

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Master Menu and Recipes		
Policy Number: 409.04.02	Effective Date: 6/19/2018	Page Number: 1 of 4
Authority: Commissioner	Originating Division: Executive Division (Georgia Correctional Industries - Food and Farm Services)	Access Listing: Level I: All Access

I. Introduction and Summary:

- A. All foods prepared and served by Georgia Department of Corrections (GDC) feeding units must be in strict compliance with the approved cyclical Master Menu and standardized recipes in order to ensure the uniformity of the foods prepared, to be consistent with proper nutritional standards, and to provide standardized portions of food to all.
- B. All foods prepared and served to GDC feeding units will be in accordance to the Food and Drug Administration (FDA) Food Code. Emergency exceptions are permitted in accordance with SOP 409.04.07, Emergency Feeding Plan/Mobile Field Kitchen.
- C. Central planning and local preparation of all meals will take food, flavor, texture, nutritional content, temperature, appearance, and palatability into consideration.
- D. Food and Farm Service’s Central Office Registered Dietitian is responsible for planning and maintenance of the GDC Master Menu and the accompanying recipes. The Master Menu shall be maintained based on recipes that have been tested and approved by Central Office. The Master Menu shall be reviewed annually or more frequently as needed.
- E. Food Service Supervisory Staff shall conduct menu evaluations quarterly, or more frequently, to verify adherence to the Master Menu. Attachment 1, Weekly Food Service Assessment Report from SOP 409.04.10, Sanitation shall be completed.
- F. This policy is applicable to GDC State Prisons and Centers which operate kitchens for preparation of the GDC Master Menu. Exceptions may be made for contracted food service operations.

II. Authority:

- A. GDC Board Rules: 125-3-2-.10 and 125-4-3-3 through 125-4-3-5;
- B. GDC SOPs: 409.04.07, Emergency Feeding Plan/Mobile Field Kitchen and 409.04.10, Sanitation; and

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C. ACA Standards: 2-CO-4C-01, 4-4316 (MANDATORY), 4-4317, and 4-4328.

III. **Definitions:**

- A. **Substitution List** - A preapproved list of food items that the Food Service Director may change without permission from Food and Farm Service's Central Office Registered Dietitian.
- B. **Meal Rates** - Rates per meal will be reviewed and determined at the beginning of each fiscal year. Changes to the established rates will be in comparison to the cost of serving a meal and will be adopted as necessary by the Board of Corrections.

IV. **Statement of Policy and Applicable Procedures:**

- A. The Master Menu is designed based on nationally recommended allowances for basic nutrition, such as the Dietary Guidelines for Americans and Dietary Reference Intakes, to meet the average nutrition requirements. There will be three (3) meals served Monday through Thursday and two (2) meals served on Friday, Saturday, Sunday, and on state holidays.
- B. The Master Menu is reviewed annually and certified as to proper nutritional content by Food and Farm Service's Central Office Registered Dietitian.
- C. All items prepared and served shall be in accordance with the Master Menu and recipes. The Food Service Director is to ensure compliance with all recipes.
 - 1. Only standardized recipes approved by Food and Farm Service's Central Office Registered Dietitian shall be utilized in the preparation of food in GDC Kitchens.
 - 2. Changes to the Master Menu shall be allowed to meet special or unusual management difficulties, which directly affect control of the facility. Changes can also be made with prior approval from Food and Farm Service's Central Office Registered Dietitian in cases of equipment failure or shortages of food supplies.
 - a. If changes to the Master Menu are necessary as the result of situations which directly affect the control of the facility, Food and Farm Service's

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Central Office Registered Dietitian should be notified as soon as possible. Prior approval must be received before changing any menu items under all other circumstances.

- b. Written confirmation will be provided by Food and Farm Service's Central Office Registered Dietitian for approved menu changes. Approval documentation will be included in the appropriate daily packet, otherwise the substitution list is to be used and changes are to be noted on the computerized Cook's Worksheet or Attachment 2 of SOP 409.04.04, Cook's Worksheet, Portion Control, and Leftovers.
3. The Master Menu should consist of two (2) hot meals served within a 24-hour period with no more than 14 hours between the evening meal and breakfast meal. This also applies when only two (2) meals are served. Emergency exceptions are permitted in accordance with SOP 409.04.07, Emergency Feeding Plan/Mobile Field Kitchen.
4. Suggestions for modifications to the Master Menu may be submitted in writing to Food and Farm Service's Central Office Registered Dietitian for consideration.
 - a. Food and Farm Service Administrators are particularly interested in ways to improve or expand the utilization of farm products in supplying menu items, methods to achieve portion control and detection of any oversights, which may remain in the Master Menu.
 - b. Changes which would have the effect of improving the Master Menu's supply, content, acceptability, or efficiency of preparation and service will be considered on a system-wide basis within existing cost and budget limitations.
5. Special and Restricted Meals:
 - a. Therapeutic diets will be provided if deemed necessary by a physician. The diets which will be prescribed are those that have been approved by Food and Farm Service's Central Office Registered Dietitian.
 - b. Holiday meals will be provided on state holidays throughout the year.

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- c. Meals will continue to be provided to offenders in disciplinary isolation.
 - 1) Each individual is to receive the same meals served to the general population and in accordance to the Master Menu.
 - 2) Beverages may be served in a different container or package, but should be the same type and portion.

V. Attachment:

Attachment 1: Substitution List

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 1 shall be maintained locally until obsolete or replaced, then destroyed.