



Virginia Department of Corrections

Facility Services and Work

Food Service Manual Chapter 4

Religious Diets and Special Menus

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Date

REVIEW

The Director of Food Services will ensure that each Chapter of the Food Service Manual is reviewed annually and revised as necessary.

The content owner reviewed this operating procedure in June 2024 and determined that no changes are needed.

The content owner reviewed this operating procedure in May 2025 and determined that no changes are needed.

COMPLIANCE

The Food Service Manual is issued with the intent to pull together information from a variety of sources such as directives, operating procedures, regulations, and other mandatory requirements and applies to all Food Service activities in facilities operated by the Department of Corrections (DOC). Contract Food Service vendors must follow all provisions of the Food Service Manual within the specifications of their contract. This manual will not change requirements contained in any approved directive or operating procedure, but does contain specific operational details not included in other documents. Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, and DOC directives and operating procedures.

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DEFINITIONS

Common Fare - An appropriate religious diet for inmates whose religious dietary needs cannot be met by the Master Menu; the Common Fare menu meets or exceeds minimum daily nutritional requirements.

Community Corrections Alternative Program (CCAP) - A system of residential facilities operated by the Department of Corrections to provide evidence-based programming as a diversionary alternative to incarceration in accordance with COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion.*

Eid ul Adha - Prayer service and special meal; takes place approximately 70 days after the end of Ramadan and the NOI Month of Fasting.

Eid ul Fitr - Prayer and Fast breaking; takes place at the end of Ramadan and the NOI Month of Fasting.

Facility - Any institution or Community Corrections Alternative Program

Food Production Worksheet - A document with each day's menu that provides direction in preparing each meal and provides space to record the number of meals served, time, and temperature of each food served.

Inmate - A person who is incarcerated in a Virginia Department of Corrections facility or who is Virginia Department of Corrections responsible to serve a state sentence.

Master Menu - A menu developed by the DOC Dietician to ensure that nutritionally adequate meals are made available to inmates and CCAP probationers/parolees consistent with nationally recommended allowances for basic nutrition and established basic daily servings.

Meals for Religious Observances - Special meals provided for the following religious observances: Observance of Ramadan, Nation of Islam (NOI) Month of Fasting, and Passover.

Medical Practitioner - A Physician, Nurse Practitioner, or Physician's Assistant.

Nation of Islam (NOI) Month of Fasting Common Fare Menu - The 28-day cycle Common Fare menu for NOI inmates on Common Fare; provided by the DOC Dietitian to be used during the NOI Month of Fasting for those inmates whose religious dietary needs cannot be met from the Common Fare menu during the observance of the NOI Month of Fasting.

Nation of Islam (NOI) Month of Fasting Menu - A 28-day cycle Master Menu for NOI inmates and CCAP probationers/parolees provided by the DOC Dietitian to be used during the NOI Month of Fasting for those whose religious dietary needs cannot be met from the Master Menu during the observance of the NOI Month of Fasting.

Passover - The religious holiday celebration observed by Jews, Messianic Jews, Yahwist/House of Yahweh, and Philadelphia Church of God

Probationer/Parolee - A person who is on community supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of Courts, paroling authorities, the Virginia Department of Corrections, or other release authority; this includes post release supervision and Community Corrections Alternative Programs.

Ramadan Common Fare Menu - A 28-day cycle Common Fare menu for Muslim inmates on Common Fare; provided by the DOC Dietitian to be used during Ramadan for those inmates whose religious dietary needs cannot be met from the Common Fare menu during the Observance of Ramadan.

Ramadan Menu - A 28-day cycle Master Menu for Muslim inmates and CCAP probationers/parolees provided by the DOC Dietitian to be used during Ramadan for those whose religious dietary needs cannot be met from the Master Menu during the Observance of Ramadan.

Registered Dietitian (RD): A food and nutrition expert who has completed a minimum of a bachelor's degree at a US regionally accredited university or college; completed an Accreditation Council for Education in Nutrition and Dietetics-accredited supervised practice program; passed a national examination administered by the Commission on Dietetic Registration (CDR); and maintains current registration with the CDR.

Seder Plate - A ceremonial plate used during Passover, generally consisting of matzo, roasted chicken, bitter herb (parsley), vegetables (parsley or celery), chopped apples and nuts (mixed), and a cup of salt water.



PURPOSE

This chapter of the Food Service Manual provides a religious diet program to reasonably accommodate special diets that meet the basic nutritional needs of inmates and CCAP probationers/parolees whose religious beliefs require the adherence to religious dietary laws.

PROCEDURE

- I. Reception Centers and Community Corrections Alternative Program (CCAP) (4-ACRS-4A-03[CC])
 - A. Due to the short duration and voluntary nature of a CCAP and the short duration of assignment to a Reception Center, these facilities do not offer religious diets. These facilities offer inmates and CCAP probationers/parolees the option of choosing non-meat meals from the Master Menu to address their dietary requirements.
 - B. Reception Centers and CCAPs offer meals that reasonably accommodate certain religious or spiritual dietary needs to the extent feasible during the Observance of Ramadan and NOI Month of Fasting and the Observance of Passover.
 1. Inmates and CCAP probationers/parolees may choose to eat from the Master Menu or the Ramadan and NOI Month of Fasting Menus during the Observance of Ramadan and the NOI Month of Fasting.
 2. Inmates and CCAP probationers/parolees may choose to eat from the Master Menu or the Passover Menu during the Observance of Passover.
 - C. An inmate's and CCAP probationer's/parolee's eligibility, participation, and all other requirements established in this operating procedure for religious observance meals to include fasting for other religious observances will apply.
- II. Inmate Religious Diets
 - A. Religious Diets are available at institutions designated by the Deputy Director for Institutions and are intended to accommodate inmates whose religious dietary needs cannot be met by the Master Menu. (5-ACI-5C-07)
 - B. At institutions where a religious diet is available; staff must provide religious diet meals in accordance with this Chapter of the Food Service Manual.
 - C. All Food Service staff in designated Common Fare and Sealed Religious Diet institutions are trained in religious diet with staff training documented on the *Staff Common Fare Training Acknowledgement* FSM_F7 and the *Staff Sealed Religious Diet Menu Training Acknowledgement* FSM_F33, as appropriate.
 - D. All Corrections Officers who deliver or serve food will be trained in the proper procedures for serving and delivering religious diet meals, including, but not limited to, contamination issues and the correct use of gloves with staff training documented on the *Staff Common Fare Training Acknowledgement* FSM_F7 and the *Staff Sealed Religious Diet Menu Training Acknowledgement* FSM_F33, as appropriate.
 - E. The Food Operations Director/Manager or designee will provide appropriate training and supervision for inmate kitchen workers assigned to prepare, deliver, or serve food for religious diet meals, including, but not limited to, contamination issues and the correct use of gloves with training documented on the *Inmate Worker Common Fare Training Acknowledgement* FSM_F8 and the *Inmate Worker Sealed Religious Diet Menu Training Acknowledgement* FSM_F34, as appropriate.
 - F. Inmate assignment to the Restorative Housing Unit or an institutional medical unit should not affect an inmate's participation in their religious diet. Inmates approved for a religious diet must be provided their religious diet meals.
- III. Inmate Religious Diet Assignment
 - A. Information regarding inmate assignment to a religious diet, i.e., Common Fare and Sealed Religious Diet



is available in Operating Procedure 841.3, *Inmate and CCAP Probationer/Parolee Religious Programs*.

- B. Inmate participation in a religious diet is voluntary, inmates must submit a *Religious Diet Request* 841_F25 to their Counselor to initiate the process for approval. Inmates will be approved for the Sealed Religious Diet if the inmate provides a religious reason for the diet.
- C. Staff may approve the inmate's request for the Common Fare or Sealed Religious diet, provided the diet does not detract from institutional security, safety, good order, and does not threaten the health or safety of the inmate.
- D. Assignment of Inmates on Therapeutic Diets
 - 1. Any inmate with a prescribed a therapeutic diet requesting assignment to a religious diet will have their request reviewed on a case-by-case basis to determine if the requested religious diet is inconsistent with the inmate's prescribed therapeutic diet.
 - 2. Upon receipt of the inmate's religious diet request, food service staff will determine if the inmate has a prescribed therapeutic diet.
 - a. If the inmate has a prescribed therapeutic diet, food service staff will contact the regional RD to review the diet order for potential conflict with the inmate's approved religious diet.
 - b. Therapeutic diet orders that may conflict with an approved religious diet include but are not limited to, food allergies, dialysis, celiac, and mechanically altered.
 - 3. When the regional RD determines there is a conflict, the regional RD will coordinate a meeting with the inmate and the Medical Practitioner to discuss the conflict with the therapeutic diet order and the nutritional and medical risk of refusing the therapeutic diet.
 - 4. Inmates are required to choose between their requested religious diet and the prescribed therapeutic diet.
 - a. Inmates may remain on a therapeutic diet and retract their religious diet request.
 - b. If an inmate refuses a therapeutic diet, they will receive the religious diet without any modification(s).
 - 5. Upon notification that an inmate has chosen their requested religious diet and refused their therapeutic diet, food service staff will provide the religious diet without any modification.
- E. Upon receipt of approval for an inmate's participation in a religious diet and notification to the Food Operations Director/Manager, the inmate will begin receiving Common Fare meals within 15 working days or Sealed Religious diet meals within 45 working days to allow time for ordering and purchasing necessary food items.
- F. If a transfer to another institution to receive their religious diet meals is necessary:
 - 1. Any inmate approved for the Common Fare diet should begin receiving Common Fare meals as soon as practical, no later than seven days after arrival at the institution.
 - 2. Any inmate approved for the Sealed Religious Diet should begin receiving such meals no later than seven days after transfer. For inmates transferring for a medical emergency or for an unforeseen penological reason Sealed Religious diet meals will be provided as soon as practical, no later than seven days after arrival at the institution.
- G. Inmates requesting assignment to a religious diet are required to sign the *Common Fare Agreement* 841_F8 or *Sealed Religious Diet Agreement* 841_F24, as applicable.
 - 1. Any inmate who refuses to sign the Common Fare Agreement 841_F8 or Sealed Religious Diet Agreement 841_F24 will not receive the diet.
 - 2. Staff should scan the signed *Common Fare Agreement* 841_F8 and *Sealed Religious Diet Agreement* 841_F24 into VACORIS and provide a copy to the inmate.

IV. Inmate Religious Diet Agreement to Participate

A. Inmates approved to participate in a religious diet agree to:

1. Not pick up or eat a meal tray other than the meal tray for their approved religious diet.
2. Not trade or possess unauthorized food items from the main line.
3. Pick Up one meal per meal service; any inmate who picks up more than one meal will be subject to a disciplinary offense; see Operating Procedure 861.1, *Offender Discipline, Institutions*.

B. Inmates must present their inmate identification card (ID) at the point of service such as the serving line window, cell, workstation, bed, etc. to receive their approved religious diet meal.

1. Inmates with a blue ID will receive the Common Fare meal tray and inmates with an orange ID will receive the Sealed Religious Diet meal tray; see Operating Procedure 410.3, *Inmate and CCAP Probationer/Parolee Movement Control*.
2. Inmates with a red ID will receive a regular meal tray.
3. Inmates will only receive the diet they are approved to receive, Sealed Religious Diet, Common Fare Diet, Regular Diet, or Therapeutic Diet, no other meal will be provided.

C. In accordance with the signed *Common Fare Agreement 841_F8* or *Sealed Religious Diet Agreement 841_F24*, inmates will be assessed the cost of their religious diet meal, currently \$.70 per meal for Common Fare and \$3.25 per meal for the Sealed Religious Diet, for the following:

1. The inmate is observed or detected picking up or eating from a meal tray other than the tray for their approved religious diet.
2. The inmate is observed or detected eating, trading, or possessing, unauthorized food items from the main line.
3. The inmate is observed or detected picking up or eating more than one meal per meal service.
4. Inmates will not be assessed the cost if they fail to pick up or eat their meal.

D. Staff should notify the Food Operations Director/Manager or designee, so the cost of religious diet meal can be assessed.

E. The Food Operations Director/Manager or designee will submit a *Meal Cost Log FSM_F21* to the Business Office daily.

1. The *Meal Cost Log* will be used to document the name and number of all inmates to be assessed the cost of a religious diet meal, the meal received, the number of meals for each inmate and the total cost for each inmate for the day.
2. Inmates unable to pay the assessed cost of the meals will have the cost charged as a loan to their Inmate Trust Account.

V. Religious Diet Withdrawals and Sealed Religious Diet Removals

A. Inmates may voluntarily withdraw from a religious diet by submitting a written request to their counselor.

1. Staff must scan the inmate's written request into VACORIS with the Institution Classification Authority (ICA) action for removal.
2. The Facility Unit Head or designee will notify the Food Operations Director/Manager and will provide the name of any inmate who withdrew from a religious diet within two working days.
3. An inmate that voluntarily withdraws from a religious diet and wishes to receive the diet again must reapply by submitting a new *Religious Diet Request 841_F25*; see Operating Procedure 841.3, *Inmate and CCAP Probationer/Parolee Religious Programs*.

B. Staff may remove an inmate, who chooses to take a Common Fare diet or regular meal tray every day for



14 consecutive days, from the Sealed Religious diet.

1. Staff must allow inmates removed from the Sealed Religious diet to choose between Common Fare and the regular meal plan.
2. The inmate may appeal their removal through the *Offender Grievance Procedure*.

C. Any inmate who voluntarily withdraws or is removed from the Sealed Religious diet can reapply by submitting a new *Religious Diet Request* 841_F25 to their Counselor.

VI. Religious Diet Menus, Food Preparation and Storage Requirements

A. Common Fare Diet

1. The Common Fare diet menu has been analyzed and certified to meet or exceed minimum daily nutritional requirements. (5-ACI-5C-07)
2. All foods purchased for Common Fare except fresh fruits and vegetables, are certified by a recognized Orthodox Standard, e.g., "U", "K", or "CRC".
3. The Food Operations Director/Manager may change Common Fare menus at the institutional level due seasonal produce availability, donated kosher commodities, and kosher special buys.
 - a. Under such circumstances, the Food Operations Director/Manager may make temporary nutritionally equal substitutions with fresh seasonal produce.
 - b. All rules for menu substitutions apply Common Fare menu substitutions; see Food Service Manual Chapter 3, *Menu Planning*.
4. If a menu substitution is made, staff must not:
 - a. Serve dairy and meat, chicken, and fish in the same meal.
 - b. Mix dairy and meat.
 - c. Use pork and pork derivatives.
5. If staff must substitute food items on a NOI Month of Fasting a menu, the following are not acceptable:
 - a. Pork, beef, poultry
 - b. Dried beans, (except Navy) and peas
 - c. White and corn bread
 - d. Soybean flour or oil
 - e. Kale, turnip, collard, or mustard greens
 - f. Sweet or white potatoes
 - g. Peanuts, coconut, or other nuts
 - h. Cheese, made with any pork products
 - i. Refined sugar products
 - j. Grapefruit
6. All beverages available for general population are allowed for Common Fare.
7. At institutions where Common Fare is not available, inmates have the option of choosing non-meat meals from the Master Menu to address dietary requirements. (4-ACRS-4A-03[I])
8. Inmates may request a copy of the Common Fare menu from their counselor; copying charges will apply.

B. Common Fare Food Item Storage and Preparation

1. Staff and inmate workers will store food items upon delivery in special designated areas for staging and storage until use.
 - a. The Food Operations Director/Manager will designate a separate refrigeration unit or a special area



- within available cooling systems for the staging and storage of refrigerated Common Fare food items.
- b. The Food Operations Director/Manager will designate a separate area or a special area within the existing storage area for the staging and storage of non-perishable Common Fare food item.
 - c. The Food Operations Director/Manager will designate a separate area or a special area within the existing frozen storage area for staging and storage of frozen Common Fare food products for the storage of frozen Common Fare food items.
 - d. Separate food storage areas and special food storage areas located within existing food storage areas for cold items, dry foods, and frozen food must be separate from other food items and clearly marked and identified as Common Fare.
2. Staff and inmate workers will prepare and cook Common Fare food items in accordance with the Food Service Manual, state and federal regulations, and the following:
 - a. All pans, lids, utensils, and other equipment used for Common Fare must be marked (CF) for Common Fare and will not be used for any other purpose.
 - b. Food Service staff and inmate workers are required to:
 - i. Purify all food contact surfaces to include the prep area, serving line, pot sink, and the dishwashing machine with boiling water above 180 degrees before Common Fare items are prepared or washed on these surfaces with the daily purification documented on the *Common Fare Purification Log* FSM_F29.
 - ii. Store, handle, use, and clean pans and utensils designated for Common Fare use in the preparation, serving, and transporting of food separately from non-Common Fare pans and utensils.
 - iii. Not handle non-Common Fare food items while preparing or cooking Common Fare food items.
 - iv. Prepare all food items in the designated Common Fare area and cook all food with designated Common Fare equipment.
 - v. Use a separate designated thermometer to take the temperature of Common Fare food items.
 - vi. Wash and sanitize Common Fare pans and utensils for in the pot and pan area before non-Common Fare utensils have been cleaned.
 - vii. Wash, sanitize, and refill sinks before Common Fare utensils are cleaned.
 - viii. Store all utensils on a separate shadow board identified as Common Fare.
 3. Food service staff and inmate workers must re-purify cooking vessels contaminated with non-Common Fare food items as follows:
 - a. Dry heat equipment such as an oven must be set at the highest temperature setting and allowed to operate for a minimum of 30 minutes.
 - b. Moist heat equipment such as a tilt skillet and steam jacketed kettle must be filled with water and boiled for a minimum of 30 minutes.
 - c. Miscellaneous equipment such as a pot, pan, cooking utensils, serving utensils, etc. must be placed in a designated Common Fare vessel and boiled for a minimum of 30 minutes.
 - d. Common Fare serving trays, cups, or eating utensils that come in to contact with non-Common Fare items must be purified by running them through the dishwashing machine. The dishwashing machine must be cleaned and purified prior to use.
 4. Food service staff and inmate workers will place Common Fare serving trays, covers, eating utensils, and cups in the clean and sanitized dishwashing machine for washing and sanitizing before non-Common Fare serving trays and utensils are washed.
 - a. The water in the dishwashing machine will be drained and refilled before washing Common Fare items.
 - b. All dishwasher racks will be put through the dishwasher before Common Fare utensils, serving trays, and cups are placed on the racks.

- c. The dishwasher dirty and clean rack slides must be purified by boiling water prior to the washing of Common Fare items.
5. Prior to serving Common Fare items from the main serving line; staff and inmate workers must ensure:
 - a. The serving line is purified by boiling water, in the wells and all food contact surfaces, prior to placing Common Fare food on the serving line.
 - b. The serving line is cleaned, sanitized, and refilled with water or ice before Common Fare is served.
 - c. All food items are placed in pans, utensils, and serving trays dedicated to Common Fare.

C. Serving Common Fare Items

1. Staff will use separate reusable trays, covers, eating utensils, and cups for serving Common Fare meals and will store these items separately for non-Common Fare.
 - a. The Facility Unit Head will designate a color for Common Fare serving trays for their institution; Common Fare serving trays and non-Common Fare serving trays must be a different color.
 - b. The serving tray lid must be orange to distinguish the serving tray as Common Fare use only.
2. All items, except for Common Fare hot items, will be prepared in advance of the feeding period and placed under refrigeration in the designated refrigerator unit or area.
3. Staff and inmate workers must ensure all food items are covered when served to an inmate.
4. Restorative Housing Units and medical units.
 - a. Staff and inmate workers will deliver Common Fare serving trays to inmates on a serving cart separate from the serving cart used for regular serving trays.
 - b. Empty Common Fare serving trays will be kept separate from empty regular serving trays when collected from inmates and will be cleaned in accordance with established procedures.

D. Sealed Religious Diet

1. The Sealed Religious diet meets or exceeds the minimum daily nutritional requirements and provides inmates whose religious dietary needs cannot be met by the Master Menu and the Common Fare diet with an appropriate religious diet. (5-ACI-5C-07)
 - a. For lunch and dinner, staff will provide prepackaged meals that contain an acceptable Orthodox Jewish kosher certification; see Attachment 1, *Common Kosher Symbols*.
 - b. For breakfast, staff may provide uncooked food to include dry cereal, cheese, bread, juice, fresh fruit, coffee, and milk.
 - i. Water above 160 degrees will be provided at point of service for use in hot cereal and instant meals; staff must log the temperature on the *Food Production Work Sheet*.
 - ii. Staff will serve raw fruits and vegetables whole and uncut.
 - iii. Vegetables that are cut and placed in a double sealed container by staff and inmates under the supervision of a Rabbi and displaying a Kosher Symbol are permitted.
 - iv. As an alternative to uncooked food, staff may serve prepackaged meals.
2. The Sealed Religious diet prepackaged meals are comparable in variety, consistent with the Common Fare diet, and periodically provides meat, beef, or poultry.
 - a. The prepackaged meals are either frozen meals or an assortment of frozen and shelf-stable meals.
 - b. Staff may supplement the Sealed Religious diet prepackaged meals with other items in their original packaging that contain an acceptable kosher certification sealed to meet nutritional requirements.
3. Sealed Religious diet prepackaged meals can be cooked in the Common Fare menu oven, and served on Sealed Religious diet trays as follows:
 - a. The prepackaged meals must be sealed and double wrapped in foil or plastic during cooking and when served.
 - b. Staff and inmate workers must ensure the Sealed Religious Diet Tray is covered with the tray's lid

when served to an inmate.

- c. A temperature probe will not be used on prepackaged meals.
- d. A sample serving tray will be temperature checked and saved for seven days; see, Chapter 5, *Food Preparation and Service of Meals*. In the event multiple batches of prepackaged meals must be prepared, due to equipment space or number of needed meals, one tray from each batch will be temperature checked and saved for seven days.

VII. Special Menus for Religious Observances (5-ACI-5C-07, 4-ACRS-4A-03)

A. Observance of Ramadan and NOI Month of Fasting

1. The Deputy Director for Institutions issues an annual memorandum notifying facilities of the dates for the Observance of Ramadan and NOI Month of Fasting.
 - a. The religious observance will continue for a period of 29-30 days and the fasting dates are confirmed by the Islamic Center of Virginia.
 - b. Inmates and CCAP probationers/parolees must submit a request form to sign-up for participation in the religious observance at least 30 days prior to the start of the observance; see Operating Procedure 841.3, *Inmate and CCAP Probationer/Parolee Religious Programs*.
 - c. Ramadan and NOI Month of Fasting special observance menus are only available to those inmates and CCAP probationers/parolees who require special religious diets during the Observance of Ramadan and the NOI Month of Fasting.
 - d. Ramadan and NOI Month of Fasting Common Fare special observance menus are intended to accommodate Common Fare inmates whose religious dietary needs are not met by the Master Menu or Common Fare menu.
2. The DOC Dietitian, each year, plans and issues the following Ramadan and NOI Month of Fasting menus to reasonably accommodate inmate and CCAP probationer/parolee spiritual dietary needs to the extent feasible during Ramadan and NOI Month of Fasting Common Fare menus.
 - a. Ramadan and NOI Month of Fasting
 - b. Ramadan Common Fare, for inmates on the Common Fare diet
 - c. NOI Month of Fasting Common Fare, for inmates on the Common Fare diet
3. Inmates and CCAP probationers/parolees observing Ramadan and NOI Month of Fasting require special foods; staff at the facility level must not change the DOC Dietitian's planned special observance menus unless authorized in this chapter of the Food Service Manual.
4. Any inmate on a religious diet participating in the Observance of Ramadan or the NOI Month of Fasting may remain on their religious diet or eat from the respective special observance menu.
 - a. Ramadan and NOI Month of Fasting Common Fare menus are nutritionally adequate and equivalent in calories to the Master Menu and the Common Fare Menu.
 - b. Inmates must indicate their choice from the following when registering for the respective special observance menu:
 - i. Muslim inmates observing Ramadan will eat from a special Ramadan menu.
 - ii. Muslim inmates on the Common Fare diet will eat from a special Ramadan Common Fare Menu.
 - iii. NOI and MSTTA inmates will eat from a Month of Fasting menu.
 - iv. NOI and MSTTA inmates on the Common Fare diet will eat from a Month of Fasting Common Fare Menu.
 - c. Inmates on the Sealed Religious diet must remain on the Sealed Religious diet or eat from the respective Sealed Religious diet special observance menu.
 - d. Inmates cannot change their choice during the period of fasting.
 - e. Although the menus are different, inmates observing the same fasting period may be fed at the same



time.

5. Staff should make reasonable accommodations for participating inmates consistent with maintaining appropriate security and the orderly operation of the facility. Staff, inmates and CCAP probationers/parolees should observe the following guidelines during the Observance of Ramadan and the NOI Month of Fasting:
 - a. Staff must allow inmates and CCAP probationers/parolees at least 20 minutes to consume their meals.
 - i. The morning meal should be served and eaten 30 minutes before dawn.
 - ii. The evening meal should be served and eaten after sunset.
 - b. Staff will distribute a bag meal to inmate and CCAP probationer/parolee participants during the evening hours.
 - i. Staff will allow inmates and CCAP probationers/parolees to take the bag meal to their living areas; however, inmates must consume or discard the bag meal within four hours of receipt due to health and safety standards.
 - ii. Each inmate and CCAP probationer/parolee participant are required to complete the *4-Hour Rule Agreement* FSM_F9 and submit it to the Food Service Department prior to the beginning of the fast dates.
 - c. Staff must allow inmates and CCAP probationers/parolees participating in the Observance of Ramadan and NOI Month of Fasting to participate in the Eid ul Fitr and the Eid ul Adha.
 - i. The Eid ul Fitr is held at the end of the Observance of Ramadan and NOI Month of Fasting and includes a prayer service held before noon and a special observance meal to be served either on the day following the last day of fasting or within three days following the last day of fasting but not both.
 - ii. The Eid ul Adha is held approximately 70 days after the end of the Observance of Ramadan and NOI Month of Fasting and includes a prayer service held before noon and a special observance meal, to be served on the same day.
 - iii. Based on guidance from the Director of Food Services, staff may serve the Eid ul Fitr and Eid ul Adha meal to the entire inmate and CCAP probationer/parolee population except inmates on Common Fare. Inmates on Common Fare will be provided a Common Fare feast meal.
6. Staff must not remove an inmate or CCAP probationer/parolee who is participating in the Observance of Ramadan or NOI Month of Fasting from their religious observance participation or otherwise penalize the inmate or CCAP probationer/parolee for eating commissary food items or seeking a meal tray between dawn and sunset during the religious fast of Ramadan/NOI Month of Fasting.
7. All rights provided under Operating Procedure 866.1, *Offender Grievance Procedure*, and Operating Procedure 940.4, *Community Corrections Alternative Program*, will be available to challenge any sanction imposed.

B. Observance of Passover

1. The Deputy Director for Institutions will issue a memorandum annually to notify facilities of the dates for Passover.
 - a. Inmates and CCAP probationers/parolees must submit a request form in the fourth quarter of the current year to sign-up for participation in Passover for the following year to ensure there is adequate time to order the necessary amount of kosher for Passover food items; see Operating Procedure 841.3, *Inmate and CCAP Probationer/Parolee Religious Programs*.
 - b. Passover religious observance meals provide a religious diet that reasonably accommodates certain religious or spiritual dietary needs to the extent feasible during the observance of Passover.
 - c. Passover religious observance meals are available only to inmates and CCAP probationers/parolees who require special religious diets during Passover.
2. The DOC Dietitian, each year, plans and issues the following Passover menus to reasonably



accommodate inmate and CCAP probationer/parolee spiritual dietary needs to the extent feasible during Passover.

- a. Non-Common Fare “Passover Meal” for inmates not on the Common Fare diet.
 - b. Common Fare “Passover Meal” for inmates on the Common Fare diet
3. Inmates housed at an institution that offers the Common Fare diet may choose to eat from the throughout the Passover period.
 4. Inmates, who are on Common Fare diet and choose to participate in Passover, must be provided a Common Fare “Passover Meal” throughout the Passover period.
 5. The religious dietary accommodations provided under this Chapter of the Food Service Manual meet inmate and CCAP probationer/parolee basic nutritional needs. The planned menu for the Passover observance will not be changed at the facility level.
 - a. A “Passover Meal” is a meal free of leavened food items, legumes, and grains.
 - b. Matzo is substituted for leavened food items; staff may order special items such as matzo from vendors, using the eVA system.
 6. Passover Preparation in Food Service Area
 - a. The Food Operations Director/Manager must designate a separate area, with stainless steel tables, in the food service area for the preparation of Passover food items.
 - b. All food contact surfaces and utensils used in the service and preparation of food items must be purified with boiling water above 180 degrees before each use.
 - c. All Passover meals will be served on disposable trays with disposable sporks.
 - d. All food items purchased for Passover, except fresh fruits and vegetables, will be marked “Kosher for Passover”.
 7. Staff must not remove an inmate who is participating in Passover from their religious observance participation or otherwise penalize the inmate for eating commissary food items or seeking a regular meal tray, after having chosen to participate in the Common Fare Passover meal.
 8. All rights available under Operating Procedure 866.1, *Offender Grievance Procedure* must be available to challenge any sanction imposed.
 9. Inmates and CCAP probationers/parolees who wish to order a kosher for Passover meal package may do so from the DOC commissary Contract Vendor. DOC established dollar limits will allow for three full meals daily during Passover.
 - a. A Seder plate is permitted for the first two nights of Passover and only one Seder Plate per service is necessary for the celebration of Passover.
 - b. The Seder Plate is symbolic; inmates and CCAP probationers/parolees should not eat from the plate.

VIII. Fasting for other Religious Observances

- A. Inmates and CCAP probationers/parolees must submit a request form to participate in other religious observances that require fasting; see Attachment 4, *Master Religious Calendar* to Operating Procedure 841.3, *Inmate and CCAP Probationer/Parolee Religious Programs*.
- B. Every inmate and CCAP probationer/parolee who plans to participate must complete the *4-Hour Rule Agreement* FSM_F9 and submit the *Agreement* to the Food Service Department prior to the beginning of the fast dates.
 1. Staff will distribute a bag meal during the evening hours to inmates and CCAP probationers/parolees participating in the religious observance and fasting as a part of the observance.
 2. Inmates and CCAP probationers/parolees can have the bag meal in their living areas; however, due to health and safety standards, the inmate or CCAP probationer/parolee must consume or discard the bag



meal within four hours of receipt.

- C. Staff must allow inmates and CCAP probationers/parolee approved to participate in a religious observance requiring the participant to fast to continue their participation in the fast and receive the fasting meals during scheduled and unscheduled lockdowns.

REFERENCES

COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion*

Food Service Manual Chapter 3, *Menu Planning*

Food Service Manual Chapter 5, *Food Preparation and Service of Meals*

Operating Procedure 410.3, *Inmate and CCAP Probationer/Parolee Movement Control*

Operating Procedure 841.3, *Inmate and CCAP Probationer/Parolee Religious Programs*

Operating Procedure 861.1, *Offender Discipline, Institutions*

Operating Procedure 866.1, *Offender Grievance Procedure*

Operating Procedure 940.4, *Community Corrections Alternative Program*

ATTACHMENTS

Attachment 1, *Common Kosher Symbols*

FORM CITATIONS

Common Fare Agreement 841_F8

Sealed Religious Diet Agreement 841_F24

Religious Diet Request 841_F25

Staff Common Fare Training Acknowledgement FSM_F7

Inmate Worker Common Fare Training Acknowledgement FSM_F8

4-Hour Rule Agreement FSM_F9

Meal Cost Log FSM_F21

Common Fare Purification Log FSM_F29

Staff Sealed Religious Diet Menu Training Acknowledgement FSM_F33

Inmate Worker Sealed Religious Diet Menu Training Acknowledgement FSM_F34

