



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: FOOD SERVICE MEALS CONTROL POLICY 10.03

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Authority: 42 CFR 483.480  
42 CFR 483.410 (b)  
RCW 43.03.050  
Chapter 246-215 WAC  
Chapter 248-14-230 WAC

**SCOPE:** This policy applies to all organizational units within the Division of Developmental Disabilities (DDD) which provide food services and food supplies to clients and staff.

**POLICY**

Each organizational unit shall have written procedures to implement the following policy for control and accountability of food supplies.

- A. Ordering will be done according to the individual facility's pre-planned menus, pre-planned activities, necessary dietary supplements, and prescribed items.
- B. Adequate separation of the duties for ordering, receiving, and dispensing of supplies shall occur.
- C. Receiving food service items must include the following requirements:
  - 1. Items received coincide with items on the receiving invoice;
  - 2. Verification that weights, quantities and prices match the Purchase Order or Contract Field Order;
  - 3. Inspection and action taken on shortages, condition or damages;
  - 4. A receiving document is signed;

5. Food supplies recorded on stock record cards or perpetual inventory record at the time of receiving;
  6. Validated signed copies of the invoice, field order or delivery ticket sent to both the Food Service and Accounting Offices; and
  7. Designated person(s) authorized to sign for and receive goods is specified.
- C. Supplies will be stored at all times in areas that meet all health, sanitation, and security regulations per Chapter 246-215 WAC.
- D. At the Residential Habilitation Centers (RHCs), food items will be calculated on a meal- and/or day-by-day recorded issue basis.
1. RHCs will provide some type of meal or daily food utilization/food cost record and food production worksheets to substantiate food utilization in production areas;
  2. The issuance record will be maintained on the stock record card or perpetual inventory record; and
  3. An accurate physical inventory will be taken monthly.
- E. Food items will be prepared in accordance with locally standardized menus, food production formulas, measures and recipes.
- F. Procedures for minimizing and controlling waste will assure that:
1. All requisitions are accurate;
  2. Food items are properly stored, secured and accounted for;
  3. Portion control methods are used during preparation and serving of meals;
  4. When stored, all left-over items are dated and labeled when taken out of their original containers;
  5. All food items are stored properly and used within the allotted safe storage-life period; and
  6. Storage life will be labeled on opened containers.

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- G. Meal count records will be filed for two years, or until reviewed by the facility's internal audit team.
- H. Each facility will develop internal systems for tracking meals provided to foster grandparents and volunteers. If meal tickets are used, they shall be:
  - 1. Canceled at time of use; and
  - 2. Collected and delivered to the Food Manager for reconciliation.
- I. A staff person who is not in food services will conduct an annual audit, documenting whether or not the amounts received, on hand, and issued are in balance.

**SUPERSESSSION**

Division Policy Directive: 360.2.8  
Issued November 1986

Approved:     /s/ Norm Davis      
Director, Division of Developmental Disabilities

Date:     10/18/93