



## Standardized Inmate and Staff Meal/Events' Guidelines

### Inmate Events:

Holy Days with Food: Each inmate religious group may select a meal from the dinner choices offered on our Regular Menu. The Dietary Manager in each 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 inmate event (Walk – A – Thon, etc.): At the discretion of the Warden, given the identified costs and budget constraints, use the following menu:

<u>Option #1</u>		<u>Option #2</u>	
BBQ Chicken	.64	Hamburger w/Bun	.54
Coleslaw	.18	Hot Dog w/Bun	.37
Macaroni Salad	.22	Coleslaw	.18
Cookies	.16	Macaroni Salad	.22
Soda	.49	Cookies	.16
	\$1.69	Soda	.49
			\$ 1.96

Graduation: At the discretion of the Warden, given the identified costs and budget constraints, use the following menu:

Punch	.06
Cookies or Cake	.16
	\$0.22

### Staff Events:

Warden Meeting or Quarterly Departmental Manager Meeting: At the discretion of the Warden, given the identified costs and budget constraints, use the following menu to provide for meetings in the AM:

Coffee or Tea	.06
Juice	.32
One Danish or Bakery item	.32
	\$0.70

If the group is staying through the lunch meal, serve lunch in the ODR. The Warden or designee shall contact the Dietary Manager ahead of time. Early contact helps in planning for the additional production needed to accommodate the group as well as to establish a time to eat lunch.

Employee Appreciation Day: Use the following menu for Employee Appreciation Day celebrations. Provide one meal per employee.

Grilled Steak	3.68
Baked Potato	.28
Tossed Salad	.18
Dinner Roll	.37
Strawberry Shortcake	.32
Soda	<u>.49</u>
	\$5.32

Change of Leadership Ceremony: Use the following menu for Change of Leadership events.

Assorted Cheese	.75
Assorted Crackers	.35
Vegetable Tray to include carrot/celery sticks, broccoli, cucumbers, and tomatoes w/dressing.	.40
Fruit bowl to include watermelon, honeydew, cantaloupe, red/green grapes, and strawberries	1.25
Assorted cookies/bakery items	.20
Bottled water	<u>.40</u>
335/100 or approximately \$3.25 – \$4.00/person	

Off Site Administrative – Management Meetings: As these special events arise, the Correctional Dietary Regional Manager or Correctional Dietary Manager shall provide costs to the Executive Regional Director, who shall identify funding and approve the special event.

Event Guidelines:

Document each event fully with food costing and submit to the Fiscal office of your facility/region so Finance can make adjustments between inmate meals and gratuitous meals. Submit a copy of this documentation to the Warden.

Warden or designee shall request an event to the Food Service Manager at a minimum of three weeks before the event to make menu adjustments or to order necessary items.