



# Virginia Department of Corrections

## Facility Services and Work

### Food Service Manual Chapter 8

#### *USDA Commodities*

**Authority:**

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*Signature Copy on File*

5/19/2023

Signature

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

**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.

**Facility** - Any institution or Community Corrections Alternative Program.

**Food Operations Director/Manager** - A general term to refer to the highest ranking food service person in a facility - Food Operations Director or Food Operations Manager Senior.

Facility - Any institution or Community Corrections Alternative Program.

**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.

**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.

**Total Maintenance System (TMS)** - A web-based software system that provides a computerized system for managing materials and supplies inventories and a maintenance management system to schedule, track, and report maintenance work performed on DOC owned facilities, equipment, and vehicles.

## PURPOSE

This Chapter of the Food Service Manual provides guidance to all food service staff within the Department of Corrections (DOC) in the management and control of United States Department of Agriculture (USDA) products to ensure compliance with USDA procedures.

## PROCEDURE

- I. United States Department of Agriculture (USDA) Commodity Program
  - A. Products obtained through the USDA Commodity Program are donated to the Department of Corrections under strict guidelines. (5-ACI-5C-02)
    1. The use, storage, inventory, and record keeping of such commodities must be done in full compliance with USDA regulations.
    2. USDA commodities provide a beneficial enhancement to the dietary needs of the inmates and CCAP probationers/parolees as well as benefiting the nation's agricultural industries.
  - B. The Virginia Department of Agriculture and Consumer Services (VDACS) Regional Commodity Manager provides the facility Food Operations Director/Manager with a listing of available items.
    1. All USDA commodity requests will be forwarded to the Regional Food Service Field Directors, to allow for the coordination of orders with the availability of items from USDA.
    2. Such orders will be compared with actual inventories to determine actual needs.
  - C. Quantity of commodities provided is based upon the current inmate or CCAP probationer/parolee population at a facility. Any notable, permanent change in the population will be reported to the VDACS representative in accordance with their established procedures.
  - D. The Regional Food Service Field Director will notify the facilities within their Region, of any changes that impact food service operations.
- II. Receipt of Items
  - A. Upon delivery, facility staff must count and verify each item against the corresponding delivery ticket.
  - B. Facility staff must inspect the condition of the items and note any overages or shortages on the delivery ticket.
  - C. Any overages or shortages must be reported to the Regional Food Service Field Director.
- III. Storage, Refusal, or Transfers of Commodities
  - A. Within the food service storage areas, the Food Operations Director/Manager must designate and provide designated areas for the three types of USDA products, i.e., dry, frozen, and refrigerated.
  - B. The approval of the Regional Food Service Field Directors is required before any refusal of receipt or transfer of USDA commodities is done.
- IV. Audits and Inspections
  - A. The VDACS, USDA, or authorized agencies will conduct audits and inspections.
  - B. Facility staff will maintain accurate and current records, reports, and procedural compliance at all times in preparation for such reviews.
- V. Records and Reports
  - A. All records and reports must be maintained for three years following the close of the fiscal year to which they pertain.
  - B. VDACS Rehabilitative Program re-certification reports must be submitted by the facility staff and

forwarded to the Regional Commodity Manager every 12 months. A copy of this report will be maintained at the facility.

- C. Perpetual inventories must be maintained on all USDA items. USDA food items will not be maintained in the Total Maintenance System.
- D. Any transactions relating to receipt, storage, distribution, use or disposal of donated foods must be maintained and available for review.

**REFERENCES**

None

**ATTACHMENTS**

None

**FORM CITATIONS**

None

