.0100, Rhode Island Children's Information System (RICHIST).
 - 3. Clinic staff ensure that Unit staff are apprised of the resident's dietary needs.
 - 4. Unit Staff responsible for the Unit Log Book enters information relating to special diets in the Unit Log Book.
 - 5. Medical personnel and the Principal Cook review any order for special diet on a monthly basis and make adjustments as necessary.
- D. Requests for special diets for religious purposes are approved by the appropriate Chaplain and accommodated as much as possible.
 - 1. The Principal Cook makes provisions for the resident's special diet.

2. The special diet is reviewed monthly by the appropriate Chaplain.
- E. The Superintendent or designee inspects the food preparation and dining areas weekly and food service equipment daily.
- F. The Unit Manager inspects any area in the unit in which food is prepared, stored or served on a weekly basis.
- G. Residents are served meals in an appropriate setting with consistent supervision as well as safe, hygienic handling and storage of food.
1. Only the Superintendent or designee may change the designated dining area of a unit.
 - a. Residents of the Youth Development Center (YDC) eat in the YDC cafeteria.
 - b. Residents in the Youth Assessment Center ~~and the Female Correctional Treatment Unit~~ eat in the designated area in each facility.
 - i. Staff provide meals to residents in a timely fashion to ensure safety in food temperatures and adequacy in quality.
 - ii. Staff ensure that food containers are rinsed out and left reasonably clean before returned to the kitchen.
 2. Unit staff accompany residents to and from the designated dining area and remain with the residents during the meal.
 3. To encourage good supervision and interactions with residents, the Division provides meals to staff. The cafeteria does not accept cash for meals or food from any resident or staff. Food service is prioritized as follows:
 - a. Residents
 - b. Unit Staff supervising residents
 - c. Clinical staff on duty
 - d. Kitchen staff on duty
 - e. Maintenance staff
 - f. Master Control Center Staff on duty
 - g. Other staff on duty based on availability
 4. Unit staff are notified by the cafeteria if there is a change in the scheduled meal time.
- H. Paragraphs A - G are consistent with American Correctional Association Standards 3-JDF-4A-01; 3-JTS-4A-01; 3-JDF-4A-02; 3-JTS-4A-02; 3-JDF-4A-03; 3-JTS-4A-03-JDF-4A-01; 3-JTS-4A-04; 3-JDF-4A-05; 3-JTS-4A-05; 3-JDF-4A-06; 3-JTS-4A-06; 3-JDF-4A-07; 3-JTS-4A-07; 3-JDF-4A-08; 3-JTS-4A-08; 3-JDF-4A-09; 3-JTS-4A-09; 3-JDF-4A-10; 3-JTS-4A-10; 3-JDF-4A-11; 3-JTS-4A-11; 3-JDF-4A-12; 3-JTS-4A-12; 3-JDF-4A-13; 3-JTS-4A-13; 3-JDF-4A-14; 3-JTS-4A-14 and 3-JTS-4A-15.