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Food Policy

Date Implemented: 1/10/13

Date(s) Updated: 12/3/13, 5/22/14

Regulation(s) supporting the need for this policy: 10 CCR 2505-10 8.609.7 D

POLICY:

Innovations will ensure that the dietary needs of our consumers are met. We will ensure that all consumers are offered a nutritionally adequate diet. We will make sure that food purchased for consumers is not used solely for the benefit of staff or providers. All food will be stored and prepared safely to protect against foodborne illness.

PROCEDURE:

1) General Guidelines

1) Innovations is required by HCPF rule to demonstrate that all consumers receive a nutritionally adequate diet. Compliance with that rule will be assessed through regular Quality Assurance (QA) review.
    i. The person doing the review will ensure that there are two pieces of evidence that the consumer's diet is nutritionally adequate. Monitoring could include: checking refrigerators, grocery receipts, dropping by at meal time, interview, day program lunches, or weight.
2) In addition, Innovations Group Homes are required to follow 6 CCR 1011-1 Chap 08 13.4. The policy and procedure for implementing that can be found in our Diet Manual Policy.

2) Staffed Sites

1) At Innovations staffed sites, food is purchased through charge cards at local supermarkets, and acquired through the local Food Share food bank.
2) Staff consuming food
    i. When preparing food for a site, staff are permitted to serve themselves a plate. However, staff may not prepare themselves a separate meal from the food purchased for the site. If staff cannot consume the food prepared for the site, they should separately prepare their own food from home.
3) Foodshare
    i. For sites utilizing Food Share, the following rules must be followed as well:
        1. Staff will weigh all non-Food Share food and report the weight once a month to the Innovations Accounting Clerk through the Site Monitoring Tool.
        2. Attendance will be submitted each month to the Innovations Accounting Clerk to calculate how many meals were served to each consumer in services. The formula for this is five meals per day per consumer in services.
        3. Staff will take the temperature of every fridge and freezer once-a-week and report it to the Innovations Accounting Clerk through the Site Monitoring Tool.
        4. The Site Supervisor of each Staffed Site will ensure all staff at the site are food safety trained.

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5. Food Share food will be used for consumers only. Staff using Food Share food to prepare a communal meal may serve themselves a portion of the meal, but the food cannot be used just for staff consumption.
6. Food Share food will be stored on a shelf, on an empty box or on a pallet. Staff will not store food on the floor or closer than four inches from the floor. Staff will not store food in cupboards over the stove or refrigerator.