

**POLICY:**

The program shall provide three meals and snacks that recognize individual preference, seasonal changes, holidays/birthdays, and that are nutritionally sound. Individuals will be encouraged to participate in menu development, food purchasing and meal preparation. All diets will be available in accordance with the recommended dietary allowances of the U.S. Department of Agriculture and the U.S. Department of Health and Human Services.

**PROCEDURE:**

1. Menus shall be prepared by Consultant Dietitians, including physician ordered special diets. Any individual food allergies will be noted on all menus. All menus should be prepared through the week and provide a variety of foods.
2. Recipes shall be available for all entrees.
3. Site Manager will ensure that there is one week supply of staple foods and a two-day supply of perishable foods available and properly stored.
4. Food shall be stored at proper temperatures and shall be stored in a sanitary manner to ensure that the latest purchases are used last to insure freshness.
5. Meals will be served family style at the proper temperature.
6. Menu changes will be noted in the Menu Change Section of the Menu Notebook noting the date, what was changed, why, e.g., an individual's birthday, and the staff signature.
7. Menus for the preceding month will be filed for 30 days.
8. The program will not store or serve; RAW MILK, RAW MEAT, RAW FISH or HOME CANNED food items.
9. Food items opened will have an open date on them (stored in airtight container).

10. Leftovers will be discarded within 72 hours.
11. All utensils, including dishes, glassware and silverware, used in the serving or preparation of food or drink for individuals shall be effectively washed and rinsed after each use, and store in such a manner as to assure that they are kept free of dust, insects and other contamination.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Jon Cooper, Director