

## ADMINISTRATIVE POLICY

- 1 It is the policy of OPTIONS that at sites where food is prepared, that food and nutrition services are organized, staffed and equipped to provide food that is safe, appetizing, and meets the nutritional needs of clients. Whenever possible, persons served will be involved in the planning and preparation of food in order to promote independence.
- 2 Food and Nutrition Services Policy for OPTIONS' Programs will be according to the regulations for each facility.
  - 2.1 OPTIONS will consult with a registered dietitian when necessary to ensure that food and nutrition policies are followed.
  - 2.2 Food items that are repeatedly refused by an individual will be replaced with food items from the same food group. Persons served who routinely refuse to eat most foods from a food group may be evaluated by a physician or a dietitian for their nutritional status and to determine whether food substitutions and/or diet counseling is indicated.
  - 2.3 Persons served will be encouraged and assisted in feeding themselves whenever possible. Persons served will be permitted to eat in a manner consistent with their developmental needs. Whenever self-feeding is not possible, persons will be assisted in eating in a dignified manner.
  - 2.4 Therapeutic Diets will be implemented according to the regulations for that facility.
    - 2.4.1 A registered dietitian will provide therapeutic dietary information (at OPTIONS' health licensed homes).
    - 2.4.2 Therapeutic diets will be provided as prescribed by the attending physician and will be planned, prepared and served with consultation from a registered dietitian.
  - 2.5 Menus for OPTIONS' homes will be according to the regulations for that site.
    - 2.5.1 Menus will be adjusted to include seasonal commodities.
    - 2.5.2 Receipts of food purchases will be kept for one year.
  - 2.6 Food Storage at Residential Sites will be according to the regulations for that facility.

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- 2.6.1 All food storage areas will be clean and dry at all times.
  - 2.6.2 Pesticides and other toxic substances and drugs will not be stored in the kitchen area or in any storage space used for food preparation equipment and utensils.
  - 2.6.3 Soaps, detergents, cleaning compounds or similar substances will not be kept in food storage cabinets or bins.
- 2.7 Sanitation Standards for all OPTIONS Program Sites:
- 2.7.1 All kitchen and kitchen areas will be kept clean, free from litter and rubbish, and protected from rodents, roaches, flies, and other insects.
  - 2.7.2 All utensils, counters, shelves and equipment will be kept clean, maintained in good repair.
  - 2.7.3 Plastic serving ware, china and glassware that is unsanitary or hazardous because of chips, cracks, or loss of glaze will be discarded.
  - 2.7.4 Ice used in food or drink will be derived from a sanitary source and will be handled and dispensed in a sanitary manner.
- 2.8 Equipment and Supplies for Residential Sites:
- 2.8.1 Equipment of the type and in the amount necessary for preparation, serving and storing of food, and dishwashing will be provided and maintained in good working order.
  - 2.8.2 At least one week's supply of staple foods and at least a two day supply of perishable foods will be maintained on the premises for residential sites. Food supplies will meet menu requirements and accommodate therapeutic diets.
  - 2.8.3 All food will be obtained from sources approved of or considered satisfactory by federal, state or local authorities.
  - 2.8.4 Milk, when served as a beverage, will be pasteurized Grade A certified unless otherwise prescribed by physician diet order.

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- 2.8.5 Foods held in refrigeration or other storage areas will be covered. Food that was prepared and not served will be stored appropriately, clearly labeled and dated and will be discarded after three days.
- 2.8.6 Spoiled food will not be stored or served at any time.
- 2.9 Residential Supervisor's will be responsible for the purchase of food and for menu planning, preparation and services.
- 2.10 OPTIONS' Residential Program Director will provide oversight for Food and Nutrition Services in OPTIONS' licensed programs.
- 2.11 Transitional Living and Supported Living Program persons will be ultimately responsible for their own food, including purchasing and preparation of food, cleaning the kitchen after meals, maintaining sanitation of food preparation and cooking areas, planning meals and budgeting money for grocery purchases, and the storage of cooking utensils and food supplies.

POLICY DATE: February 1996  
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