



## Department of Public Safety and Correctional Services Standardized Meal and Event Guidelines

### **Incarcerated Individual Events:**

#### **Holy Days with Food**

The established guidelines shall be used for holy day events. The holy days with food calendar shall be followed with specific meals identified for some of these events. Other dates identified on the calendar are entitled to a meal, selected from the existing menu. Each incarcerated individual religious group may select a meal from the dinner choices offered on the regular menu for the week of the event. The dietary manager in each correctional facility may change the date of a regular menu dinner meal to correspond to the day in which the group will celebrate their event. This will then become the meal provided to the remainder of the population.

#### **Family Day or Other Special Incarcerated Individual Fundraising Event**

At the discretion of the managing official, the following menu may be provided.

##### **Option #1**

BBQ chicken (leg, quarter)	1 ea.
Coleslaw	4 oz.
Macaroni Salad	8 oz.
Cookies	2 ea.
Soda	1 ea.

##### **Option #2**

* Hamburger w/Bun	1 ea.
* Hot Dog w/Bun	1 ea.
Coleslaw	4 oz.
Macaroni Salad	8 oz.
Cookies	2 ea.
Soda	1 ea.
* All Beef Hamburger w/Bun and All Beef Hot Dog w/Bun.	

#### **Incarcerated Individual Graduation Event**

At the discretion of the managing official, given the identified costs and budget constraints, the following menu may be provided.

Punch	8 oz.
Cookies or Cake	2 ea. or 1 piece



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### **Staff Events:**

#### **Managing Official/Appointing Authority's Meeting, Quarterly Departmental Manager's Meeting, and Audit Team:**

At the discretion of the managing official/appointing authority, given the identified costs and budget constraints, the following menu may be provided for meetings that take place in the AM:

Coffee or Tea	8 oz.
Juice	8 oz.
Two Danish or Bakery Item	2 ea. or 1 serving

If the group is staying through the lunch meal, lunch will be provided. The dietary manager should be contacted ahead of time to plan for the additional production needed to accommodate the group as well as to establish a time for their lunch.

### **Employee Appreciation Day Event:**

The following menu shall be used for employee appreciation day events. One meal per employee shall be provided. At the discretion of Department HQ Administration and the Director of Food Services an additional meal, budget permitting, may be authorized during the month that the employee appreciation day meal is served.

Grilled Steak/equivalent	1 ea.
Baked Potato/equivalent	1 ea.
Tossed Salad/Vegetable	1C/4 oz.
Dinner Roll	1 ea.
Strawberry Shortcake/Fruit	1 piece ea.
Soda	1 ea.



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### **Management Meetings:**

As these special events arise, the correctional dietary regional manager or correctional dietary manager will provide cost to the Director of Food Services. This includes meetings at a correctional facility or off-site for training, programming, and staffing events, or to enhance staff retention.

### **Event Guidelines:**

When a food order contract is in place, these events will need to be approved by the Deputy Secretary of Administration. Each event must be fully documented with food cost submitted to the Director of Food Services and to the fiscal office of the facility/region so finance can make adjustments between incarcerated individual meals and free meals if no food order contract is in place. A copy of this documentation is to be provided to the managing official/appointing authority.

An event request must be made to the correctional food services manager a minimum of 30 days prior to the event in order to make menu adjustments or to order any necessary items.