

Rule 7. Food Service and Hygiene

210 IAC 8-7-1 Food preparation

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 1. (a) Written policy, procedure, and practice provide that the facility has a designated staff member, experienced and certified in food service management, to manage dietary operations when food is prepared at the facility.

(b) The designated staff member's management responsibilities are outlined in a job description, written agreement, or contract.

(c) The facility designates a person-in-charge, who is knowledgeable of food handling requirements, to be present during all hours of food service operation.

(d) When food is not prepared at the facility, a designated person-in-charge supervises the food service operations.

210 IAC 8-7-2 Food budget, purchasing, and accounting

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 2. Written policy, procedure, and practice provide that the food service budget, purchasing, and accounting practices shall include, but not be limited to, the following systems:

- (1) Food-expenditure cost designed to determine cost per meal per juvenile.
- (2) Estimation of food-service requirements.
- (3) Determination of and responsiveness to juvenile eating preferences.

210 IAC 8-7-3 Dietician review of menu MANDATORY

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 3. (a) Written policy, procedure, and practice provide that a qualified dietician or state authorized agency reviews and approves the facility's dietary menus at least annually to ensure nationally recommended, age-appropriate, daily allowances for basic nutrition are met.

(b) Food service supervisory staff shall verify adherence to the established menu on a daily basis and will log menu substitutions.

210 IAC 8-7-4 Meal planning

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 4. Written policy, procedure, and practice provide that food service staff plan meals based on approved menus at least one week in advance and shall substantially follow the schedule. All meal planning and preparation takes into consideration the following:

- (1) Food flavor.
- (2) Texture.
- (3) Temperature.
- (4) Appearance.
- (5) Palatability.

210 IAC 8-7-5 Single menu

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 5. Written policy, procedure, and practice provide that the food service plan provides a single menu for all juveniles and staff, except for those on a special diet.

210 IAC 8-7-6 Therapeutic diets MANDATORY

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 6. (a) Written policy, procedure, and practice provide that special therapeutic diets are prepared and served to juveniles according to written orders by a physician or other health care practitioner.

(b) A therapeutic diet manual is available in the food service area and in the health services area for reference and information.

210 IAC 8-7-7 Religious diets

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 7. Written policy, procedure, and practice provide that special religious diets are prepared and served to juveniles whose beliefs require the adherence to religious dietary laws. These diets are reviewed and approved by the religious services staff member or volunteer religious services leader.

210 IAC 8-7-8 Sanitation inspection

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 8. (a) Written policy, procedure, and practice provide that the food service manager, or other qualified personnel, conducts weekly sanitation inspections of all food service equipment and areas, including dining and food-preparation areas.

(b) Water temperatures are checked and recorded daily. Water temperature on the final dishwasher rinse should be:

- (1) One hundred eighty (180) degrees Fahrenheit; or

(2) Between one hundred forty (140) degrees Fahrenheit and one hundred sixty (160) degrees Fahrenheit if a sanitizer is used on the final rinse.

210 IAC 8-7-9 Daily temperature inspection

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 9. (a) Written policy, procedure, and practice provide that the food service manager or other qualified personnel, conducts daily inspections of all temperature-controlled storage areas and appliances, including refrigerators, freezers, and dry storage areas. Temperatures are recorded with each inspection.

(b) Stored shelf goods shall be maintained between forty-five (45) degrees and eighty (80) degrees Fahrenheit.

(c) Refrigerated foods shall be maintained between thirty-five (35) degrees and forty (40) degrees Fahrenheit.

(d) Frozen foods shall be maintained at zero (0) degrees Fahrenheit or below, unless national or state health codes specify otherwise.

210 IAC 8-7-10 Monitoring meals

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 10. Written policy, procedure, and practice provide that staff members must be present in the dining area to monitor and supervise juveniles during meals.

210 IAC 8-7-11 Meal times

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 11. (a) Written policy, procedure, and practice provide that an accurate record is maintained for all meals served.

(b) At least three (3) meals, of which two are hot, are provided at regular times during each twenty-four (24) hour period, with no more than fourteen (14) hours between the evening meal and breakfast.

(c) Each juvenile has the opportunity to have at least fifteen (15) minutes of dining time for each meal.

(d) Snacks and food will be available for special occasions, such as late night admissions.

210 IAC 8-7-12 Employee sanitation MANDATORY

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 12. (a) Written policy, procedure, and practice provide that food service employees comply with all applicable sanitation and health codes promulgated by federal, state, and local authorities. Health protection for all juveniles and staff in the facility, including all persons working in food services shall include the following:

(1) All persons involved in the preparation of food receive a pre-assignment health examination and periodic reexamination as required by local or state sanitation codes to ensure freedom from illnesses transmittable by food or utensils.

(2) All food handlers are instructed to wash their hands upon reporting to duty and after using the toilet facilities.

(3) The food service manager or designee monitors juvenile and other persons working in food service each day for health and cleanliness.

(b) When an outside agency or individual provides the facility's food service, the facility has written verification that the outside provider complies with the state and local regulations regarding food service, to include certification of Mobile Retail Food Establishment, per 410 IAC 7-24-113.

210 IAC 8-7-13 Storage of clothing

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 13. Written policy, procedure, and practice provide that the stored supply of clothing, linens, and bedding exceeds that required for the facility's maximum juvenile population.

210 IAC 8-7-14 Issuance of bedding and linens

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 14. (a) Written policy, procedure, and practice provide that juveniles are issued clean bedding and linen, including the following:

(1) Two (2) sheets.

(2) One (1) pillow.

(3) One (1) pillowcase.

(4) One (1) mattress, not to exclude a mattress with an integrated pillow.

(5) Sufficient blankets to provide comfort under existing temperature controls.

(b) Clean linen is exchanged at least one time per week, and towels are exchanged at least three times per week.

210 IAC 8-7-15 Security garment

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 15. (a) Written policy, procedure, and practice provide that when standard issued clothing presents a security or medical risk, the juvenile is supplied with a security garment that promotes the safety of the juvenile.

(b) Juveniles are not placed in security garments as punishment.

210 IAC 8-7-16 Clothing issuance

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 16. (a) Written policy, procedure, and practice provide that juveniles are provided the opportunity to have three complete sets of clean clothing per week, with provisions for clean underwear and socks daily. Clothing is the following:

- (1) Properly fitted.
- (2) Climatically suitable.
- (3) Durable.
- (4) Presentable.
- (5) Not degrading.
- (6) Not in disrepair.

(b) Juveniles shall wear standard issued clothing at all times unless there is a documented risk, at which time juveniles may be issued security garments.

(c) Protective clothing and equipment is issued to juveniles assigned to work in the following:

- (1) Food service.
- (2) The garage.
- (3) The facility physical plant.
- (4) Vocational education.
- (5) Other special work areas.

210 IAC 8-7-17 Personal clothing sanitation

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 17. Written policy, procedure, and practice provide that when juveniles are admitted:

- (1) Personal clothing should be:
 - (A) Properly cleaned and disinfected; or
 - (B) Placed in a sealed container;

- (2) Before:
 - (A) Storage; or
 - (B) Allowing the juvenile to keep and wear the clothing.

210 IAC 8-7-18 Daily bathing

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 18. Written policy, procedure, and practice provide that juveniles are permitted to shower or bathe daily and after strenuous exercise.

210 IAC 8-7-19 Hygiene products

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 19. (a) Written policy, procedure, and practice provide that articles necessary for maintaining proper hygiene are provided to all juveniles. Each juvenile should be given access to or provided the following:

- (1) Soap.
 - (2) Toilet paper.
 - (3) Toothbrush.
 - (4) Toothpaste.
 - (5) Comb or hairbrush, or both.
 - (6) Special hygiene items for females.
- (b) Shaving equipment and supplies should be made available, as needed.

210 IAC 8-7-20 Hair care services

Authority: IC 11-8-2-5; IC 31-31-8-2

Affected: IC 31-31-8

Sec. 20. Written policy, procedure, and practice provide that hair care services are culturally appropriate and comply with applicable regulatory requirements available to juveniles. Equipment used to provide hair care services should be:

- (1) Inventoried.
- (2) Sanitized.
- (3) Stored securely when not in use.