

 Seniors and People with Disabilities State Operated Community Program (SOCP) Policies and Procedures	Supersedes:	Policy Number:
	6/1/02 4.002	4.002
	Effective Date:	
		July 1, 2004
Approval Signature:		
Subject: Food and Nutrition		

REFERENCE:

OAR 411-325-0120 (2)(d)(D); 411-325-0130

POLICY:

SOCP will provide for three meals and snacks that recognize individual preference, seasonal changes, and holidays/birthdays that are nutritionally sound. Individuals will be encouraged to participate in menu development, food purchasing and meal preparation. All menus will be developed in accordance with the USDA Food Guide Pyramid.

PROCEDURE:

Responsibility	Action
Site Manager	<p>Assures that all specifics outlined in the OAR's related to food/nutrition are followed in the home.</p> <p>Menus will be developed for all clients at least one week in advance taking into consideration client choices/preferences.</p> <p>Retain the menus for 30 days.</p>
Direct Support Staff	<p>Coordinate with Site Manager and clients in the home in the development of menus following any physicians order for special diets.</p> <p>Note menu changes on the menu as they occur at meals.</p> <p>All opened food not stored in the original container must be marked with the date and time of opening.</p> <p>Keep cupboards and refrigerator clean assuring that all leftovers are discarded within 72 hours (if time noted on item) or on nightshift of the second night from date and expiration dates are followed.</p> <p>Assure that all utensils used in serving or preparing food are effectively washed/rinsed and stored in such a manner as to assure they are kept free of dust, insects or contamination.</p>