UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES	
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FOOD SERVICE	
RATIONALE: Providing nutritious and well-balanced meals and snacks is crucial for the physical, mental, and emotional well-being of minors in the Division's custody. Proper food preparation is also essential to prevent the spread of disease and foodborne illnesses among minors and staff. Furthermore, adhering to USDA national nutrition standards is vital for securing significant federal funding, as noncompliance could lead to the loss of these funds for participating facilities and the Division. *Related Policies, Applicable Standards, Statutes: 7 CFR Part 210.11, JJYS Policy Policy 03-05 Juvenile Wellness, 04-01 Rights and Responsibilities of Minors, 04-02 Religious Programs, 04-07 Safety and Health Practices, 04-08 Youth Grievance Process*	

Original Effective: October 2, 2013	Revision: May 29, 2026	Next Review Due: May 29, 2029

I. DESCRIPTION

This policy outlines the procedures for providing nutritious meals and snacks to minors in the Division's custody, ensuring compliance with USDA national nutrition standards and local health department food safety regulations. It also addresses special dietary needs, meal counting, food safety protocols, vending machine restrictions, wellness policy requirements, civil rights considerations, training, and compliance reviews. The policy aims to promote the well-being of minors and secure federal funding.

II. DEFINITIONS

The following terms are defined for this policy as:

A. **After School Snack Program (ASSP):** A program administered by the USDA. The goal is to provide minors additional nutrition.

B. **Hazard Analysis and Critical Control Point (HACCP):** is a required plan that each participating facility must have in place that documents the safe storage, handling and preparation of food.
C. **Licensed Medical Authority**: For purposes of this policy, an individual who has the authority to write a medical prescription. In Utah, this includes:
    A. Medical Doctor (MD);
    B. Physician's Assistant (PA);
    C. Osteopathic Physicians (DO);
    D. Advance Practice Registered Nurses (APRN); or
    E. Naturopathic Physicians (ND or NMD).
D. **National School Breakfast Program (NSBP):** A program administered by the USDA. The goal is to provide minors with one quarter of their nutritional requirements for the day based on the "Dietary Guidelines for Americans."
E. **National School Lunch Program (NSLP):** A program administered by the USDA. The goal is to provide minors with one-third of their nutritional requirements for the day based on the "Dietary Guidelines for Americans."
F. **Point of Service:** The point in the meal service where it can be accurately determined that a federally reimbursable meal has been served to the minor.
G. **Reimbursable Meal:** A meal that meets the federal guidelines for reimbursement under the NSBP, NSLP or ASSP.
H. **United States Department of Agriculture (USDA):** The federal agency that regulates and administers the National School Breakfast Program, National School Lunch Program, and the After School Snack Program. The USDA also reimburses qualifying participants for meals that meet the prevailing requirements.

III. POLICY

A. Meal Service: Staff involved with meal planning and preparation shall stay up-to-date with the current USDA standards. Meal planning and preparation for breakfasts, lunches, and after school snacks shall be done according to current standards and regulations mandated by the USDA.
B. Special Diets: In compliance with USDA regulations, staff shall allow for food substitutions for minors that need to have special diets due to the following:
    1. Disability:
        a) USDA's nondiscrimination regulations make it clear that substitutions to the regular meal shall be made for minors who are unable to eat school meals due to disabilities, when that need is identified by a licensed medical authority. The term

"child with a disability" under Part B of the Individuals with Disabilities Education Act (IDEA) means a child evaluated in accordance with IDEA as having one or more of the recognized 13 disability categories and who, by reason thereof, needs special education and related services. A severe allergy may constitute a disability if it affects a major life activity. In the event of a disability, the Assistant Program Director (APD) and kitchen staff shall make reasonable accommodations for minors.

b) The determination of whether or not a minor has a disability which may restrict his or her diet shall be made by a licensed medical authority. A written statement signed by a licensed medical authority is required. This statement shall identify the minor's disability; an explanation of why the disability restricts the minor's diet; the major life activity affected by the disability; and the food or foods to be omitted from the minor's diet and the food or food choice that shall be substituted. This statement is to be placed in the minor's medical file and a copy is to be given to the kitchen staff.

c) When a minor states she or he has a severe food allergy, staff shall rely on that declaration and accommodate the special dietary need while awaiting an official signed statement from a licensed medical authority. Under no circumstances shall Division staff revise or change a diet prescription or medical order.

2. Special Dietary Needs:

a) The APD and kitchen staff shall make accommodations for minors identified as having special dietary needs. When a minor has food allergies or food intolerances, a statement must be completed and signed by a licensed medical authority and shall identify the minor's disability; an explanation of why the disability restricts the minor's diet; the major life activity affected by the disability; and the food or foods to be omitted from the minor's diet and the food or food choice that shall be substituted. This statement is to be placed in the minor's medical file and a copy is to be given to the kitchen staff (see medical statement form).

b) When a minor states they have a severe food allergy, staff shall rely on that declaration and accommodate the special dietary

need while awaiting an official signed statement from a licensed medical authority. Under no circumstances shall Division staff revise or change a diet prescription or medical order.

3. Special Dietary Choices:
    a) Minors may request special diets based on religious practices (04-01 Rights and Responsibilities of Minors) or lifestyle choices within safe health parameters as determined by a licensed medical authority.

C. Daily and Monthly Meal Counts: Staff shall perform the daily and monthly meal counts with due diligence and integrity. A meal count shall be taken at every breakfast, lunch, and after school snack at the point of service. Meal counts are the basis for federal reimbursement.
    1. Reimbursable Meal: Division staff who prepare and serve meals, staff who eat with the minors, and staff who record meal counts, shall be able to identify a federally reimbursable meal at the point of service. All of the components that are required for a reimbursable meal shall be made available to the minor. This information is available from the Division Child Nutrition Program (CNP) Administrator.
    2. Daily Meal Count: Staff shall complete and maintain a daily meal count sheet (Residential Meal Count Log 01-12A) for breakfast, lunch, and after school snack at the point of service.
        a) Meal counts shall be completed accurately and immediately after each meal is served.
        b) The count shall not be completed ahead of time nor shall the count be neglected.
        c) The staff who is assuming responsibility for the accuracy of the meal count shall initial next to the total meal count for breakfast, lunch, and after school snack.
        d) Instructions for conducting the meal count are found here.
    3. The Kitchen Manager and Supervisor shall oversee the completion of the meal count sheet (form 01-12A) on a daily basis. The Kitchen Manager shall compare the meal counts against their production records for the amount of food prepared and served.
    4. Monthly Meal Counts: The Kitchen Supervisor and the APD are responsible for ensuring a designated staff member at each site gathers and compiles the daily meal counts every month. This designated staff will total the meal counts for their respective site.
        a) The physical meal count forms from each unit shall be sent to the

designated facility administrative staff. This administrative staff shall then upload the site totals for each meal onto the site-specific meal count form, which is located on the DHHS JJYS Kitchen Google Drive.

b) Before the monthly submittal, any discrepancies between the total meal counts and production records, as well as any blank records, must be resolved. The Kitchen Manager will collaborate with staff to clarify and resolve any meal count discrepancies.

5. Supervisors in facilities shall provide monthly training to direct care staff on meal counts at point of service.

D. Food Safety Plan: It is essential that food preparation is handled in a safe manner so that the transmission of diseases and food borne illnesses can be prevented.

1. Hazard Analysis and Critical Control Point (HACCP): Each facility that participates in the CNP is required to have a documented HACCP plan. Staff involved with food preparation shall ensure and document compliance with the HACCP plan. They shall ensure that the plan is kept up to date according to regulations that are currently in place.
2. The HACCP plan shall have the following components:
    a) Temperature control of food including storage, preparation and holding;
    b) Cleaning and sanitizing food contact surfaces and cooking implements;
    c) Personal Hygiene;
    d) Preventing contamination and cross contamination; and
    e) Verification and record keeping.
3. Staff and minors (Division Policy 04-07 Safety and Health Standards): Staff and minors responsible for the preparation and handling of food shall be in good health and free from communicable disease and open infectious wounds. They will have clean hands and fingernails, wear hairnets or caps, wear clean washable garments and employ hygienic food handling techniques.
4. Food Handlers Permits: Staff and minors involved in food service shall have current food handler's permits as dictated by local health department rules regardless of whether they participate in the CNP. The Division will pay the cost of the food handler's permit.
5. Health Inspections: In accordance with CNP requirements, the Division will request two health department inspections each year. A copy of the health inspection documents shall be sent to the designated staff at the Division Administrative Office. Findings shall be

addressed by the facility Assistant Program Director (APD) with all due diligence.

E. Vending Machines:
    1. Minors shall not have access to any competitive foods, including but not limited to, vending machines or canteens, or as defined in 7 CFR Part 210.11, during the time period between 12:00 AM and 4:30 PM on school days, and during any breakfast or lunch period on non-school days.

F. Wellness Policy
    1. In conjunction with participation in the CNP, the Division is required by federal law to have a Wellness Policy (03-05 Juvenile Wellness). The wellness policy shall include the following:
        a) Goals for nutrition education;
        b) Goals for physical activity;
        c) Activities to promote minor wellness; and
        d) A plan for measuring the effectiveness of the Wellness Policy.
    2. The development of the Wellness Policy must involve those who are stakeholders in the wellness of the minors. This may include kitchen staff, direct care staff as appropriate, minors, Supervisors, APDs, Program Directors (PD), Deputy Director, and Division Director.

G. Civil Rights:
    1. All forms of communication and printed information, in regards to the food services, must include the following statement:
        a) In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.
        b) Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and Teletypewriter [TTY]) or contact USDA through the Federal Relay Service at (800) 877-8339.
        c) To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program

Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf (PDF), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(2) mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

(3) fax:
833-256-1665 or 202-690-7442; or

(4) email:
Program.Intake@usda.gov

d) This institution is an equal opportunity provider.

2. If the full statement cannot be accommodated in the material, at a minimum, the following statement must be included in print no smaller than the main text:
    a) "This institution is an equal opportunity provider."
3. The facility is required to provide reasonable accommodations for persons with disabilities unless the accommodation would impose undue hardship on the operation of its program or place of business. The protected classes under the USDA CNP include race, color, national origin, age, sex, and disability. Additionally, other protected classes include gender identity, religion, reprisal, political beliefs, marital status, familial or parental status, sexual orientation, all or part of an individual's income and protected genetic information.
4. All facilities participating in the CNP are required to display the official "And Justice for All" poster in all areas where food is served or eaten as well as the lobby of each facility. Each participating facility must also have a grievance process in place for minors to report any alleged violations of their civil rights as it relates to the CNP.

5. All participating facilities and every staff member that interacts with minors during meal services are required to have the USDA/Utah State Board of Education (USBE) Civil Rights training once each year. This training can be held in conjunction with reviews of Division Policy 04-01 Rights and Responsibilities of Minors and 04-02 Religious Programs; however, it is a separate and distinct training from Civil Rights training offered through DHHS. The names of the staff participating in the training shall be recorded in the Learning Portal. The completed form shall be sent to the Division CNP Administrator. The Division CNP Administrator shall maintain the training record.

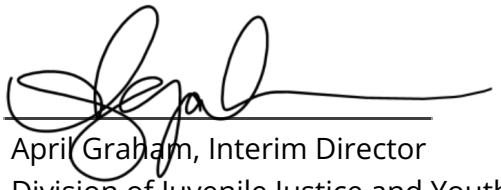
H. Compliance Reviews and Audits:

1. Each Division site that participates in the CNP will receive a compliance review at least annually from Division administrative personnel. These reviews are mandated by the USDA and CNP. In addition, the USBE CNP may conduct audits and reviews of selected Division sites. Division staff are expected to cooperate fully with these reviews and audits. Findings shall be addressed by the facility with all due diligence.

IV. Continuous Renewal

This policy shall be reviewed every three years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Division of Juvenile Justice and Youth Services Executive Management Team and is approved upon the signature of the director.



05/29/2026

April Graham, Interim Director — Signature Date
Division of Juvenile Justice and Youth Services