DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: FOOD SERVICE MEALS CONTROL POLICY 10.03

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.
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.

SUPERSESSION

Division Policy Directive: 360.2.8
Issued November 1986

Approved: /s/ Norm Davis
Director, Division of Developmental Disabilities
Date: 10/18/93