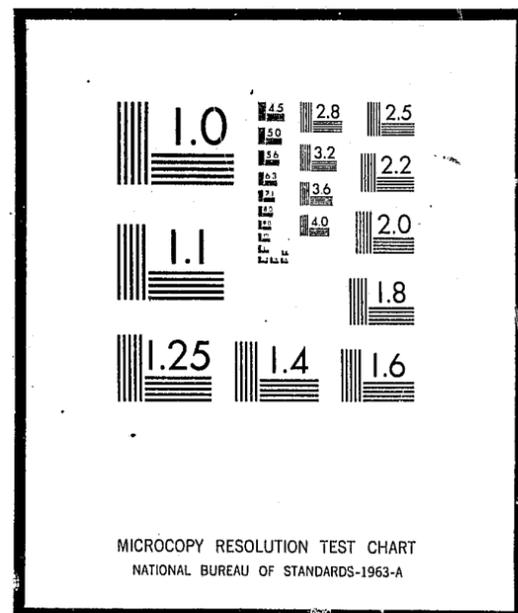


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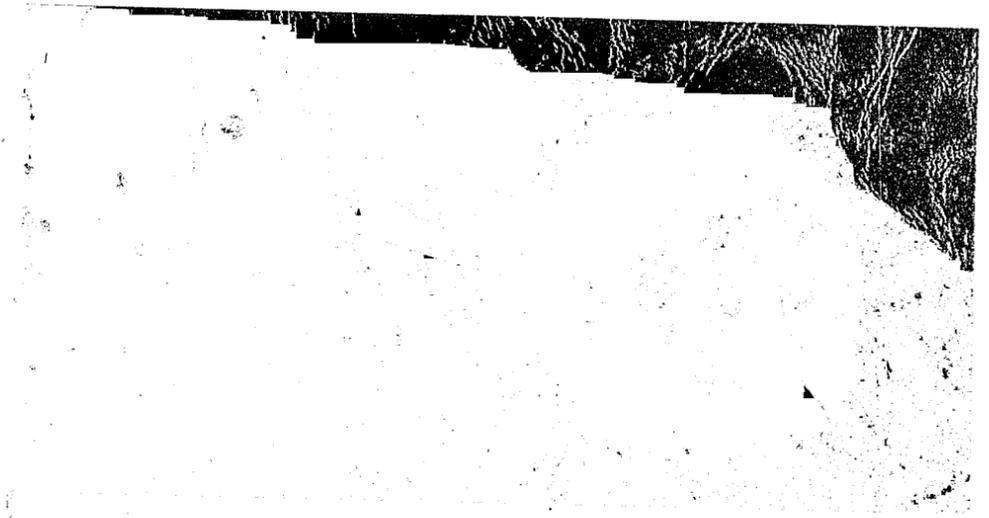
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NATIONAL SHERIFFS' ASSOCIATION

food service in jails



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A Handbook
On

**FOOD SERVICE
IN JAILS**

The National Sheriffs' Association is grateful to the Law Enforcement Assistance Administration of the United States Department of Justice for the Grant Award (No. 73-ED-99-0002) which made production of this and the companion handbooks possible. Authority: The Omnibus Crime Control and Safe Streets Act of 1968 as Amended.

Grant Award recipients are encouraged by the Law Enforcement Assistance Administration to express freely their professional judgment. Therefore, the findings, opinions, and conclusions expressed in this Handbook do not necessarily represent the views of official position of LEAA or the Department of Justice or of The National Sheriffs' Association.

Gilbert A. Foss, Manager
Professional Assistance Division
National Sheriffs' Association

The National Sheriffs' Association
1250 Connecticut Avenue, N.W.
Washington, D.C. 20036
1974

Credits

The information contained in this Handbook was compiled by a subcommittee of the Detention/Corrections Committee of the National Sheriffs' Association in two meetings during 1973-74.

The notes and tapes were used by the named writers who produced a draft of this monograph. This draft material was then revised, edited and approved for publication in its present form.

The time spent on this project by persons named below, is greatly appreciated, especially since it was freely contributed in the interest of improving jails for 1974 and beyond.

The National Sheriffs' Association (1973-1974)

President:

Sheriff I. Byrd Parnell
Sumter County
Sumter, South Carolina

Executive Director:

Ferris E. Lucas
1250 Connecticut Avenue, N. W.
Washington, D. C.

Project Director:

Gilbert A. Foss
1250 Connecticut Avenue, N. W.
Washington, D. C.

1973-1974 Detention/Corrections Committee Membership Participating

Sheriff Donald J. Omodt, Hennepin County, Minneapolis, Minnesota, Chairman

Sheriff Robert A. Bender, Allen County, Fort Wayne, Indiana

Sheriff Joseph F. Job, Bergen County, Hackensack, New Jersey

Sheriff James Swinson, Fairfax County, Fairfax, Virginia

Sheriff Thomas Morrissey, Buncombe County, Asheville, North Carolina

Lawrence Carpenter, Austin, Texas

Sheriff Paul E. Blubaum, Maricopa County, Phoenix, Arizona

Nick Pappas, LEAA, Washington, D. C., Consultant

Definitions

The National Jail Census of 1970 sponsored by the Law Enforcement Assistance Administration and conducted by the Bureau of the Census revealed that there are 4,037 locally administered detention institutions in the United States which have the authority to detain adult persons for 48 hours or longer. Since these 4,037 institutions represent almost as many units of government, there are inevitably many titles for both institutions and personnel. The following, therefore, are definitions chosen by the Handbook Committee as the most nearly universal and easily understood.

Jail: Any institution operated by a unit of local government for the detention of sentenced and unsentenced persons, whether locally known as jail, workhouse, house of correction, correctional institution, or other title.

Inmate: Any person, whether sentenced or unsentenced, who is confined in a jail.

Jail Administrator: Any official, regardless of local title such as sheriff, jailer, or warden, who has the main responsibility for managing and operating a jail.

Jail Employee: Any individual who performs work in a jail whether full-time, part-time, or volunteer, regardless of title by which he may be known locally, and without regard to whether he wears a uniform.

County Supervisors: Governing body of the county.

Special Note

Nowhere in this handbook is any effort made to distinguish between the sexes, whether they serve as jail administrators, jail employees, or jail inmates.

All standards and principles apply equally to both males and females with only two exceptions, which should be self-evident to all but which perhaps bear restating.

1. Male and female inmates must be separated by substantial architectural arrangements which permit no visual or vocal contacts.

2. No male employee or visitor will enter the female quarters in the jail unless advance notice is given and escort service provided by a female jail supervisor. Where there are women in the jail population a female supervisor is required to be on duty.

Additionally, in this Handbook, little mention is made of juvenile inmates simply because juveniles NEVER should be confined in any jail except in cases of extreme emergency and even then for a period not to exceed 24 hours.

Foreword

One of the most neglected areas in upgrading the jail operation is the food service. Yet a varied diet, adequate as to quantity and nutritional requirements, has long been recognized as essential to any congregate food operation, from the school lunch program to the college dining hall. In this publication the authors have given plans for a good food program for the jail.

Much of the information has been taught in seminars which we conduct for jail food personnel. The information contained can in large measure be acted on at once, and I hope that jail administrators will seriously consider the impact of an excellent food program on conduct of the inmates and on courts and media who are becoming increasingly interested in what goes on inside our jails.

Ferris E. Lucas
Executive Director

NATIONAL SHERIFFS' ASSOCIATION

June 1974

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Chapter 1.

Food Service in the Jail Operation

Almost every disturbance in a jail is blamed on one of two things or both: the procedures for sentencing, probation, and parole; or the food served to inmates. This is understandable. Prisoners are concerned about two things: How can I get out of here? What are we going to have for dinner?

Much has been written about probation, parole, and other alternatives to incarceration, and a good deal has been done about them in some areas. Food programs, however, are seldom written about until trouble starts and the news media give out the information. Then something happens about the food, sometimes very little.

Yet everyone with experience in the corrections field knows that food service influences the whole jail climate. It plays a significant role in control and supervision. An excellent food program has a calming and stabilizing effect, easing the lot of the inmate and reducing tension in the custodial force.

All of us recognize that national patterns of eating have changed greatly in recent years. Individuals and families "eat out" much oftener than they used to in the pre-McDonald era, and it costs more. Students have been vocal in their demand for a new deal—or at least a better one—in food. A whole new industry has developed in the past few years: professionally managed food services for institutions.

But we march to the beat of a different drummer in most of our jails. Jail administrators may resist to the last an increase in the daily food allowance. Even after there is a riot, the custodial service may be blamed, when the real culprit was the food service.

Since jails do not change their food patterns as rapidly as the general population, the courts are stepping in to demand action aimed at more and better food. These decisions may not be limited to one area of food service such as inadequate nutrition, lack of variety, or poor sanitation. They may cover every facet of the jail feeding program.

Jail administrators may feel that the court decisions are arbitrary and capricious, but the problem, simply stated, is that no standards for food service in jails have been established.

Indeed, it can be likened to a game in which the participants, inmates and management, are deeply involved but no one knows the rules. Yet even a cursory study of jail food programs discloses the need for viable standards.

The goal of food service in a jail should be to provide three meals a day that are nutritionally adequate, that are palatable and attractive, that are produced under sanitary conditions at reasonable cost in terms of ingredients and personnel.

This handbook sets forth methods for achieving the goal. It is not suggested that all of them should be adopted at once on a crash basis. If the ultimate objectives are kept in mind and efforts are directed toward achieving them, even in small day-to-day decisions, we can see progress over a period of time that had not seemed possible. And this progress can be so gradual as not to disrupt any operation or disturb inmates or personnel.

Jails in the United States are diverse in size and operation and are different in age and construction. Establishing standards for the operation of food services that give consideration to all of the variables is a massive but not impossible task.

In developing this handbook, a direct approach to the problem by one person, or even a small group of persons, was rejected because the difficulties are so broad in scope that any set of standards recommended by such a small group would be biased, skewed, or incomplete. The decision was made by the Committee on Food Service to seek the advice and expertise of as many people as practicable in the time available.

The quest for information extended to all areas of the United States. In reply to questionnaires, phone calls, letters, and group and committee meetings, we received responses from large jails responsible for the feeding of hundreds of persons, from remote county jails with a resident population of two, and from jails of all sizes and descriptions between these two extremes.

A review of the information contained in the responses disclosed some problems indigenous to all jails. Obviously the diversities among jails preclude the possibility of establishing detailed standards that apply precisely to each one. However, if we select the problems that are common to most jails and establish standards for feeding operations that will mitigate these problems, all jails can benefit.

Chapter 2. Planning for the Food Service

A sheriff who is anxious to improve his food service may well be tempted to start with things which must be done immediately—and stop there. The trouble with this approach is that some of the basic problems which must be solved if the food program is to reach its full potential are forgotten in trying to get money and personnel for on-the-spot reforms. An effort to secure better enforcement of sanitary codes by adding screen doors or contracting for better trash pickup may obscure the need for improving the whole layout and design of food facilities.

Planning for a good food service program should include long-range, intermediate, and short-range plans. It should identify what should be done, who should do it, and how and when it should be done.

A Five-Year Food Service Plan

Five years has become an accepted standard for planning in most fields. It gives time to acquire funds and make essential major changes. And five years is not forever.

A long-range (5-year) plan is especially useful for forecasting and meeting such needs as these:

- Remodeling layout and design of food facilities.
- Replacing obsolete equipment.
- Securing additional equipment.
- Securing additional facilities through expansion.
- Justifying and hiring more personnel.
- Setting up a central dining room.
- Planning a food service for a new jail.

The last item is common in 5-year plans. As with all planning for food service, the jail's food supervisor should take the lead in identifying needs and play an important role in the planning. He should seek consultation and/or advice from experts.

Intermediate Planning: 2-3 Year Range

Intermediate planning is planning in stages to reach desired goals in an orderly manner, with no disruption to staff or inmates. Good intermediate planning will help you to adjust your present operations so as to bring them into conformity with the goals you set for yourself in the 5-year plan.

As to *what is served*, the following items might be included in a 2- to 3-year plan:

- Serve three meals daily at hours usually recognized as "normal," even if it means changes in institutional routines.
- Introduce a cycle menu, as discussed in Chapter 3.
As to *how the food service operates*:
- Plan for use of tables, chairs, knives, and forks.
- Train personnel and inmates used in operation of the food service.
- Improve custodial relationships.
- Bring all operations into compliance with existing health and safety codes.

Short-Range Planning

Whenever you write a menu you are engaged in short-range planning. A short-range plan is one which you have every expectation of carrying out very shortly, if not immediately. A menu is planned for an exact day and time. Other plans can be made with a high degree of expectancy of fulfillment.

Here are some examples of short-range planning:

- Menu changes to include different kinds of meals—Sunday brunch, picnic meals, holiday specials.
- Introduction of a new menu item, such as fruit.
- Planning a 31-day cycle menu.
- Giving better sanitation and safety instruction to employees.
- Provisions for better enforcement of codes, e.g., new lids for garbage cans, a new screen door, better trash service.

Items Overlooked in Planning Food Facilities

In long-range planning for food facilities, some environmental factors are often overlooked. As a result, such deficiencies as these occur.

1. **Dimensions**
Area too small.
Inefficient arrangement or height of equipment.
Kitchen poorly located in plant layout.
2. **Atmosphere**
Humidity more than 50 percent.
Airflow less than 1 foot per second or more than 3 feet per second.
Less than 21 percent oxygen (by volume).
3. **Temperature**
Above 77° F. or below 54° F.
Poor insulation in heated equipment.
Excessive cold outflow from refrigerated spaces.
4. **Light**
Incorrect illumination, glare, color.
Shadows on work or control centers.
5. **Color**
No color coding, as for steam pipes, electric outlets.
Depressing institutional green throughout.
6. **Sound**
Excessive "shock" noise, as from compressors.
Music—music in the food service is a matter of choice.
7. **Odor**
If uncontrolled, may be absorbed by food and change its flavor.

Porous substances (meat blocks, carving boards) may retain off aroma.

8. **Surface Texture**
Slippery floors, uneven work surfaces, reverberant surfaces, all presenting safety hazards.
Sanitation hazards—cracks, breaks, etc.
9. **Miscellaneous**
Breakable dial covers, transparency loss.
Low wear-and-tear resistance, too much heat conduction, poor electrical insulation.
Too much fixed equipment.
Too little storage space.

Some Essential Elements in Food Plant Planning

The deficiencies listed above are due to overlooking important items in planning kitchens. The following items must be included in planning for the food plant generally.

1. **Architectural Items**
Space for locker room, lounge, or classroom space in the kitchen area.
Adequate parking.
Receiving dock.
Air conditioning.
Sprinkler system and other safety requirements.
2. **Electrical Items**
Adequate lighting, especially in refrigerated areas.
440-volt supply lines.
Convenience outlets.
Thermometers and gauges.
3. **Plumbing**
Wall-hung equipment to eliminate exposed plumbing.
Water softeners.
Hose connections—steam, hot, cold.
Filters.
Floor drainage system, with adequate drainage capacity.
4. **Storage**
Miscellaneous storage area for cleaning supplies.
Storage area for inflammable materials and explosives outside kitchen area.
Janitors' closets.
Garbage refrigeration and trash storage space.
Freezer, refrigerated space.
Can and pan wash/storage space.

Contract Food Services—"Leave the Planning to Us"

As noted in Chapter 1, recent years have seen a remarkable growth in the number of contract food purveyors. Some of them now operate on a national scale; local branches are listed in the "yellow pages."

For a management fee plus salaries, these services will come into your jail and operate the entire food system, from procurement to point of service. They will not use inmates except possibly for cleaning service, but inmates may move carts to food serving areas or feed personnel or others via the serving lines.

These contractors will accept full responsibility for quality, quantity, and acceptability of the final product, and they will produce as elaborate a menu as you are willing to underwrite. They will guarantee nutritional adequacy.

This service has obvious advantages for the sheriff. Food complaints are the responsibility of others, and food production no longer concerns the custodial staff.

The food is generally better than when it is prepared by the jail. These people are experts: they use professionals (including women) in the kitchen; they have standardized their operations; they operate on a small inventory; they are not subject to inmate pressures to hand out free food; and they generally have the respect of the news media.

The cost of this service could be high. However, as this movement spreads, costs may drop, and it could become the food service of the future for jails. Two large users in 1974 are the Monroe County Jail, Rochester, N. Y., and the City Jail in Baltimore, Md.

Another type of contract food service is in use in small jails which have food sent in from a local restaurant at a set fee. Here again, the cost may seem steep. But if the service is satisfactory, the savings in in-house personnel plus food losses from the jail operation may make it a bargain.

If this service is contemplated, there should be clearly understood ground rules before service is begun. Menus should spell out every item to be furnished—even salt, pepper, sugar, jelly, margarine, and like items if they are to be furnished. "Bread" should specify number of slices per person; meat portions should specify ounces per person. The menu should cover by name the meats or made-up dishes (stews, etc.) to be served.

The patronage of the sheriff or other jail staff does not guarantee that food from the same restaurant will be acceptable when served in the jail. It goes without saying that a restaurant serving food to the jail should in no event serve coffee or meals free to any jail personnel.

Food carriers, purpose-built and insulated, must be a part of this type of service, and the contracting restaurant should meet all local health and sanitation requirements. Jails where food service facilities have been condemned for age are candidates for this food service and for them this may solve a problem.

Chapter 3. Menus and Recipes

Writing a menu sets the course for everything that should happen in the food department so far as food is concerned. The person who is most expert in the operation of the food service should draw up the menus, for this process requires an intimate knowledge of everything that affects the service.

The season of the year and the availability of supplies and inventories will greatly affect menu planning. The method of serving will be an important factor. Preferences of the jail population—regional or ethnic—should be considered, together with the average length of sentence of inmates who will be served the menu. Nutritional requirements must be taken into account, as must be personnel available to prepare and serve the menu, both employees and inmates. Menus have to be adjusted to take care of emergencies, holidays, court calls, staff meals, and other items incident to the operation of the jail. The sheriff may have preferences or rules.

Menus are of such importance that they cannot be left to chance, and a good menu cannot be written the day before it goes into effect. Moreover, it requires time and quiet to prepare a menu. If this cannot be arranged during working hours in the kitchen, the planner should have the opportunity to work away from the kitchen but with ready access to culinary records.

The Cycle Menu

In recent years the cycle menu has become popular among persons who are in charge of food services. A cycle menu is a series of carefully planned meals that covers a specific number of days and is rotated according to a predetermined sequence. Cycle menus can be prepared for 10, 15, 30, 90, or any other number of days. It is suggested, however, that multiples of seven should not be used, in order to avoid always having the same meals on a given day of the week. A series of Sunday or holiday meals can be inserted into the cycle as needed.

The cycle menu has many advantages.

- It offers variety without the buildup of an extensive inventory.
- Popular menu items can be featured without undue repetition.
- Inmate preferences can be met within the bounds of good nutrition.
- A nutritionally adequate diet can be locked into the menu system.
- Inventories are stabilized, storage space can be decreased, and carryover is minimal.
- Variations in the availability, costs, and varieties of various food items can be covered.

Most important, *the cycle menu can greatly simplify the task of projecting the food needs of the institution.* The food manager can calculate the foods necessary to provide the menu for one complete cycle, if he knows the average number of inmates to be served. After making this calculation, he multiplies the food requirement by the number of times the cycle is to be repeated for any given period of time. Always providing that the average number of inmates can be forecast, food requirements for an entire year can be accurately estimated.

Variations in the amount and kinds of foods that are available seasonally can be covered with little effort or loss of time. Take care of those changes. Then adjust the next cycle to use up any accumulated inventories.

Food managers of smaller jails with little food service background find cycle menus of particular benefit. Such menus, together with an inexpensive set of formula cards, describe exactly how much of each food product is required, and the food manager does not have to rely on a cook who may or may not request the proper kind or amount of supplies for the daily menu.

The mechanics of setting up a cycle menu may appear formidable. But once the cycle is established, the whole system becomes routine.

In order to assist food managers in setting up cycle menus for various sizes of institutions, three 30-day cycles are given here. The amount of food required to serve these menus is shown in the following chapter.

The menus presented in this handbook were prepared for NSA, tested, and used as a basis for classroom instruction and discussion by Garland Drewery, Food Director, State Penitentiary, Boise, Idaho.

A 91-Day Cycle Menu

The following sample menus cover 30 days, repeated three times, plus one day, for a 91-day period. This menu guarantees meal satisfaction for a representative group of men or women. It will meet all of the daily nutritional requirements of a jail population, and it has been prepared as nearly as possible within the framework of a reasonable jail food budget.

This is not to say that it will be possible to serve these meals at a minimum cost or within your present food allowance. Your allowance may be too low for your area. Later we will show you how to estimate the funds required to satisfy this menu and you can compare it with your present menu costs. For early 1974 in the midwestern and western United States, this meal service cost about \$1.31 per man per day for 3 meals.

In another section of this handbook, there are requisition sheets complete (except for prices) showing foods products and quantities necessary to produce the next three menus.

Balanced 30 Day Cycle Menu No. 1

Breakfast	Lunch	Dinner
Chilled apricots 3 oz. Bacon and eggs 2 oz., 2.6 oz. Steamed rice 4 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Toast, oleo. jelly 1 oz., 5 oz., 5 oz. Coffee, milk 8 oz.	Ground beef and noodle casserole 4 oz. Asparagus 4 oz. Salad of the Day 2.3 oz. Soup/cooks choice crackers 4 oz. Bread & Oleo 1 oz. Devil's food cake 3 oz. Coffee, milk, cold drink 8 oz.	Chicken fried steaks 5 oz. Whipped potatoes 5 oz. Yellow wax beans 4 oz. Brown gravy 2 oz. Salad of the day 2.3 oz. Oleo, bread 1 oz., 5 oz. Banana cream pudding 3 oz. Coffee, milk, cold drink 8 oz.
Grapefruit segments 3 oz. Hamburger cream gravy 2 oz., 2 oz. Hash browns 4 oz. Hot biscuits 1 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Oleo, jam Coffee, milk 8 oz.	Corn dogs 2 oz. Brussels sprouts 4 oz. Soup/cooks choice crackers 4 oz. French fried potatoes 4 oz. Salad of the day 2.3 oz. Bread custard 3 oz. Coffee, milk, cold drink 8 oz.	Fresh fish (in season) 3 oz. Green beans 4 oz. Candied sweet potatoes 5 oz. Celery dressing 3 oz. Salad of the Day 2.3 oz. Bread, oleo 1 oz., 5 oz. Maple bars 3 oz. Coffee, milk, cold drink 8 oz.
Apple sauce 3 oz. French toast, syrup 2 oz., 5 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Oleo, jam. honey 5 oz., 5 oz., 5 oz. Coffee, milk 8 oz.	Cold cuts and cheese 3 oz., 2 oz. Spinach 4 oz. Scalloped potatoes 4 oz. Salad of the day 2.3 oz. Bread, oleo 1 oz., 5 oz. Chocolate pudding 3 oz. Coffee, milk, cold drink 8 oz.	Hamburger steak 5 oz. Broccoli 4 oz. Oven brown potatoes 5 oz. Salad of the day 2.3 oz. Bread, oleo 1 oz., 5 oz. Cookies & ice cream 2 oz., 2 oz. Coffee, milk, cold drink 8 oz.
Fresh oranges 3 oz. Fried eggs 2.6 oz. Sausage patty 3 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Toast, oleo, 1 oz., 5 oz. jam, honey 5 oz., 5 oz. Coffee, milk 8 oz.	Beef ravioli 5 oz., 5 oz. Buttered peas 4 oz. Red beans and hocks 5 oz. Bread, oleo 1 oz., 5 oz. Salad of the day 2.3 oz. Fruit jello 5 oz. Coffee, milk, cold drink 8 oz.	Beef stew 4 oz., 3 oz. Lima beans 4 oz. Steamed rice 4 oz. Salad of the day 2.3 oz. Bread, oleo 1 oz., 5 oz. Lemon cake 3 oz. Coffee, milk, cold drink 8 oz.
Tomato juice 5 oz. Fried eggs & crisp bacon 1.75 oz., 2 oz. Hash browns 4 oz. Toast, oleo. honey 1 oz., 5 oz., 5 oz. Sweet rolls 2 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Coffee, milk 8 oz.	BAKER'S CHOICE Bakery Product 4 oz.	Breaded pork chops 8 oz. Potatoes Au Gratin 5 oz. Succolash 4 oz. Bread, oleo 1 oz., 5 oz. Salad of the day 2.3 oz. Date bars 3 oz. Coffee, milk, cold drink 8 oz. Applesauce 3 oz.
Fruit cocktail 3 oz. Hot cakes 2 oz. Hash browns 4 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Oleo, syrup, jam, 5 oz., 5 oz., 5 oz. honey 5 oz., 5 oz., 5 oz. Coffee, milk 8 oz.	Hamburger on a bun 3 oz. Onion rings 3 oz. Harvard beets 4 oz. Soup/cooks choice crackers 4 oz. Relish tray, mustard, catsup 2 oz., 5 oz., 5 oz. Brownies 3 oz. Coffee, milk, cold drink 8 oz.	Chicken a la king 4 oz., 3 oz. Kernel style corn 4 oz. Whipped potatoes 5 oz. Salad of the day 2.3 oz. Bread, oleo 1 oz., 5 oz. Cherry pie 3 oz. Coffee, milk, cold drink 8 oz.
Fresh fruit (in season) 3 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Scrambled eggs 1.75 oz. Toast, oleo. jam 1 oz., 5 oz., 5 oz. Link sausage 3 oz. Coffee, milk 8 oz.	Bacon, lettuce, tomato sandwich 2 oz., 3 oz. Creamed cauliflower 4 oz. Red beans and hocks 5 oz. Salad of the day 2.3 oz. Oleo, bread 5 oz., 1 oz. Cinnamon rolls 5 oz. Coffee, milk, cold drink 8 oz.	Liver & Onions 5 oz. Buttered hominy (Golden) 4 oz. Cottage fried potatoes 5 oz. Salad of the day 2.3 oz. Dinner rolls, oleo 1 oz., 5 oz. Fruit jello 3 oz. Coffee, milk, cold drink 8 oz.
Fresh grapefruit halves 3 oz. Hot cakes & 1 egg 2 oz., 1.3 oz. Syrup 5 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Oleo, jam. honey 5 oz., 5 oz., 5 oz. Coffee, milk 8 oz.	Cheese stuffed franks (2 ea) 4 oz. Creamed peas 4 oz. Cooks choice soup w crackers 4 oz. Salad of the day 2.3 oz. Relish tray 2 oz. Rice Pudding 3 oz. Coffee, milk, cold drink 8 oz. Bread 1 oz.	Braised beef tips, gravy 3 oz., 2 oz. Brussels sprouts 4 oz. Steamed rice 2 oz. Salad of the day 2.3 oz. Bread, oleo 1 oz., 5 oz. Berry pie 3 oz. Coffee, milk, cold drink 8 oz.
Pineapple 3 oz. Sausage patty 3 oz. Fried eggs 2.6 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Toast, oleo 1 oz., 5 oz. jam, honey 5 oz., 5 oz., 5 oz. Coffee, milk 8 oz.	Pork chop suey 2-3 oz. Egg foo young 2.6 oz. Chinese noodles 1 oz. Hominy (White) 4 oz. Salad of the day 2.3 oz. Bread, oleo 1 oz., 5 oz. Chocolate cake 3 oz. Coffee, milk, cold drink 8 oz.	Swiss steak 5 oz. Creole green beans 4 oz. Whipped potatoes 5 oz. Salad of the day 2.3 oz. Bread, oleo 1 oz., 5 oz. Butterscotch pudding 3 oz. Coffee, milk, cold drink 8 oz.
Mandarin orange segments 3 oz. Hamburger cream gravy 2 oz., 2 oz. Toast 1 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Oleo, jam honey 5 oz., 5 oz., 5 oz. Coffee, milk 8 oz.	Chili mac 2 oz. Creamed carrots 4 oz. Cooks choice soup w crackers 4 oz. Salad of the day 2.3 oz. Bread, oleo 1 oz., 5 oz. Chocolate chip cookies 3 oz. Coffee, milk, cold drink 8 oz.	Fish on a bun 3 oz. Tartar sauce 1 oz. Broccoli 4 oz. Oven brown potatoes 5 oz. Carrot sticks 2 oz. Salad of the day 2.3 oz. Cup cakes 3 oz. Coffee, milk, cold drinks 8 oz.

Menu No. 2

Breakfast	Lunch	Dinner
Fruit cocktail 3 oz French toast & 1 egg 2 oz, 1.3 oz Syrup, fried bologna 5 oz, 2 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Oleo, jam, honey 5 oz., 5 oz., 5 oz. Coffee, milk 8 oz.	Grilled cheese sandwich 3 oz. Indiv. shrimp salad 3 oz. Poik & beans 3 oz. Mexicofn 4 oz. Salads of the Day 2.3 oz. Coconut bars 3 oz. Coffee, milk, cold drinks 8 oz. Soup cooks choice crackers 4 oz.	Roast beef gravy 3 oz., 2 oz. Whipped potatoes 5 oz. Green beans 4 oz. Dinner rolls, oleo 1 oz., 5 oz. Salads of the day 2.3 oz. Strawberry pie 3 oz. Coffee, milk, cold drinks 8 oz.
Pears 3 oz. Fried Ham & Eggs 3 oz., 2.6 oz. Choice of Hot Cereals 1 oz. Choice of Cold Cereals 2 oz. Toast, Oleo, Honey 1 oz., 5 oz., 5 oz. Coffee, milk 8 oz.	BAKER'S CHOICE 4 oz.	Hamburger steaks 5 oz. Shoestring beans 4 oz. Baked potatoes, sour cream 5 oz., 1 oz. Bread, Oleo 1 oz., 5 oz. Salads of the Day 2.3 oz. Ice cream 3 oz. Coffee, milk, cold drink 8 oz.
Fresh oranges 3 oz. Sausage cream gravy 2 oz. Hot biscuits 1 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Oleo, jam, honey 5 oz., 5 oz., 5 oz. Coffee, milk 8 oz.	Cold cuts 4 oz. Macaroni & cheese 4 oz. Asparagus 4 oz. Red beans & wieners 2 oz. Salads of the Day 2.3 oz. Fruit turnovers 3 oz. French bread, oleo 1 oz., 5 oz. Coffee, milk, cold drink 8 oz.	Grilled pork chops 8 oz. Buttered peas & carrots 2 oz., 2 oz. Sweet potatoes/brn sugar sauce 5 oz. Salads of the Day 2.3 oz. Bread, oleo 1 oz., 5 oz. Cake donuts 3 oz. Coffee, milk, cold drink 8 oz. Applesauce 3 oz.
Peaches 3 oz. Diced ham omelet 2 oz., 1.75 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Oleo, jam, Honey 5 oz., 5 oz., 5 oz. Toast 1 oz. Coffee, milk 8 oz.	Short ribs 3 oz. Cauliflower 4 oz. Scalloped potatoes 4 oz. Garlic Bread 1 oz. Salads of the Day 2.3 oz. Fruit jello 3 oz. Coffee, milk, cold drink 8 oz.	Meat Loaf & Gravy 3 oz. Whipped Potatoes 5 oz. Succolash 4 oz. Bread, Oleo 1 oz., 5 oz. Salads of the Day 2.3 oz. Pound cake 3 oz. Coffee, milk, cold drink 8 oz.
Applesauce 3 oz. Scrambled eggs 1.75 oz. Sausage patty 3 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Honey, jam, Jelly 5 oz., 5 oz., 5 oz. Toast 1 oz. Coffee, milk, hot chocolate 8 oz.	Cabbage rolls 2 oz., 2 oz. Soup cooks choice crackers 4 oz. Buttered golden hominy 4 oz. Fruit jell-o 3 oz. Salads of the Day 2.3 oz. Bread, oleo 1 oz., 5 oz. Peach crisp 3 oz. Coffee, milk, cold drink 8 oz.	Chuck steak 6 oz. Mixed vegetables 4 oz. Whipped potatoes 5 oz. Gravy 1 oz. Salads of the Day 2.3 oz. Bread, oleo 1 oz., 5 oz. Frosted cupcakes 3 oz. Coffee, milk, cold drink 8 oz.
Sliced peaches 3 oz. Hot cakes & syrup 2 oz., 5 oz. Fried eggs 2.6 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Oleo, jam, Honey 5 oz., 5 oz., 5 oz. Coffee, milk 8 oz.	Italian sandwich 3 oz., 2 oz. Brussel sprouts 4 oz. Red beans and hocks 5 oz. Salads of the day 2.3 oz. Marble cake 3 oz. Coffee, milk, cold drink 8 oz.	Southern fried chicken 10 oz. Creamed cauliflower 4 oz. Whipped potatoes 5 oz. Giblet gravy 1 oz. Bread, oleo 1 oz., 5 oz. Frozen parfait 3 oz. Coffee, milk, cold drink 8 oz.
Canned grapefruit segments 3 oz. Link sausage 3 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Fried eggs 2.6 oz. Toast, oleo, 1 oz., 5 oz. jam, honey 5 oz., 5 oz. Coffee, milk 8 oz.	Ham & noodle casserole 2 oz., 2 oz. Soup cooks choice crackers 4 oz. Buttered baby limas 4 oz. Salads of the Day 2.3 oz. Bread, butter 1 oz., 5 oz. Sugar cookies 3 oz. Coffee, milk, cold drink 8 oz.	Meatballs and rice 2 oz., 2 oz. Brown gravy 1 oz. Peas and carrots 2 oz., 2 oz. Bread, oleo 1 oz., 5 oz. Salads of the Day 2.3 oz. Raised donuts 3 oz. Coffee, milk, cold drink 8 oz.
Canned purple plums 3 oz. Sausage gravy 2 oz., 2 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Hot biscuits 1 oz. Hash browns 4 oz. Oleo, jam, honey 5 oz., 5 oz., 5 oz. Coffee, milk 8 oz.	Cold cuts and cheese 3 oz., 1.5 oz. Rye bread and butter 1.5 oz. Scalloped potatoes 4 oz. Asparagus 4 oz. Soup/cooks choice crackers 4 oz. Salads of the Day 2.3 oz. Tapioca pudding 3 oz. Coffee, milk, cold drink 8 oz.	Roast ham 6 oz. Dinner jams 5 oz. Kernel style corn 4 oz. Salads of the Day 2.3 oz. Dinner rolls, oleo 1 oz., 5 oz. Burry cobbler 3 oz. Coffee, milk, cold drink 8 oz.
Orange juice 3 oz. Bacon & eggs 2 oz., 2.6 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Toast, oleo 1 oz., 5 oz. jam, honey 5 oz., 5 oz. Coffee, milk, hot chocolate 8 oz.	BAKER'S CHOICE 4 oz.	Swiss steak 4 oz. Yellow wax beans 4 oz. Whipped potatoes 5 oz. Brown gravy 1 oz. Bread, oleo 1 oz., 5 oz. Salads of the Day 2.3 oz. Ice cream 3 oz. Coffee, milk, cold drink 8 oz.
Fresh apples 3 oz. French toast 2 oz. Warm maple syrup 5 oz. Crisp bacon slices 2 oz. Choice of hot cereals 1 oz. Oleo, jelly 5 oz., 5 oz. Coffee, milk 8 oz. Choice of cold cereals 2 oz.	Beef ravioli 5 oz., 5 oz. Red beans and hocks 5 oz. Spinach 4 oz. Salads of the Day 2.3 oz. Chocolate cake 3 oz. Bread and oleo 1 oz., 5 oz. Coffee, milk, cold drink 8 oz.	Burritos, hot sauce 2 oz., 2 oz. Broccoli 4 oz. Baked potatoes/sour cream 5 oz., 1 oz. Bread, oleo 1 oz., 5 oz. Salads of the Day 2.3 oz. Rice pudding 3 oz. Coffee, milk, cold drink 8 oz.

Menu No. 3

Breakfast	Lunch	Dinner
Tomato juice 3 oz. Ground beef gravy 2 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Warm breakfast rolls 1 oz. Oleo, jam, honey 5 oz., 5 oz., 5 oz. Coffee, milk 8 oz.	Cheese burger on a bun 3 oz. Harvard beets 4 oz. French fried potatoes 4 oz. Salads of the Day 2.3 oz. Jelly 5 oz., 5 oz., 5 oz. Egg custard 3 oz. Coffee, milk, cold drink 8 oz.	Country fried eggs 2.6 oz. Hash browns 4 oz. Grilled ham 3 oz. Honey, jam, jelly 5 oz., 5 oz., 5 oz. Sweet rolls 1.5 oz. Toast, oleo 1 oz., 5 oz. Coffee, milk, cold drink 8 oz.
Plums 3 oz. Hamburger cream gravy 2 oz., 2 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Biscuits, oleo 1 oz., 5 oz. jam, honey 5 oz., 5 oz. Coffee, milk 8 oz.	Cold cuts & cheese on rye 2 oz. Ranch style baked beans 5 oz. Cooked carrots 4 oz. Salads of the Day 2.3 oz. Chocolate chip cookies 3 oz. Coffee, milk, cold drink 8 oz.	Beef stew 4 oz. Whipped potatoes 5 oz. Baby lima beans 4 oz. Bread, oleo 1 oz., 5 oz. Salads of the day 2.3 oz. Apple turnovers 3 oz. Coffee, milk, cold drink 8 oz.
Fresh grapefruit halves 3 oz. Breakfast steak 5 oz. Fried eggs & toast 1.75 oz., 1 oz. Oleo, jelly honey 5 oz., 5 oz., 5 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Coffee, milk 3 oz.	Spaghetti with meat sauce 2 oz. Buttered garlic bread 5 oz., 1 oz. Succolash 4 oz. Salads of the day 2.3 oz. Banana pudding 3 oz. Coffee, milk, cold drink 8 oz.	Baked fish & tartar sauce 3 oz. French fried potatoes 4 oz. Yellow wax beans 4 oz. Bread, oleo 1 oz., 5 oz. Maple bars 3 oz. Coffee, milk, cold drink 8 oz.
Canned apple slices 3 oz. Hot Cakes & eggs 2 oz., 2.6 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Warm maple syrup 5 oz. Oleo, jelly honey 5 oz., 5 oz., 5 oz. Coffee, milk 8 oz.	Hamburger on a bun 3 oz. French fried potatoes 4 oz. Red beans & hocks 5 oz. Mixed vegetables 4 oz. Salads of the Day 2.3 oz. Oleo 5 oz. Fruit jello 3 oz. Coffee, milk, cold drink 8 oz.	Roast beef 5 oz. Whipped potatoes 5 oz. Kernel style corn 4 oz. Bread, oleo 1 oz., 5 oz. Salads of the Day 2.3 oz. White cake 3 oz. Coffee, milk, cold drink 8 oz.
Chilled pineapple 3 oz. Fried eggs & ham 2.6 oz., 3 oz. Hash browns 4 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Toast, oleo 1 oz., 5 oz. jelly, honey 5 oz., 5 oz. Coffee, milk 8 oz.	BAKER'S CHOICE 4 oz.	Grilled liver 5 oz. Baked potatoes/sour cream 5 oz., 1 oz. Creamed cauliflower 4 oz. Warm dinner rolls, oleo 1 oz., 1 oz. Salads of the Day 2.3 oz. Ice cream 3 oz. Coffee, milk, cold drink 8 oz.
Peaches 3 oz. Sausage cream gravy 2 oz., 2 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Toast, oleo Coffee, milk 8 oz.	Baked Franks with cheese 4 oz. Broccoli 4 oz. Relish tray, mustard, 2 oz., 5 oz. catsup 5 oz. Soup cooks choice crackers 4 oz. Bread, oleo 1 oz., 5 oz. Salads of the Day 2.3 oz. Raised donuts 3 oz. Coffee, milk, cold drink 8 oz.	Grilled pork chops 7 oz. Bread, oleo 1 oz., 5 oz. Green beans 4 oz. Scalloped potatoes 5 oz. Salads of the day 2.3 oz. Bread custard 3 oz. Coffee, milk, cold drink 8 oz.
Mandarin orange segments 3 oz. Crisp bacon slices 2 oz. French toast, syrup 2 oz., 5 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Coffee, milk 8 oz. Oleo 5 oz.	Pork chop suey 2 oz., 3 oz. Steamed rice 2 oz. Chinese noodles 1 oz. Spinach 4 oz. Bread, oleo 1 oz., 5 oz. Salads of the Day 2.3 oz. Strawberry shortcake 3 oz. Coffee, milk, cold drink 8 oz.	Corned beef & cabbage 5 oz. Boiled potatoes 5 oz. Mexi corn 4 oz. Bread, oleo 1 oz., 5 oz. Salads of the Day 2.3 oz. Cinnamon rolls 3 oz. Coffee, milk, cold drink 8 oz.
Chilled apricots 3 oz. Bacon & eggs 2 oz., 2.6 oz. Steamed rice 4 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Toast, oleo jelly 1 oz., 5 oz., 5 oz. Coffee, milk 8 oz.	Ground beef & noodle casserole 4 oz. Asparagus 4 oz. Salads of the Day 2.3 oz. Soup cooks choice crackers 4 oz. Bread, oleo 1 oz., 5 oz. Devil's food cake 3 oz. Coffee, milk, cold drink 8 oz.	Chicken fried steaks 5 oz. Whipped potatoes 5 oz. Yellow wax beans 4 oz. Brown gravy 2 oz. Salads of the day 2.3 oz. Bread, oleo 1 oz., 5 oz. Banana cream pudding 3 oz. Coffee, milk, cold drink 8 oz.
Grapefruit segments 3 oz. Hamburger cream gravy 2 oz., 2 oz. Hash browns 4 oz. Hot biscuits 1 oz. Oleo, jam 5 oz., 5 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Coffee, milk 8 oz.	Corn dogs 2 oz. Brussels sprout 4 oz. Soup cooks choice crackers 4 oz. French fried potatoes 4 oz. Salads of the Day 2.3 oz. Bread custard 3 oz. Coffee, milk, cold drink 8 oz.	Fresh fruit (in season) 3 oz. Green beans 4 oz. Candied sweet potatoes 5 oz. Celery dressing 3 oz. Salads of the Day 2.3 oz. Bread, oleo 1 oz., 5 oz. Maple bars 3 oz. Coffee, milk, cold drink 8 oz.
Apple sauce 3 oz. French toast, syrup 2 oz., 5 oz. Choice of hot cereals 1 oz. Choice of cold cereals 2 oz. Oleo, jam honey 5 oz., 5 oz., 5 oz. Coffee, milk 8 oz.	Cold cuts & cheese 3 oz., 2 oz. Broccoli 4 oz. Scalloped potatoes 4 oz. Salads of the Day 2.3 oz. Bread, oleo 1 oz., 5 oz. Chocolate pudding 3 oz. Coffee, milk, cold drink 8 oz.	Hamburger steak 5 oz. Broccoli 4 oz. Oven brown potatoes 5 oz. Salads of the Day 2.3 oz. Bread, oleo 1 oz., 5 oz. Cookies & ice cream 2 oz., 2 oz. Coffee, milk, cold drink 8 oz.

The Soup and Sandwich Meal

If a soup/sandwich meal is planned for the jail, it should fit into the day's menu so that the full quota of nutrients is available to each inmate every day. *We do not recommend a soup/sandwich meal on a continuing basis because it may not be so planned as to meet nutritional requirements.* In addition, it may not prove to be very appetizing.

Sometimes little thought is given to jail sandwiches. With over a hundred varieties to choose from, we frequently limit our selection to less than ten. Additionally, we may not check on our sandwich production; sandwiches might not contain a spread or the spread used may be slapped in a lump in the center of the bread and not distributed to the edges. In some jails, sandwiches are not wrapped. Very few jails indeed serve cut sandwiches or use variety bread or rolls. A piece of pickle, slaw, fruit, or cake can enhance the sandwich meals.

Soup is not always well received, because it is made from leftovers and is not true to its name. Use of a good soup is to be encouraged, especially in conjunction with the sandwich meal. Canned soups are acceptable.

Here is a list of sandwiches and soups other than the usual varieties.

Varieties of Soup:

Cream	Ethnic—Minestrone, Matzo
Beef Stock	Chowders
Chicken Noodle	Spiced chili, curries
Clam Base	Pea, lentil, black bean
Vegetable (celery, cabbage, onion)	

Variety Sandwiches:

Cheese other than processed	Jellies'
Mixes—any kind of meat, etc.	Chicken/turkey spreads or rolled
Cream cheese and additions	Fish, spread or canned
Vegetable—cucumber, tomato	Eggs (not fried)
Mixed Grill—Club, BLT	Variety meats other than bologna

For jails that are still serving soup/sandwich meals, we offer a 4-week menu. While this is a 28-day menu, we prefer a nonrecurring cycle. This menu is sometimes used where sentences are very short or population turnover is fairly constant (for court calls, release on bail, etc.) and repetition of food items is not a problem. The cost of the menu per man per day and week is shown in the first week's chart.

Menu No. 1

Menu Developed for National Sheriff's Association Jail Feeding Program Featuring One Sandwich Meal

Breakfast	Cost in cents	Luncheon	Cost in cents	Dinner	Cost in cents
4 oz. Chilled Apricots	.044	1 ea. Tuna Salad Sand.	.066	3 oz. Roast Beef	
2 ea. Fried Eggs	.08	8 oz. Beef Broth	.01	(French Dip Sand.)	.214
6 oz. Steamed Rice	.014	8 oz. Coffee	.03	3 oz. French Bun	.03
1 oz. Indiv. Cold Cereal	.037		.106	4 oz. Au Jus	.005
2 sl. Toast	.02			6 oz. French Fried Potatoes	.013
½ oz. Oleo	.006			5 oz. Yellow Wax Beans	.062
1 oz. Jelly	.017			3 oz. Chopped Lettuce	.025
8 oz. Milk	.05			1 oz. Salad Dressing	.015
8 oz. Coffee	.03			5 oz. Banana Cream Pudding	.07
	.298			8 oz. Milk	.05
		DAILY TOTAL COST, \$.888			.484
4 oz. Grapefruit segs.	.081	1 ea. Peanut Butter Sand.	.064	1 oz. Fish Portion (Frozen)	.218
6 oz. Creamed burger	.085	8 oz. Vegetable Soup	.03	3 oz. Green Beans	.034
4 oz. Hash Browns	.041	4 ea. Saltine Crackers	.008	5 oz. Fried Potatoes	.013
1 oz. Instant Oatmeal	.05	8 oz. Hot Tea	.005	1 oz. Tartar Sauce	.015
2 sl. Toast	.02		.107	3 oz. Lettuce	.025
1 oz. Jelly	.017			2 sl. Bread	.02
8 oz. Milk	.05			½ oz. Oleo	.006
8 oz. Coffee	.03			2 ea. Maple Bars	.054
	.374			8 oz. Coffee	.03
		DAILY TOTAL COST, \$.901			.420
4 oz. Apple Sauce	.041	1 ea. Bologna Sand.	.041	5-1/3 oz. Hamburger Steak	.216
2 ea. French Toast	.061	1 oz. Lettuce	.008	5 oz. Broccoli (Frozen)	.059
1 ½ oz. Syrup	.016	1 oz. Mayonnaise	.015	6 oz. Oven Brown Potatoes	.013
1 oz. Indiv. Cold Cereal	.037	8 oz. Split Pea Soup	.012	3 oz. Chopped Lettuce	.025
½ oz. Oleo	.006	4 ea. Crackers	.008	1 oz. Salad Dressing	.015
8 oz. Coffee	.03	8 oz. Fortified Drink	.034	2 sl. Bread	.02
8 oz. Milk	.05		.118	½ oz. Oleo	.006
	.241			5 oz. Ice Cream	.054
				8 oz. Milk	.05
		DAILY TOTAL COST, \$.847		8 oz. Coffee	.03
					.488
1 ea. Fresh Orange	.036	1 ea. Cheese Sand.	.07	10 oz. Beef Pot Pie	.26
2 ea. Fried Eggs	.08	8 oz. Tomato Soup	.04	4 oz. Lima Beans	.04
3-1/5 oz. Sausage patty	.098	4 ea. Crackers	.008	6 oz. Steamed Rice	.014
1 oz. Inst. Farina	.059	1 oz. Lettuce	.008	4 oz. Potato Salad	.05
2 sl. Toast	.02	1 oz. Mayonnaise	.015	2 sl. Bread	.02
½ oz. Oleo	.006	8 oz. Iced Tea	.149	½ oz. Oleo	.006
1 oz. Jelly	.017			4 oz. Lemon Cake	.036
8 oz. Coffee	.03			8 oz. Coffee	.03
8 oz. Milk	.05				.456
	.396			DAILY TOTAL COST, \$1.001	
5 oz. Tomato Juice	.037	8 oz. Noodle Soup	.084	2 ea. (6 oz.) Pork Chops	.28
2 ea. Fried Eggs	.08	4 ea. Crackers	.008	5 oz. Au Gratin Potatoes	.077
2 sl. Crisp Bacon Slices	.054	6 oz. Baked Bean Cass.	.046	4 oz. Mixed Vegetables	.037
5 oz. Hash Browns	.04	2 oz. Celery Sticks	.008	2 sl. Bread	.02
2 sl. Toast	.02	8 oz. Coffee	.03	½ oz. Oleo	.006
½ oz. Oleo	.006		.176	2 ea. Chocolate Chip Cookies	.043
1 oz. Jelly	.017			3 oz. Cole Slaw	.04
1 ea. Breakfast Roll	.032			8 oz. Milk	.05
8 oz. Milk	.05				.593
8 oz. Coffee	.03			DAILY TOTAL COST, \$1.095	
	.366				
4 oz. Fruit Cocktail	.061	8 oz. Bean Soup	.037	6 oz. Chicken Ala King	.135
2 ea. Hot Cakes	.041	4 ea. Crackers	.008	4 oz. Whipped Potatoes	.068
1 oz. Indiv. Cold Cereal	.037	1 ea. Ham Salad Sand.	.068	5 oz. Kernel Style Corn	.038
1 ½ oz. Syrup	.016	8 oz. Fortified drink	.034	5 oz. Macaroni Salad	.03
½ oz. Oleo	.006		.147	2 sl. Toast	.02
8 oz. Coffee	.03			½ oz. Oleo	.006
8 oz. Milk	.05			1 sl. Cherry Pie	.06
	.241			8 oz. Coffee	.03
		DAILY TOTAL COST, \$.825			.437
1 ea. Fresh Apple	.049	8 oz. Chili Con Carne	.110	5-1/3 oz. Liver & Onions	.181
2 ea. Scrambled Eggs	.08	4 ea. Crackers	.008	5 oz. Collage Fried Potatoes	.013
1 oz. Instant Grits	.05	1 oz. Shredded Cheese	.044	3 oz. Tossed Green Salad	.025
2 sl. Toast	.02	2 oz. Chopped Onions	.01	2 ea. Dinner Rolls	.065
1 oz. Jelly	.017	8 oz. Iced Tea	.005	½ oz. Oleo	.006
½ oz. Oleo	.006		.177	3 oz. Jello w/Fruit	.015
8 oz. Milk	.05			8 oz. Milk	.05
8 oz. Coffee	.03				.355
	.302			DAILY TOTAL COST, \$.834	
		BREAKFAST TOTAL COST, \$2.218	LUNCHEON TOTAL COST, \$.980	DINNER TOTAL COST, \$3.193	

DAILY AVERAGE COST, \$.913 WEEKLY TOTAL COST, \$6,391

Menu No. 2

Breakfast		Cost in cents	Luncheon		Cost in cents	Dinner		Cost in cents
1/2 ea. Fresh Grapefruit		.067	8 oz. Vegetable Soup		.03	4 oz. Braised Beef Tips		.26
2 ea. Hot Cakes		.041	4 ea. Crackers		.006	5 oz. Brussel Sprouts (Frzn)		.07
1 oz. Indiv. Cold Cereal		.037	1 ea. Tuna Salad Sand.		.066	6 oz. Steamed Rice		.014
1 ea. Fried Egg		.04	2 oz. Carrot Sticks		.009	3 oz. Chopped Lettuce		.025
1 oz. Jelly		.017	8 oz. Hot Tea		.005	2 sl. Bread		.02
8 oz. Milk		.05			.116	1 sl. Cherry Pie		.06
8 oz. Coffee		.03				8 oz. Coffee		.03
		.282						.479
DAILY TOTAL COST, \$1.141								
4 oz. Chilled Pineapple		.056	1 ea. Peanut Butter & Jelly Sand.		.101	3-1/3 oz. Cod Fish Portion		.218
3-1/5 oz. Sausage patty		.098	8 oz. Bean Soup		.037	1 oz. Tartar Sauce		.015
2 ea. Fried Eggs		.08	4 ea. Crackers		.008	1 ea. Hamburger Bun		.034
1 oz. Instant Oatmeal		.05	2 ea. Celery Sticks		.027	5 oz. Broccoli (Frzn)		.059
1 oz. Jelly		.017	8 oz. Fortified Cold Drink		.034	6 oz. Oven Brown Potatoes		.013
2 sl. Toast		.02			.207	5 oz. Macaroni Salad		.08
1/2 oz. Oleo		.006				2 ea. Cup Cakes		.058
8 oz. Milk		.05				8 oz. Milk		.05
8 oz. Coffee		.03						.527
		.407						
DAILY TOTAL COST, \$1.175								
4 oz. Mandarin Oranges		.067	8 oz. Chili Con Carne		.11	5-1/3 oz. Swiss Steak w/Gravy		.37
6 oz. Creamed Burger		.085	8 ea. Crackers		.016	4 oz. Whipped Potatoes		.068
2 sl. Toast		.02	1 ea. Sweet Roll		.044	3 oz. Green Beans		.039
1 oz. Indiv. Cold Cereal		.037	8 oz. Milk		.05	3 oz. Chopped Lettuce		.025
1/2 oz. Oleo		.006			.220	1 oz. Salad Dressing		.015
1 oz. Jelly		.017				2 sl. Bread		.02
8 oz. Milk		.05				1/2 oz. Oleo		.006
8 oz. Coffee		.03				5 oz. Butterscotch Pudding		.07
		.312				8 oz. Coffee		.03
								.643
DAILY TOTAL COST, \$1.460								
4 oz. Fruit Cocktail		.061	1 ea. Bologna Sand.		.041	5-1/3 oz. Roast Beef w/Gravy		.40
2 sl. French Toast		.061	1 oz. Lettuce		.008	4 oz. Whipped Potatoes		.068
1/2 oz. Syrup		.016	8 oz. Tomato Soup		.04	3 oz. Green Beans		.039
1 oz. Instant Grits		.05	4 ea. Crackers		.008	2 ea. Dinner Rolls		.065
1/2 oz. Oleo		.006	8 oz. Iced Tea		.005	1/2 oz. Oleo		.006
1 oz. Jelly		.017			.471	5 oz. Tapioca Pudding		.05
8 oz. Milk		.05				8 oz. Coffee		.03
8 oz. Coffee		.03				3 oz. Chopped Lettuce		.025
		.291				1 oz. Salad Dressing		.015
								.698
DAILY TOTAL COST, \$1.926								
4 oz. Pears, canned		.051	1 ea. Ham Salad Sand.		.068	5-1/3 oz. Hamburger Steak		.216
2 ea. Fried Eggs		.08	8 oz. Chicken-Rice Soup		.019	4 oz. Shoestring Beets		.032
3-1/5 oz. Ham		.36	4 ea. Crackers		.008	1 ea. Baked Potato		.02
1 oz. Indiv. Cold Cereal		.037	2 oz. Carrot Sticks		.016	1 oz. Sour Cream		.024
2 sl. Toast		.02	8 oz. Fortified Cold Drink		.034	2 sl. Bread		.02
1/2 oz. Oleo		.006			.145	1/2 oz. Oleo		.006
8 oz. Coffee		.03				3 oz. Tossed Green Salad		.025
8 oz. Milk		.05				5 oz. Ice Cream		.054
		.334				8 oz. Milk		.05
								.447
DAILY TOTAL COST, \$1.289								
1 ea. Fresh Orange		.036	1 ea. Salami Sand.		.042	2 ea. Grilled Pork Chops		.28
8 oz. Sausage Cream Gravy		.065	8 oz. Split Pea Soup		.012	4 oz. Battered Peas & Carrots		.047
2 ea. Hot Biscuits		.03	4 ea. Crackers		.008	6 oz. Sweet Potatoes-Brn. sug.		.095
1 oz. Inst. Cream of Wheat		.05	1 oz. Leaf Lettuce		.008	4 oz. Cole Slaw		.039
1/2 oz. Oleo		.006	1 oz. Mayonnaise		.015	2 sl. Bread		.02
1 oz. Jelly		.017	8 oz. Hot Tea		.005	1/2 oz. Oleo		.006
8 oz. Coffee		.03			.095	2 ea. Cake Donuts		.06
8 oz. Milk		.05				8 oz. Coffee		.03
		.284						.577
DAILY TOTAL COST, \$1.951								
4 oz. Peaches, canned		.046	1 ea. Cheese Sand.		.07	10 oz. Meat Loaf & Gravy		.175
4 oz. Diced Ham Omelet		.11	8 oz. Noodle Soup		.084	4 oz. Whipped Potatoes		.068
1 oz. Indiv. Cold Cereal		.037	4 ea. Crackers		.008	4 oz. Succotash		.04
2 sl. Toast		.02	1 oz. Mayonnaise		.015	3 oz. Chopped Lettuce		.025
1/2 oz. Oleo		.006	1 oz. Lettuce Leaf		.008	1 oz. Salad Dressing		.015
1 oz. Jelly		.017	8 oz. Coffee		.03	2 sl. Bread		.02
8 oz. Coffee		.03			.215	1/2 oz. Oleo		.006
8 oz. Milk		.05				4 oz. Pound Cake		.036
		.316				8 oz. Milk		.050
								.435
DAILY TOTAL COST, \$2.226								
BREAKFAST TOTAL COST, \$2.226			LUNCHEON TOTAL COST, \$1.464			DINNER TOTAL COST, \$3.806		
DAILY AVERAGE COST, \$1.071 WEEKLY TOTAL COST, \$7.496								

Menu No. 3

Breakfast		Cost in cents	Luncheon		Cost in cents	Dinner		Cost in cents
4 oz. Applesauce		.041	1 ea. Tuna Salad Sand.		.066	6 oz. Scalloped Salmon w/Peas		.38
3 ea. Scrambled Eggs		.08	8 oz. Beef Broth		.01	5 oz. Mixed Vegetables		.059
1 oz. Inst. Oatmeal		.046	8 oz. Coffee		.03	6 oz. Steamed Rice		.013
2 sl. Toast		.02			.106	4 oz. Celery Dressing		.02
1/2 oz. Oleo		.006				3 oz. Green Salad		.025
1 oz. Jelly		.017				1 oz. Salad Dressing		.015
8 oz. Coffee		.03				2 sl. Bread		.02
8 oz. Milk		.05				1/2 oz. Oleo		.006
		.272				8 oz. Hot Tea		.005
DAILY TOTAL COST, \$1.921								
4 oz. Sliced Peaches		.046	1 ea. Peanut Butter Sand.		.064	Southern Fried Chicken		.07
2 ea. Hot Cakes		.041	8 oz. Vegetable Soup		.030	4 oz. Whipped Potatoes		.068
1/2 oz. Syrup		.016	4 ea. Crackers		.008	4 oz. Gilet Gravy		.02
1/2 oz. Oleo		.006	8 oz. Hot Tea		.006	3 oz. Creamed Cauliflower		.064
2 ea. Fried Eggs		.08			.108	2 sl. Bread		.02
1 oz. Indiv. Cold Cereal		.037				1/2 oz. Oleo		.006
8 oz. Coffee		.03				5 oz. Frozen Parfait		.06
8 oz. Milk		.05				8 oz. Coffee		.03
		.306						.338
DAILY TOTAL COST, \$1.752								
1 ea. Fresh Apple		.049	1 ea. Bologna Sand.		.042	2 ea. 9 oz. Meat Balls & Rice		.23
2 sl. French Toast		.061	1 oz. Lettuce Leaf		.008	5 oz. Gravy		.01
2 ea. Bacon Slices		.054	1 oz. Mayonnaise		.015	4 oz. Peas		.045
1 oz. Instant Grits		.05	8 oz. Split Pea Soup		.012	2 sl. Bread		.02
1/2 oz. Syrup		.016	4 ea. Crackers		.008	1/2 oz. Oleo		.006
1/2 oz. Oleo		.006	8 oz. Fortified Cold Drink		.034	3 oz. Chopped Lettuce		.025
1 oz. Jelly		.017			.119	1 oz. Salad Dressing		.015
8 oz. Coffee		.03				2 ea. Raised Donuts		.07
8 oz. Milk		.05				8 oz. Milk		.05
		.333						.471
DAILY TOTAL COST, \$1.923								
4 oz. Purple Plums		.039	1 ea. Cheese Sand.		.07	5-1/3 oz. Roast Ham		.594
8 oz. Sausage Gravy		.065	8 oz. Noodle Soup		.084	6 oz. Candied Yams		.095
1 oz. Indiv. Cold Cereal		.037	2 oz. Celery Sticks		.008	5 oz. Kernel Corn		.038
4 oz. Hash Brown Potatoes		.041	8 oz. Milk		.05	5 oz. Macaroni Salad		.08
2 ea. Biscuits		.03			.212	2 ea. Dinner Rolls		.065
1/2 oz. Oleo		.006				4 oz. Berry Cobbler		.06
1 oz. Jelly		.017				8 oz. Coffee		.05
8 oz. Coffee		.03						.382
8 oz. Milk		.05						
		.288						
DAILY TOTAL COST, \$1.482								
6 oz. Orange Juice		.055	6 oz. Bkd. Beans Cass. w/Bacon		.046	6 oz. Swiss Steak w/Gravy		.45
2 ea. Eggs, Fried		.08	8 oz. Noodle Soup		.084	4 oz. Whipped Potatoes		.068
2 sl. Bacon		.054	4 ea. Crackers		.008	5 oz. Yellow Wax Beans		.062
1 oz. Instant Cream of Wheat		.05	2 oz. Carrot Sticks		.009	2 sl. Bread		.02
2 sl. Toast		.02	8 oz. Coffee		.03	3 oz. Chopped Lettuce		.025
1/2 oz. Oleo		.006			.177	1 oz. Salad Dressing		.015
1 oz. Jelly		.017				5 oz. Ice Cream		.054
8 oz. Coffee		.03				8 oz. Milk		.05
8 oz. Milk		.05						.750
		.362						
DAILY TOTAL COST, \$1.289								
4 oz. Grapefruit Segs.		.081	1 ea. Ham Salad Sand.		.068	10 oz. Sweet & Sour Spare Rib		.46
3 ea. Link Sausages		.12	8 oz. Bean Soup		.037	6 oz. Fried Rice		.03
1 oz. Indiv. Cold Cereal		.037	4 ea. Crackers		.008	5 oz. Broccoli, Frozen		.059
2 ea. Fried Eggs		.08	8 oz. Fortified Cold Drink		.034	4 oz. Potato Salad		.05
2 sl. Toast		.02			.147	2 sl. Bread		.02
1/2 oz. Oleo		.006				1/2 oz. Oleo		.006
1 oz. Jelly		.017				4 oz. Pound Cake		.036
8 oz. Coffee		.03				8 oz. Coffee		.03
8 oz. Milk		.05						.691
		.441						
DAILY TOTAL COST, \$1.278								
6 oz. Tomato Juice		.025	8 oz. Chili Con Carne		.11	8 oz. Chuck Steak		.95
6 oz. Ground Beef Gravy		.085	1 ea. Fresh Orange		.035	1 ea. Baked Potato		.02
1 oz. Instant Farina		.059	8 ea. Crackers		.016	1 oz. Sour Cream		.024
2 sl. Toast		.02	8 oz. Iced Tea		.008	3 oz. Green Beans		.039
1/2 oz. Oleo		.006			.169	3 oz. Chopped Lettuce		.025
1 oz. Jelly		.017				1 oz. Salad Dressing		.015
8 oz. Coffee		.03				2 ea. Dinner Rolls		.065
8 oz. Milk		.05				5 oz. Rice Pudding		.04
		.292				8 oz. Coffee		.03
								.1208
DAILY TOTAL COST, \$1.669								
BREAKFAST TOTAL COST, \$2.294			LUNCHEON TOTAL COST, \$1.038			DINNER TOTAL COST, \$4.983		
DAILY AVERAGE COST, \$1.188 WEEKLY TOTAL COST, \$8.314								

The Daily Food Guide prepared by nutritionists in the U. S. Department of Agriculture presents one way to select food. With this aid almost anyone can get the nutrients needed from every day foods.

Most foods contain more than one nutrient, but no single food contains all the nutrients in the amount we need. *The Daily Food Guide* suggests the kinds that together supply nutrients in the amounts needed. In using the Guide one selects the main part of his diet from the four broad groups. To this, one adds other foods as desired to make meals appealing and satisfying. The additional foods should add enough calories to meet energy needs, which will vary widely between individuals.

Milk Group

2 or more glasses milk

Cheese, ice cream and other milk made foods can supply part of the milk.

Meat Group

Two or more servings of meats, fish, poultry, eggs or cheese, also dry beans, peas, and nuts.

Vegetables and Fruits

Four or more servings. Include dark green or yellow vegetables, citrus fruit, or tomatoes.

Breads and Cereals

Four or more servings, enriched or whole grain.

This is the foundation for a good diet. Use more of these and other foods as needed for growth, for activity and for desirable weight.

Diet Service in Jail

If you receive an inmate who claims to be on a diet for medical reasons, first consult with a doctor to make sure that he does require a diet and that the specific diet he mentions is the right one for him. Having found out his needs, follow the prescribed diet. Failure to provide prescribed diets may result in an inmate in diabetic coma or a man with a hemorrhaging ulcer.

A cardinal rule is to keep diets as simple as possible and to conform as closely as possible to foods served to other inmates. Another principle is that diets, like all other food served to inmates, should be prepared in the jail kitchen. To set up a diet kitchen in the hospital area of the jail is to open the gate for a whole new feeding operation that can easily get out of control, for it is enjoyed by the hospital staff, "special inmates," and others who do not really require a diet. To guard against the latter, the physician who prescribes the diet should specify a date on which the diet should be reviewed for renewal or discontinuation.

A final note on diet service: *If an inmate requires a diet, see that he gets it and that he eats it in the presence of a supervisor.*

Not more than five types of diet are commonly required in a jail. These are: liquid/soft/for bland; diabetic and low-calorie; fat-restricted. Examples follow.

Bland Diet

This diet is adequate in all nutrients. The patient receives three meals with three between meal feedings. Extremes in temperature of food should be avoided. Juices must be sipped slowly with meals.

Type Of Food	Foods Allowed	Foods to Avoid
Beverage	Milk, milk drinks, cereal beverages, buttermilk, weak tea, decaffeinated coffee as tolerated	Carbonated beverages, strong tea, coffee, alcohol, cocoa and chocolate flavored drinks
Bread	White or light rye bread, plain crackers such as saltines and soda crackers, zwieback, melba toast, plain hot breads without fruit or nuts	Whole grain breads, rich hot breads, bran, flavored crackers such as Scotch Chasers, Triangle Thins, etc., graham crackers, pastries
Cereal	Cooked and refined cereals, cornflakes, Rice Krispies, puffed rice	Whole grain or bran cereals, cold prepared cereals except as listed under "foods allowed"
Dessert	Custards, rennet desserts, soft puddings, angel & plain cakes, plain vanilla cookies, soft vanilla ice cream, fruit whips (all without nuts, coconut or whole fruit) milk sherbets, gelatin desserts	All others
Fats	Butter, margarine, cream, pure fats and oils	All others
Fruit	Plain or diluted fruit juices as tolerated, cooked or canned fruits without tough skins or seeds, ripe banana, avocado	Raw fruits except as listed under "foods allowed", all berries or other fruits with seeds, all fruits with tough skins
Meat, eggs, or cheese	Eggs (boiled, poached, creamed or scrambled in double boiler), plain tender meats, poultry or fish, mild cheese	Shell fish, fried meat, fish, poultry or eggs, smoked or cured meat or fish, heart
Potato or substitute	White potatoes (baked, boiled, or mashed), macaroni, spaghetti, noodles, refined rice	Fried potatoes, potato chips, wild or brown rice, sweet potatoes
Soup	Cream soups made with vegetables listed under "foods allowed"	All others
Sweets	Sugar, jelly, honey (without comb), syrups, hard candy (in moderation)	Jam, marmalade, preserves, chocolate, all candy except hard candy
Vegetable	Tomato or vegetable juices, cooked or canned asparagus, beets, carrots, young tender peas, spinach, mushrooms, green or wax beans, pumpkin, winter squash, greens without stems	Dried peas or beans, corn, lima beans, hominy, summer squash, onions, brussel sprouts, cabbage, broccoli, cauliflower, egg plant, peppers, okra, tomatoes, parsnips, turnips, rutabaga, sauerkraut, all raw vegetables.
Miscellaneous	Salt, cream sauce, cinnamon, allspice, paprika, mace, thyme, sage as tolerated	Condiments, gravys, pickles, nuts, vinegar, popcorn, coconut, olives, any snack food such as Fritos, pretzels, potato chips, flavored crackers, peanut butter, herbs and spices except as listed under "foods allowed"

Soft Diet

This diet eliminates foods high in cellulose and connective tissue or those difficult to digest. If the patient needs a soft diet only because of a difficulty in chewing, then a full liquid diet should be ordered.

TYPE OF FOOD

	FOODS ALLOWED	FOODS TO AVOID
Beverage	All	None
Bread	White or rye, crackers that do not contain the whole grain	Whole grain, pancakes and waffles
Cereal	Refined	Bran, whole grain cereals
Dessert	Angel and sponge cake, custard, plain cookies, fruit whips, gelatin desserts, junket, plain ice cream, sherbet, soft puddings	All others

FOOD SERVICE IN JAILS

Fats	Butter, cream, mayonnaise, pure fats and oils	All others
Fruit	Fruit juices, avocado, banana, cooked or canned fruits without tough skins or seeds	All others
Meat, eggs, or cheese	All meats, poultry and fish that are tender and not fried, eggs, cheese	Shellfish, tough meats, spicy or fried meats, fish, poultry, fried eggs
Potato or substitute	Potato, macaroni, noodles, rice, spaghetti	Potato chips, fried potato
Soup	Any made from vegetables listed under "foods allowed"	All others
Sweets	Jelly, sugar, syrups, hard candies	Jams, marmalades, rich candies
Vegetables	Well cooked or tender vegetables except those listed under "foods to avoid," vegetable juices	Corn, cabbage, brussels sprouts, baked beans, cauliflower, turnip, onions, radishes, leeks, broccoli
Miscellaneous	Cream sauces and gravies in moderation, herbs and spices except those listed under foods to avoid, salt	Nuts, popcorn, pickles, olives, pepper, chili, cloves, mustard, coconut

Full Liquid Diet

This diet is inadequate in all nutrients when strained meat and vegetables are omitted, and should be used for a limited time only. With the use of strained meats and vegetables as indicated by the asterisks (*), the diet is nutritionally adequate, and may be given for extended periods of time. All items followed by an asterisk (*) are to be used only on specific order of physician.

TYPE OF FOOD	FOODS ALLOWED	FOODS TO AVOID
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TYPE OF FOOD	FOODS ALLOWED	FOODS TO AVOID
Beverage	Carbonated beverages, cereal beverages, coffee, tea, milk, milk drinks	None
Bread	None	*All
Cereal	Farina, strained oatmeal gruel, cream of rice	All others
Dessert	Plain gelatin desserts, plain ice cream, rennet desserts, sherbets, custard	All others
Fats	Cream, butter, margarine, vegetable oils	All others
Fruit	Strained fruit juice, strained fruit*	All others
Meat, eggs or cheese	Raw eggs in beverages, custard, strained meats*	All others
Potato or substitute	None except puree in soups	All others
Soup	Broth, strained clear soups, strained cream soups	All others
Sweets	Sugar, karo, honey, hard candy, flavored syrups	All others
Vegetables	Tomato juice, vegetable puree in soups, strained vegetables*	All others
Miscellaneous	Salt	All others

Low Fat Diet (30 Grams)

This diet is planned to reduce the total fat intake. It contains approximately 30 grams fat, 80 grams protein, and 1500 calories. Fat-soluble vitamins will need to be supplemented if the person is to remain on this diet for a long period of time. Additional calories may be provided by adding extra amounts of bread, cereals, vegetables, fruits, and sweets.

TYPE OF FOOD	FOODS ALLOWED	FOODS TO AVOID
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TYPE OF FOOD	FOODS ALLOWED	FOODS TO AVOID
Beverage	Tea, coffee, carbonated beverages, fruit juice, skim milk, cereal beverage, skim buttermilk	Whole milk, chocolate and cocoa flavored beverages
Bread	Any except those listed under "foods to avoid"	Any breads made with egg fat or nuts
Cereal	Any except those listed under "foods to avoid"	Cocoa flavored cereals
Dessert	Fruit Jello, gelatin desserts, puddings made with skim milk (except chocolate), angel cake, fruit whips, junkets made with skim milk, meringue, frostings (without fat), arrowroot cookies	Ice cream, cake, cookies, pie, rich desserts, desserts made with chocolate, cream, fats, nuts or whole milk, coconut
Fats	1½ tsp. fat or 1 egg	Oil, cream, butter, margarine, salad dressing, mayonnaise, lard, in excess of amount allowed gravies, rich sauces, peanut butter
Fruit	Any except those listed under "foods to avoid"	Avocado
Meat, eggs, or cheese	Boiled, broiled or roasted lean meat, fish or fowl (all visible fat removed), dry cottage cheese or cheese made from skim milk, no more than 1 egg daily or 1½ tsp. fat	Fried meats, ham, pork, sausage, frankfurters, fried eggs, fish canned in oil, duck, goose, all cheese except dry cottage cheese or cheese made with skim milk
Potato or substitute	Potatoes (except fried or chips), rice, macaroni, spaghetti	Egg noodles, potato chips, fried potatoes
Soup	Fat free bouillon, soup, or broth, skim milk soups	Any soup containing cream, fat, or whole milk
Sweets	Sugar, jelly, jams, honey, molasses, fondant, hard sugar candies, gum drops, maple sugar and syrups	Any sweets made with cream, chocolate, cocoa, fat, nuts, or coconut
Vegetables	All, if strong flavored vegetables cause discomfort, they should be omitted from the diet.	None, except as stated under "foods allowed"
Miscellaneous	Catsup, chili sauce, herbs, spices, unbuttered popcorn, salt, vinegar, pickles, condiments, pepper if tolerated.	Gravy, nuts, olives, peanut butter, buttered popcorn, white sauce, fried snack foods such as Fritos.

1200 Calorie Diabetic Diet

Carbohydrate 125 Protein 60 Fat 50

Food Group	Amount For One Day	Equivalents
Milk	1 pint	List 1
Vegetable Exchange A*	Any amount	List 2A
Vegetable Exchange B	1	List 2B
Fruit Exchanges	3	List 3
Bread Exchanges	4	List 4
Meat Exchanges	5	List 5
Fat Exchanges	1	List 6

Sample Meal Plan

BREAKFAST

- 1 Fruit Exchange from List 3
- 1 Meat Exchange from List 5
- 1 Bread Exchange from List 4
- Coffee or Tea - any amount

LUNCH OR SUPPER

- 1 Meat Exchange from List 5
- 1 Bread Exchange from List 4
- Vegetable from List 2A - any amount
- 1 Fruit Exchange from List 3
- 1 Cup Milk from List 1 (any of this may be used in beverage)
- Coffee or Tea - any amount

DINNER

- 3 Meat Exchanges from List 5
- 1 Bread Exchange from List 4
- Vegetable from List 2A - any amount
- 1 Vegetable from List 2B
- 1 Fat Exchange from List 6
- 1 Fruit Exchange from List 3
- Coffee or Tea - any amount

BEDTIME

- 1 Cup Milk from List 1
- 1 Bread Exchange from List 4

*Food exchanges are listed on pp. 29-30.

1500 Calorie Diabetic Diet

Carbohydrate 150 Protein 70 Fat 70

Food Group	Amount for One Day	Equivalents
Milk	1 pint	List 1
Vegetable Exchange A*	Any amount	List 2A
Vegetable Exchange B	1	List 2B
Fruit Exchanges	3	List 3
Bread Exchanges	6	List 4
Meat Exchanges	6	List 5
Fat Exchanges	4	List 6

Sample Meal Plan

BREAKFAST		DINNER	
1 Fruit Exchange from List 3		3 Meat Exchanges from List 5	
1 Meat Exchange from List 5		2 Bread Exchanges from List 4	
1 Bread Exchange from List 4		Vegetable from List 2A - any amount	
1 Fat Exchange from List 6		1 Vegetable Exchange from List 2B	
Coffee or Tea - any amount		1 Fruit Exchange from List 3	
LUNCH OR SUPPER		1 Fat Exchange from List 6	
2 Meat Exchanges from List 5		Coffee or Tea - any amount	
2 Bread Exchanges from List 4		BEDTIME	
Vegetable from List 2A - any amount		1 Cup Milk from List 1	
1 Fruit Exchange from List 3		1 Bread Exchange from List 4	
1 Cup Milk from List 1		1 Fat Exchange from List 6	
1 Fat Exchange from List 6		*Food exchanges are listed on pp. 00-00.	
Coffee or Tea - any amount			

1800 Calorie Diabetic Diet

Carbohydrate 180 Protein 80 Fat 80

Food Group	Amount for One Day	Equivalents
Milk	1 pint	List 1
Vegetable Exchange A*	Any amount	List 2A
Vegetable Exchange B	1	List 2B
Fruit Exchanges	3	List 3
Bread Exchanges	8	List 4
Meat Exchanges	7	List 5
Fat Exchanges	5	List 6

Sample Meal Plan

BREAKFAST		DINNER	
1 Fruit Exchange from List 3		3 Meat Exchanges from List 5	
1 Meat Exchange from List 5		2 Bread Exchanges from List 4	
2 Bread Exchanges from List 4		Vegetable from List 2A—any amount	
2 Fat Exchanges from List 6		1 Vegetable from List 2B	
Coffee or Tea—any amount		1 Fruit Exchange from List 3	
LUNCH OR SUPPER		2 Fat Exchanges from List 6	
2 Meat Exchanges from List 5		Coffee or Tea—any amount	
2 Bread Exchanges from List 4		BEDTIME	
Vegetable from List 2A—any amount		1 Cup Milk from List 1	
1 Fruit Exchange from List 3		2 Bread Exchanges from List 4	
1 Cup Milk from List 1		1 Meat Exchange from List 5	
1 Fat Exchange from List 6		*Food exchanges are listed on pp. 00-00.	
Coffee or Tea—any amount			

2200 Calorie Diabetic Diet

Carbohydrate 220 Protein 90 Fat 100

Food Group	Amount For One Day	Equivalents
Milk	1 pint	List 1
Vegetable Exchange A*	Any amount	List 2A
Vegetable Exchange B	1	List 2B
Fruit Exchanges	4	List 3
Bread Exchanges	10	List 4
Meat Exchanges	8	List 5
Fat Exchanges	8	List 6

Sample Meal Plan

BREAKFAST		LUNCH OR SUPPER	
1 Fruit Exchange from List 3		2 Meat Exchanges from List 5	
2 Meat Exchanges from List 5		3 Bread Exchanges from List 4	
2 Bread Exchanges from List 4		Vegetable from List 2A—any amount	
3 Fat Exchanges from List 6		1 Fruit Exchange from List 3	
Coffee or Tea—any amount		2 Fat Exchanges from List 6	
		1 Cup Milk from List 1	
		Coffee or Tea—any amount	

DINNER
3 Meat Exchanges from List 5
3 Bread Exchanges from List 4
Vegetable from List 2A—any amount
1 Vegetable Exchange from List 2B
2 Fruit Exchanges from List 3

3 Fat Exchanges from List 6
Coffee or Tea—any amount

BEDTIME
1 Cup Milk from List 1
2 Bread Exchanges from List 4
1 Meat Exchange from List 5

*Food exchanges are listed on the following pages.

Food Exchange Lists

For use with Diabetic and Low Calorie Diets

List I

Milk Group: 12 gram Carbohydrate—8 gram Protein—10 gram Fat—170 Calories
Milk: whole pasteurized 1 cup
skim pasteurized 1 cup + 2 teaspoons butter or margarine
evaporated ½ cup diluted with ½ cup water
dry skim ¼ cup* powder mixed with 1 cup water
+ 2 teaspoons butter or margarine

buttermilk (whole milk) 1 cup
buttermilk (skim milk) 1 cup + 2 teaspoons butter or margarine

*Use the directions on the package for the amounts to use in making 1 cup since different brands vary.

List IIA

Vegetable Group: Negligible caloric value. Limit cooked to 1 cup per serving. Uncooked as desired. May use fresh, frozen, or canned.

Asparagus	Fiddle Heads	Turnip Greens
Broccoli	Chard	Lettuce
Beans, green and wax	Dandelions	Okra
Brussels Sprouts	Egg Plant	Green Peppers
Cabbage	Endive	Radishes
Cauliflower	Escarole	Sauerkraut
Celery	Kale	Summer Squash
Chicory	Mushrooms	Tomatoes
Cucumbers	Mustard Greens	Watercress
Beet Greens	Spinach	

List IIB

Vegetable Group: Carbohydrate 7 gram—Protein 2 Gram—Fat 0 gram—Calories 36
May use fresh, frozen or canned

Beets	½ cup cooked
Carrots	½ cup cooked
Onions	½ cup cooked
Peas	½ cup cooked
Pumpkin	½ cup cooked
Turnip	½ cup cooked
Winter Squash	½ cup cooked

List III

Fruit Group: Carbohydrate 10 grams—Protein 0—Fat 0—Calories 40
Fruits may be fresh, cooked, canned, dried, or frozen ALL WITHOUT SUGAR ADDED. All fruits in containers must either state that sugar has been added or that no sugar has been added. Frozen juices are measured after the water specified on can has been added.

Apples (2" dia.)	1	Grapes	12
Applesauce	½ cup	Grape juice	¼ cup
Apricots, dried	4 halves	Honeydew Melon, medium	⅓ cup
Banana	½ small	*Orange	1
Blackberries	1 cup	*Orange juice	½ cup
*Strawberries	1 cup	Peach	1 medium
Raspberries	1 cup	Pear	1 small
Blueberries	2/3 cup	Pineapple	½ cup
*Cantaloupe (6" dia.)	¼	Pineapple juice	1/3 cup
Cherries	10 large	Plums	2 medium
Dates	2	Prunes	2 medium
Figs, dried	1	Raisins	2 tablespoons
*Grapefruit	½	*Tangerine	1 large
*Grapefruit juice	½ cup	Watermelon	1 cup

*Contain considerable amounts of vitamin C (Ascorbic Acid). Unsweetened canned fruits may be used in the same amount as listed for fresh fruit.

List IV

Bread Group: Carbohydrate 15 grams—Protein 2 grams—Fat 0—Calories 70

Bread	1 slice
Biscuit, roll (2" dia.)	1
Muffin (2" dia.)	1
Cornbread (1½" cube)	1
Cereal, cooked	½ cup
Dry, flake, and puffed	¾ cup
Rice, grits, cooked	½ cup
Spaghetti, noodles, cooked	½ cup
Macaroni, cooked	½ cup
Crackers, graham (2½" sq.)	2
Oysterettes (½ cup)	20
Saltines (2" sq.)	5

Soda (2½" sq.)	3
Round, thin	6
Flour	2½ tablespoons
Vegetables	
Beans and Peas, dried and cooked	½ cup
Baked Beans, no pork	¼ cup
Corn	1/3 cup
Popcorn (unbuttered)	1 cup
Parsnips	2/3 cup
Potatoes, white	1 small
White, mashed	½ cup
Sweet or yams	¼ cup
Sponge cake, plain (1½")	1
Ice Cream (omit 2 fat exchanges)	½ cup

List V

Meat Group: Carbohydrate 0—Protein 7 grams—Fat 5 grams—Calories 75
An average serving would be 3 meat exchanges

Meat and Poultry (medium fat) (beef, lamb, pork, liver, chicken, etc.)	1 ounce
Cold Cuts (4½ x ½") (salami, minced ham, bologna, liverwurst, luncheon loaf)	1 slice
Frankfurter (8-9 per lb.)	1
Egg	1
Fish (Haddock, flounder, bass, etc. Salmon, tuna, crab, lobster Shrimp, clams, oysters, sardines)	1 oz. ¼ cup
Cheese, Cheddar type	1 oz.
Cottage	¼ cup
Peanut Butter	2 tablespoons

List VI

Fat Group Carbohydrate 0—Protein 0—Fat 5 grams—Calories 45

Butter or margarine	1 teaspoon
Bacon, crisp	1 slice
Cream, light	2 tablespoons
heavy	1 tablespoon
Cheese, cream	1 tablespoon
Avocado (4")	¼
French Dressing	½ tablespoon
Mayonnaisse	¼ teaspoon
Oil or cooking fat	1 teaspoon
Nuts	6 (small)
Olives	5 (small)

Recipe Reference Service

Every kitchen needs a set of recipes standardized for the local operation. The recipe file may be a ring binder in loose leaf form or a set of formula cards.

Whichever system is in effect, there should be several sets of recipes available. Too often the food supervisor sends his only copy of a recipe to the work area, where it gets lost in the trash or is torn or grease-soaked beyond further use.

Formula cards carry the recipe and instructions for preparing each menu item. No effort is made here to present a series of such cards. Recipes vary between institutions, geographical areas, and ethnic groups.

If you follow the requirements of the balanced ration discussed in the next chapter, you can accomplish a satisfactory program for your jail no matter what recipe system you use.

The Armed Forces Recipe Service is obtainable from the Government Printing Office, Washington, D. C., 20402, at a cost of less than \$20.00 (in 1974). It is the best recipe reference system we know about, superior to most books of recipes and very practical. These recipes are geared to extremely active males and furnish more food nutrients than are required by jail inmates. Therefore, it may prove costly for jails, and the jail food supervisor may wish to adjust the stated requirements for a portion of the more expensive items.

Chapter 4. The Balanced Ration System Of Food Control

Jail administrators charged with the health care of inmates over an extended period of time are aware that they have a responsibility for these inmates that is not limited to a couple of meals a day with no thought to anything other than assuring a full stomach.

The Standard Ration Allowance

In 1936-37 Harry Taubken (Bureau of Prisons) and Col. Wm. Howe (Food Consultant, U.S. Army) developed a ration allowance system for inmates in prisons. This system was introduced in the Federal Youth Institution, Chillicothe, Ohio, and later refined and extended to all federal institutions, where it is in use today. The Foods Nutrition Branch of the National Research Council, a federal agency, assisted in developing the system and reviews the allowances periodically.

If a jail follows this system, it is assured of providing a nutritionally adequate diet. The services of a dietitian are then needed only for a periodic check for compliance with the allowances. The system protects the sheriff/jailer if he is called to account for the food service in the jail. If the news media know that an adequate diet is being provided, they might be on the sheriff's side when food is challenged.

The ration allowance for jails is reproduced here.

Standard Ration Allowance For Adult Mates In Jails

Food Detail	Allowance (pounds)
01a Beef (with bone)	.23 (Min. 17)
01b Pork (loin or chops)	.17 (Max. 20)
01c Other meats (bologna)	.15 (Min. 13)
02 Fats (cooking oil)	.18
03 Starches (bread&flour)	.80
04a Milk (whole)	1.72 (Min.84)
04b Cheese (Cheddar)	.06
05 Eggs (Fresh, medium)	.12
06 Sweets (Grain-sugar)	.30

Food Detail	Allowance (pounds)
07 Beverages (Coffee)	.07
08 Potatoes (whole raw)	.75
09 Other roots (carrots) /	.25
10 Leafy green or yellow vegetables (string beans)	.55
	.20
11 Tomatoes (canned)	.10
12 Dried Beans, peas, nuts	.20
13 Fresh & canned fruits	.10
14 Citrus fruits (oranges)	.05
15 Dried fruits (prunes)	.10
16 Adjuncts (salt)	6.10 to 5.17

Source: National Research Council, Foods Nutrition Branch.

NOTE: Consideration of waste, (e.g., bone, suet, vegetable peeling, etc.) was a factor in establishing the Standard Ration Allowance and is included in these allowances. Beef and pork allowances are carcass weight. Other meats are computed as purchased.

The Standard Ration Allowance is the basis for planning a food service operation. The number of pounds of food necessary to satisfy the nutritional requirements of any population can be determined. For example, on a yearly basis:

.23 pounds of beef per man per day
365 days in the year

83.95 pounds of beef for each man for one year.
For an average population of 120:

83.95 pounds of beef for each man for one year
120 resident population (average)

10,074 lbs. carcass weight beef required per year
On a 6-month basis for 97 men average population:
.35 pounds of sweets per resident per day
180 days (6-month period)

63 pounds per resident
97 average daily population estimated

6,111 pounds sweets necessary for a 6-month period.

Each item purchased should be computed on this basis. For all categories where several food items are included in the detail, the "Budget and Ration Requirements" form provides adequate breakdown to insure the proper amount of each food item is included in the category.

Every food item in use in the food service must be assigned to one of the 16 food details. Here is a sample sheet for item 14, citrus fruits, for 50 inmates. All items are calculated in decimal fractions of a pound to make for easier computation.

To refresh your arithmetic here are decimal equivalents for ounces:

1 oz. = .0625 lb.	6 oz. = .375	11 oz. = .6875
2 oz. = .125	7 oz. = .4375	12 oz. = .75 (3/4)
3 oz. = .1875	8 oz. = .50 (1/2)	13 oz. = .8125
4 oz. = .25 (1/4)	9 oz. = .5625	14 oz. = .875
5 oz. = .3125	10 oz. = .625	15 oz. = .9375
		16 oz. = 1.0 (1)

BUDGET AND RATION REQUIREMENTS

ITEM	(1) Pounds Per Serving	(2) No Times to be Served	(3) Ration Index (Per Man Cal 1 x 2)	(4) Converted Ration Index (Cal 3 x Factor)	(5) Amount Needed (Cal. 3 times Estimated Daily Population)		(7) Total Requirements Units (Col 5 + 6)	(8) Units on Hand	(9) Units on Contract	(12) Units to be Purchased	(13) Estimated Cost		REMARKS
					(a) Pounds	(b) Units					Per Unit	Total	
Grapefruit Segments	.25	3	.75		37½	40#cases	1 cs	0	0	1 cs	4.95		
Fresh Oranges	.40	2	.80		40	40#cases	1 cs	0	0	1 cs	5.95		
Fresh Grapefruit	.40	2	.80		40	40#boxes	1 bx	1 bx	0	0			
Mandarin Orange Segments	.25	2	.50		25	6#cans	4 cans	0	0	4/#10 cans	1.50	6.00	
Orange Juice	.40	1	.40		20#	52#cans	7 cans	4 cans	0	3/52# cans	1.10	3.30	
					162½ #								

FOOD ADMINISTRATOR

BUSINESS MANAGER

CITRUS—10 - STD. RATION ALLOWANCE

Explanation

The Standard Ration Allowance for citrus fruit is .10 pounds per man per day. The cycle menus cover a period of 30 days. Assuming a resident population of 50, the formula for computing the amount of citrus necessary to satisfy the Standard Ration Allowance is:

.10 pounds (Standard Ration Allowance) x 30 (days) x 50 (residents) = 150 lbs.

In preparing the Budget and Ration Form, 4 oz. (.25 pound) canned grapefruit segments will be an adequate serving. The serving of grapefruit segments three times in 30 days is reasonable. Transcribe this to the Budget and Ration form. Compute the amount of grapefruit segments necessary.

.25 lb. (amount of serving) x 3 (number of times served) x 50 (population) = 37.5 pounds of grapefruit segments.

Continue this process with each item that is to be served; fresh oranges, fresh grapefruit, mandarin orange segments, and orange juice.

When all computations are complete, total the amounts required. This is 162.5 pounds citrus. The Standard Ration Allowance is only 150 lbs. A change must then be made in order to reduce the number of times an item is to be served or reduce the portion. In this case, reduce the number of times grapefruit segments are served to two instead of three, and this will reduce the amount of grapefruit segments required to 24 lbs. The total amount of citrus products will then be 150 lbs., exactly what the Standard Ration Allowance recommends.

Serve grapefruit segments two times, fresh oranges two times, fresh grapefruit two times, mandarin oranges two times, and orange juice one time.

These items would then be transcribed onto your 30-day cycle menu sheets. Each food detail, as described in the Standard Ration Allowance, would be used in the same way. All 19 food details and subdetails are processed in the same manner and the items transferred to the cycle menus. Some food items, or even some meals, may have to be changed from one day or meal to another day or meal, in order to provide good variety, color, and texture to the meals. This would not change the Standard Ration Allowance or the Budget and Ration Requirement.

Budget-Ration Planning System

The problem of computing the kinds and amounts of foods necessary to satisfy the Standard Ration Allowance and then using these same kinds and amounts of foods to compile a set of cycle menus is a very important though time-consuming process. A system or method of accomplishing this part of the food service plan is necessary, and a standardized form is very helpful in this process.

As each major food detail is transferred from the Standard Ration Allowance to the Budget-Ration Requirement Planning form, it is described in such detail as to indicate the food item, the amount to be served each time that item is used, and the number of times it will be served in the period of time covered by the cycle menu.

Accurate and detailed completion of this Budget-Ration Planning form or system will result in a correct projection of foods necessary to satisfy the

Standard Ration Allowance and those same food items will be described in such detail that, when purchased, they will satisfy the requirements of the menu. *Simply stated, you have a menu that covers a prescribed period of time for a given number of inmates and describes meals that are acceptable to the inmate population because they are ample, appetizing, and attractive. At the same time, you are assured that adequate nutrition is being offered, because the menus are based on the Standard Ration Allowance.*

The following pages show the requirements to serve the model 91-day menu shown in the previous chapter. Each food detail is numbered in accordance with the Standard Ration Allowance. The column of "units on hand" allows the food manager to check his inventories. The other columns are self-explanatory, and would be used for projecting future needs.

An Accounting System for the Food Service

Officially the books for the food service are kept by the accounting office. Under this arrangement, the food supervisor does not know where he stands at any given time. But if he uses the information previously outlined, he is in a position to know how he is functioning in each detail, both as to poundage and as to costs. He can also calculate his allowed cost on a daily basis.

Refer back to the Standard Ration Allowance, which calls for 16 food categories, each with a representative food. There follows a column of daily allowances.

In the food accounting system, a ledger sheet is set up for each food detail. Every day as food supplies are delivered, the receiving ticket is entered into the proper food category in two columns of the ledger sheet—"pounds" and "costs."

We have noted before that conversion to pounds is necessary. This is obviously the case with items that are usually received by volume, like a bushel of apples. Costs must also be calculated in pounds. For instance, a loaf of bread may weigh 1-1/2 pounds and cost 39 cents; it must be entered as costing 26 cents per pound.

This may sound complicated, but the use of a modern desk calculator and the services of an inmate clerk make the job easier, once the process is understood. At the end of the day or week, add up the "pounds" and "costs" columns and you will know total use.

Every jail has a daily count sheet. Using this information, by simple division it is possible to know exactly how many pounds of food were served and what its cost was for each inmate day—3 meals for 1 person for 1 day.

This becomes an invaluable record to demonstrate how much food was served when compared to a standard allowance, and the costs per inmate are available for budget use. Even if your record keeping cannot include this much detail, there is another excellent use for the ration allowance. This is to project budget requirements for any future period, as follows.

Each food category has a representative food listed. Multiply the price per pound of each of these foods by the ration allowance for the item and by the number of persons served and you have the approximate money allowance for that food detail. Do this for all 16 details. Then add up the result. Now you have a close approximation of how much money you should be spending for

(Text continues on p. 49)

BUDGET AND REQUIREMENTS

FOOD ADMINISTRATOR										BUSINESS MANAGER						
ITEM	(1) Pounds Per Serving	(2) No Times to be Served	(3) Ration Index (Per Man Col 1 x 2)	(4) Converted Ration Index (Col. 3 x Factor)	(5) Amount Needed (Col. 3 Times Estimated Daily Population)		(6) Normal Requirements Units	(7) Total Requirements Units (Col. 5 + 6)	(8) Units on Hand	(11) Surplus or Deficit (-) (Col. 7 Minus Cols. 8, 9, & 10)	(12) Units to be Purchased	(13) Estimated Cost		(14) Purchase Order No. & Date	(15) Actual Cost	
					(a) Pounds	(b) Units						Per Unit	Total		Per Unit	Total
BEEF, Diced	.19	13	2.47		123.5		41	145								
BEEF, Corned	.25	3	.75		37.5		12	50								
HAMBURGER, Bulk	.19	32	6.08		304.0		101	405								
HAMBURGER #3	.33	7	2.31		115.5		38	153								
HAMBURGER #5	.20	6	1.20		60.0		20	80								
PRIME RIB																
SHORT RIB	.52	2	1.00		50.0		17	67								
ROAST BEEF	.25	10	2.50		125.0		42	167								
STEAK, BONE IN	.50	1	.50		25.0		8	33								
STEAK, CHUCK	.37	2	.74		37.0		12	49								
STEAK, CUBE	.25	13	3.25		162.5		54	217								
OLB																
BACON,																
21 Slices	.14	17	2.38		119.0		40	159								
DICED HAM	.20	2	.40		20.0		7	27								
DICED PORK	.25	10	2.50		125.0		42	167								
HAM BAKED	.75	2	.50		25.0		8	33								
HAM SLICED	.20	6	1.20		60.0		20	80								
HOCKS	.05	25	1.25		62.5		21	84								
PORK ROAST	.25	6	1.50		75.0		25	100								
PORK CHOPS	.31	7	2.17		108.5		37	146								
SAUSAGE	.20	15	3.00		150.0		50	200								
SPARE RIBS	.50	2	1.00		50.0		17	67								
OLC																
BOLGNA	.06	6	.36		18.0		6	24								
CHICKEN FRYER	.50	7	3.50		175.0		58	233								
CHICKEN STEW	.50	7	3.50		175.0		58	233								
CLAMS, MINCED																
COD FISH,																
Portions	.19	7	1.33		66.5		23	90								
CRAB MEAT																
FISH PUFFS																
HALIBUT,																
Fillet																
LIVER, Beef	.31	3	.93		46.5		16	62								
LIVERWURST	.06	6	.36		18.0		6	24								
PIMENTO LOAF	.06	6	.36		18.0		6	24								
SALAMI	.06	6	.36		18.0		6	24								
OLC																
SALMON, CANNED	.15	2	.30		15.0		5	20								
SALMON, FROZEN																

CHECK: BEEF .23
 123 x 91 DAYS x 50
 INMATES = 1046.5#

 CHECK: PORK .17
 178 x 91 x 50 = 1713.5#

 CHECK: .15 O'NEC
 .15 x 91 x 50 = 682.5#

1040

795

BUDGET AND REQUIREMENTS

FOOD ADMINISTRATOR										BUSINESS MANAGER						
ITEM	(1) Pounds Per Serving	(2) No Times to be Served	(3) Ration Index (Per Man Col 1 x 2)	(4) Converted Ration Index (Col. 3 x Factor)	(5) Amount Needed (Col. 3 Times Estimated Daily Population)		(6) Normal Requirements Units	(7) Total Requirements Units (Col. 5 + 6)	(8) Units on Hand	(11) Surplus or Deficit (-) (Col. 7 Minus Cols. 8, 9, & 10)	(12) Units to be Purchased	(13) Estimated Cost		(14) Purchase Order No. & Date	(15) Actual Cost	
					(a) Pounds	(b) Units						Per Unit	Total		Per Unit	Total
SHRIMP, CANNED																
SHRIMP, FROZEN																
TUNA, CANNED	.18	4	.72		36.0		12	48								
TURKEY																
WEINER	.20	7	1.40		70.0											
(10 to 1b.) DONABLE ITEMS																
BUTTER																
BEANS, PICNIC																
DRY																
BUGAL, HOT CEREAL																
CEREAL, ROLLED																
WHEAT																
CORN MEAL																
FLOUR, ALL PUR- (POSE)																
FLOUR, BREAD																
FLOUR, WHOLE (WHEAT)																
MILK, DRY																
PEANUT, BUTTER																
RAISINS																
RICE, WHITE																
SALAD, OIL																
SHORTENING																
SHORTENING, (VEGETABLE)																
OZ																
LARD	.02	260	5.20		260.0		87	347								
MARGARINE (BAKERS)	.02	91	1.82		91.0	2/50#cu										
MARGARINE (TABLE)	.04	91	3.64		182.0	6/30#cu										
SALAD OIL (VEGETABLE)	.03	91	2.73		136.5	16/1gal. cans										
SHORTENING (ALLPURPOSE)	.02	91	1.82		91.0	3/30# cans										

Not AVAILABLE TO
MOST JAILS

656

.18 x 91 x 50
 819#

BUDGET AND REQUIREMENTS

ITEM	FOOD ADMINISTRATOR					BUSINESS MANAGER										
	(1) Pounds Per Serving	(2) No Times to be Served	(3) Ration Index (Per Man Col 1 x 2)	(4) Converted Ration Index (Col. 3 x Factor)	(5) Amount Needed (Col. 3 Times Estimated Daily Population)		(6) Normal Requirements Units	(7) Total Requirements Units (Col. 5 + 6)	(8) Units on Hand	(11) Surplus or Deficit (-) (Col. 7 Minus Cols. 8, 9, & 10)	(12) Units to be Purchased	(13) Estimated Cost		(14) Purchase Order No. & Date	(15) Actual Cost	
					(a) Pounds	(b) Units						Per Unit	Total		Per Unit	Total
03 MACARONI (SMALL SHELL)	.06	11	.66		33.0	7/5#bx										
MANICOTTI																
MASTICOOLI																
MIX, BROWNIE	.13	7	.91		45.5	9/5# (bag)										
MIX, CHOCOLATE CAKE (DEVIL'S FOOD)	.12	15	1.80		90.0	18/5# (bag)										
MIX, SPICE CAKE	.12	8	.96		48.0	10/5# (bag)										
MIX, WHITE CAKE	.12	13	1.56		78.0	16/5# (bag)										
MIX, YELLOW CAKE	.12	6	.72		36.0	7/5# (bag)										
MIX, CAKE DONUT	.12	2	.24		12.0	3/5# (bag)										
MIX, RAISED (DONUT)	.12	16	1.92		96.0	2/50#Sk										
MIX, HOT CAKE	.25	18	4.50		225.0	5/2#bag										
NOODLES, CHINESE (PRE-COOKED)	.05	7	.35		17.5	3/6#box										
NOODLE, EGG (FRILLED WIDE)	.12	7	.48		24.0	5/5#box										
NOODLE, EGG (LONG WIDE)	.12	11	1.32		66.0	13/5#bx										
PEARL BARLEY	.02	13	.26		13.0	13/1#bx										
(BEEF CANNED)	.40	7	2.80			4 ca										
RAVIOLA (CHICKED, CANNED)					140.0	6/10# (cans)										
RICATONI RICH, WHITE (25#BAGS)	.12	28	3.36		168.0	7/25#bs										

STARCH .80
.80 x 91 x 50 = 3640

BUDGET AND REQUIREMENTS

ITEM	FOOD ADMINISTRATOR					BUSINESS MANAGER										
	(1) Pounds Per Serving	(2) No Times to be Served	(3) Ration Index (Per Man Col 1 x 2)	(4) Converted Ration Index (Col. 3 x Factor)	(5) Amount Needed (Col. 3 Times Estimated Daily Population)		(6) Normal Requirements Units	(7) Total Requirements Units (Col. 5 + 6)	(8) Units on Hand	(11) Surplus or Deficit (-) (Col. 7 Minus Cols. 8, 9, & 10)	(12) Units to be Purchased	(13) Estimated Cost		(14) Purchase Order No. & Date	(15) Actual Cost	
					(a) Pounds	(b) Units						Per Unit	Total		Per Unit	Total
RICH WHITE (100# BAGS)	.15	4	.60		30.0	6/5#box										
SPAGHETTI																
STARCH (STABILIZER AMAZO)	.04	13	.52		26.0	5/5#bag										
TAPIOCA	.05	7	.35		17.5	18/1#bx										
VERMICELLI (LONG MOISTCOIL)					3897.5											
04A MILK	.60	260	156.0		7800.0	950 GAL										
04B COTTAGE CHEESE	.31	13	4.03		201.5	40/5#ctn										
CHEDDAR CHEESE	.06	7	.42		21.0	4/5#										
AMERICAN CHEESE	.12	13	1.56		78.0	16/5#										
PARMESIAN (CHEESE)	.02	13	.26		13.0	13/1#bx										
05 EGGS	.22	49	10.78		313.5	14 cs										
06 HONEY	.05	25	1.25		62.5	13/5#cans										
JAM, PEACH	.04	13	.52		26.0	4/7#cans										
JAM, RASPBERRY	.04	13	.52		26.0	4/7#cans										
JELLY, APPLE (MINT)	.04	13	.52		26.0	4/7#cans										
JELLY, GRAPE	.04	13	.52		26.0	4/7#cans										
JELLY, GRAPE (APPLE)	.04	13	.52		26.0	4/7#cans										
JELLY, MIXED (FRUIT)	.04	13	.52		26.0	3/7#cans										
JELLY, STRAW- (BERRY)	.04	13	.52		26.0	3/7#cans										
MARMALADE (ORANGE)	.04	13	.52		26.0	4/7#cans										
MOLASSES	.04	13	.52		26.0	13/2#cans										
SUGAR, BROWN	.08	13	1.04		52.0	52/1#bx										
SUGAR, FINE GRANULATED	.17	91	15.47		773.5	8/100#s										
SUCAR, POWERED	.02	91	1.82		91.5	1/100#s										

MILK
172X91X50 = 7826#

EGGS
.12X91X50 = 546#

SWEEETS .30
.30X91X50 = 1365#

BUDGET AND REQUIREMENTS

ITEM	FOOD ADMINISTRATOR				BUSINESS MANAGER											
	(1) Pounds Per Serving	(2) No Times to be Served	(3) Ration Index (Per Man Col 1 x 2)	(4) Converted Ration Index (Col. 3 x Factor)	(5) Amount Needed (Col. 3 Times Estimated Daily Population)		(6) Normal Requirements Units	(7) Total Requirements Units (Col. 5 + 6)	(8) Units on Hand	(11) Surplus or Deficit (-) (Col. 7 Minus Cols. 8, 9, & 10)	(12) Units to be Purchased	(13) Estimated Cost		(14) Purchase Order No. & Date	(15) Actual Cost	
					(a) Pounds	(b) Units						Per Unit	Total		Per Unit	Total
BRUSSEL SPROUTS	.14	10	1.40		70.0	3 cases										
CABBAGE, FRESH	.13	22	2.86		143.0	143#										
CAULIFLOWER, (FROZEN)	.15	14	2.10		105.0	4 cases										
CELERY, FRESH	.05	36	1.80		90.0	40#										
CORN, CANNED	.20	10	2.00		100.0	2 cases										
CORN, FROZED	.20	10	2.00		100.0	4 cases										
CUCUMBER SLICES																
LETTUCE	.10	91	9.10		455.0											
OLIVES, CHOPPED (SLICED)	.06	3	.18		8.0	1 Gal.										
OLIVES, GREEN	.06	3	.18		9.0	1 Gal.										
OLIVES, LARGE (PITTED)																
OLIVES, RIPE (DARK)	.06	3	.18		9.0	2 Gal.										
OLIVES, SPANISH STUFFED																
OKRA	.06	3	.18		9.0	12/3oz. (cans)										
PARSLEY FLAKES (DEHY.)	.02	7	.14		7.0	7/#10 (cans)										
PEAS, CANNED	.10	21	2.10		105.0	3 cases										
PEPPERS, BELL (RED)	.06	10	.60	X4	120.0	1 case 24/2 1/2 cans										
PICKLES, BREAD (BUTTER)	.30	6	1.80		90.0	11 Gal.										
PUMPKIN																
RELISH, DILL TART	.24	7	1.68		84.0	10 Gal.										
RELISH, SWEET	.24	7	1.68		84.0	10 Gal.										
SAUERKRAUT	.17	12	2.04		102.0	15/#10 (cans)										
SPINACH	.25	9	2.25		112.5	3 cases										
SUCCOTASH, FRZ.	.25	10	2.50		125.0	5 cases										
MIXED, VEGETABLE (FROZEN)	.25	10	2.50		125.0	5 cases										

LEAFY GREEN + YELLOW VEG. .55
.55 x 91 x 50 = 2502.5*

BUDGET AND REQUIREMENTS

ITEM	FOOD ADMINISTRATOR				BUSINESS MANAGER											
	(1) Pounds Per Serving	(2) No Times to be Served	(3) Ration Index (Per Man Col 1 x 2)	(4) Converted Ration Index (Col. 3 x Factor)	(5) Amount Needed (Col. 3 Times Estimated Daily Population)		(6) Normal Requirements Units	(7) Total Requirements Units (Col. 5 + 6)	(8) Units on Hand	(11) Surplus or Deficit (-) (Col. 7 Minus Cols. 8, 9, & 10)	(12) Units to be Purchased	(13) Estimated Cost		(14) Purchase Order No. & Date	(15) Actual Cost	
					(a) Pounds	(b) Units						Per Unit	Total		Per Unit	Total
11 TOMATOES, CANNED	.17	28	4.76		238.0	6 cases										
TOMATO, CATSUP	.12	35	4.20		210.0	6 cases										
TOMATO, JUICE	.30	11	3.30		165.0	4 cases										
TOMATO PASTE	.08	16	1.28		64.0	9/#10cns										
TOMATO PURE	.06	7	.42		21.0	4/#10cns										
TOMATO SAUCE	.06	4	.24		12.0	2/#10cns										
12 FRESH					710.0											
ALMONDS, SLICED	.02	4	.08		4.0	4#										
ALMONDS, WHOLE																
BEANS, GREAT (NORTHERN)	.12	7	.84		42.0	42#										
BEANS, LIMA	.12	7	.84		42.0	42#										
BEANS, PINTO	.12	7	.84		42.0	42#										
BEANS & FORK	.30	7	2.10		105.0	3 cases										
BEANS, SMALL (RED)	.12	17	2.04		102.0	100#										
12 COCONUT, SHREDDED	.08	4	.32		16.0											
PEANUT BUTTER	.06	13	.75		39.0	1 case										
PEAS, SPLIT																
PECANS																
WALNUTS	.02	3	.06		3.0	3#										
13 APPLE, FRESH	.20	7	1.40		70.0	2 cans										
APPLE, RINGS	.06	7	.42		21.0	4/#10cns										
APPLE SAUCE	.10	14	1.40		70.0	2 cases										
APPLE, SLICES	.25	6	1.50		75.0	2 cases										
PRICOT, HALVES	.20	7	1.40		70.0	2 cases										
PRICOT, WHOLE (PELLED)																
BLACKBERRY																
BOYSENBERRIES																
CHEERRIES (RED SOUP, PITTED)	.20	6	1.20		60.0	1 1/2 cases										
COCKTAIL, FRUIT	.10	10	1.00		50.0	1 1/2 cases										

FRUITS FANCY .20 DRIED BEAN LET. 10 TOMATOES .20
.20 x 91 x 50 = 910*
.10 x 91 x 50 = 455*
.20 x 91 x 50 = 910*

BUDGET AND REQUIREMENTS

ITEM	FOOD ADMINISTRATOR			BUSINESS MANAGER			(15) Actual Cost Per Unit Total					
	(1) Pounds Spring	(2) No. Times Spring Served	(3) Rating Index (1-4)	(4) Converted Rating Index (1-3 Factor)	(5) Amount Needed (Col. 3 Daily Population)	(6) Normal Requirements (Col. 5)		(7) Total Requirements (Col. 5 + 6)	(8) Units Hand	(9) Units to be Purchased (Col. 7 Minus Col. 8)	(10) Estimated Cost Per Unit Total	(11) Purchase Order No. & Date
MERINGUE	.04	13	.52		26.0	9/3# BK						
MUSTARD, DRY												
MUSTARD, INDIVIDUAL												
MUSTARD, (PREPARED)	.02	13	.26		13.0	2 Gal.						
PAPRIKA	.01	13	.13		6.5	6/1# Cn						
BLACK PEPPER	.02	13	.26		13.0	13/1#Cn						
CEYLAN PEPPER	.01	13	.13		6.5	6/1# BK						
WHITE PEPPER	.01	6	.06		3.0	3/1# BK						
SAGE, GARLIC												
SALT, TABLE	.30	13	3.90		195.0	35/5#BK						
IODIZED												
CELERY, SALT												
CELERY, STEAK												
SAUCE, STEAK (A-1)												
SAUCE, BAR-B-Q												
SAUCE, STEAK (HEINZE 57)												
SAUCE, STEAK (WÜRCHTERSIR)												
SAUCE, SOY	.01	8	.08		4.0	20L.						
POULTRY, SEASON												
GROUND ALL												
SPICE												
BEEF SOUP (BASE)	.02	13	.26		13.0	13/1# (can)						
CHICKEN SOUP (BASE)	.02	13	.26		13.0	13/1# (can)						
HPM SOUP BASE												
VEGETABLE (WHITEN)	.02	13	.26		13.0	13/1# (can)						
VINEGAR	.03	13	.39		19.5	10 Gls						
VINEGAR, APPLE												
VINEGAR, (TARRAGON)	.02	13	.26		13.0	7/2# CAN						
YEAST												

ADJUNCTS: 10
10 X 9 X 50 = 450#

food. This will not guarantee that the dollar value indicated will supply a balanced diet. It will, however, tell you that if you supply the dollars indicated by the calculation, a balanced diet could be served. The *minimum* allowances are acceptable for jails.

Example: Beef costs \$1.00 per pound and .17 of a pound should be purchased for each inmate daily. Thus .17 x \$1.00, or 17 cents, is the daily allowance for beef. Add up the results of each food detail and you have the cost allowance per inmate. Multiply by the number of persons to be fed and you have cost to feed on a daily basis from which a projection can be made for any time period.

These mathematical gymnastics may also be revealing when you compare them with your actual food costs. You may find that you have a problem: that you do not receive sufficient funds to feed your population based on present-day costs.

We strongly recommend that any institution contemplating developing a standard allowance system contact the nearest federal correctional institution or Bureau of Prisons community services officer and have them supply additional data. Better still is a visit by the jail food manager to a nearby federal institution. Five days should be long enough to master all the details.

Notes on Poundage Accounting:

1. If meals are a job emolument for personnel (that is, served at no cost to them), it must be recognized that these "free" meals are really a charge to a personnel account. They are not free.
2. Juries may be fed and an accounting made for such meals.
3. Meals furnished to civic clubs and other guests, including state police, judges, and others should be paid for by the guests.
4. All meals served staff, guests, or others should be the same meal served the inmates. If the food used for these meals has been purchased for inmate feeding, reimbursement should be made to the inmate food budget or, as stated above, charged to a personnel account.
5. All the above meals become a part of the daily meals served and are in addition to meals served to inmates. It should be noted, however, that these extra meals should be divided by 3 to convert them to a man-day, or 3 meals per day per inmate.

Chapter 5. Purchasing For The Jail Food Service

The procurement of foods required by the food plan is simple in that quantities have been described. Problems occur when the person responsible for purchasing is guided exclusively by a penurious policy of purchasing the cheapest possible product. *Food purchasing policy and procedure must be consistent with the philosophy of providing a nutritionally adequate diet at least possible cost.*

The food buyer must be well versed in the needs and capabilities of the institution, business principles, food specifications, and marketing. The purchase authority should have knowledge of menu planning and quantity cooking. He should know specifications and/or grades for all foods, as well as methods of testing and evaluation to insure that purchased foods meet the specifications and grades requested.

The food buyer should know all sources of available products and maintain good relations with as many purveyors as possible. He should establish contacts to take advantage of spot purchases (cash) and windfall items (surplus/day old).

Choice of purchasing procedures will depend on state or municipal policies and rules, the type of operation, kinds and amounts of storage space, and market conditions.

When detailed food specifications are obtained, together with amounts of the various foods required, an invitation-to-bid is issued. The invitation-to-bid will establish a time and place for delivery.

A copy of the purchase order or other document, describing the item or commodity in detail and stating the time and place of delivery, is sent to the person who will receive the items purchased. This will insure that the person receiving the items will know the specifications, quantity, and delivery time.

The pages which follow may be of value to those who purchase foods. They are useful also to the food supervisor in planning and use of a wide variety of canned items.

No attempt is made to catalog specifications or to give examples. Nearly every agency operates under a specification system. Local specifications or other standards will prevail when purchasing jail food supplies.

A word of advice: Where only top-graded items are acceptable under existing specifications, exceptions should be granted to jails to accept lower grades—for example, grade B canned items or poultry where the lower grade affects only appearance. Provision should also be made to accept special

purchases which might not comply with dating requirements of the standard specifications, such as day-old bread, cakes, or doughnuts, outdated but wholesome packaged luncheon meats, warehouse close-outs, and frozen or canned foods in good condition.

Jails should also be permitted to purchase items not covered by existing specifications, such as soul foods, chicken parts, etc.

Convenience foods. The wave of the future is toward the purchase of convenience foods. For the commercial operation, convenience foods are desirable because their added cost can be offset by payroll savings. This is probably not true in jail. We do not quarrel with the quality of these foods, which is constantly improved.

Portion-controlled items. These are fine so long as the portions are individual (not panned) portions. Panned products scored and marked to serve, for example, 12 persons in a restaurant will seldom serve that number of prisoners, yet the selling point of the portioned pan was based on its yielding 12 portions instead of the 8 it probably served.

Breaded items. This is another expensive way to purchase foods for jails. Make your own test. Scrape the breading off a fish portion to see the ratio of breading to fish. It is nearly always less costly to buy the basic food and bread it yourself.

Mixes. Mixes often turn out better than the same item made from basic ingredients. The costs are now compatible with in-house production, and there is a gain in uniformity of product and preparation speed. Good mixes are available for hot cakes, sheet cakes, and doughnuts. Breeding mixes are probably cheaper if made in the jail.

Extenders. Extenders, usually used to increase the size of ground meat portions, are an excellent substitute for some of the meat. But if the extender approaches the cost of the meat in the final yield, why use it?

Canned ready-prepared foods. Canned baked beans, soups, stews, and spaghetti in a variety of forms with and without meat, dried water-added gravies and soups are acceptable for small jails.

Larger jails (over 30 population) should take a hard look at these and most of the items mentioned above. Money spent for a wide variety of convenience items may well be spent for extending or improving the menu in other areas.

Here are some quantity guides for using bakery foods, as suggested by the American Institute of Baking.

Bread—Allow 2 slices bread per serving.

1¼ pound loaf white bread cuts 19 (5/8") slices, without end crust.

1½ pound loaf white bread cuts 24 (5/8") slices, without end crust.

2 pound sandwich loaf white bread cuts 28 (1/2") slices, or 36 (3/8") slices, without end crust.

3 pound sandwich loaf white bread cuts 44 (1/2") slices, or 56 (3/8") slices, without end crust.

1 pound loaf whole wheat bread cuts 16 (5/8") slices, without end crust.

2 pound loaf whole wheat bread cuts 28 (1/2") slices, without end crust.

3 pound loaf whole wheat bread cuts 44 (1/2") slices, or 56 (3/8") slices without end crust.

1 pound loaf rye bread cuts 23 (3/4") slices, without end crust.
 2 pound loaf rye bread cuts 33 (3/4") slices, without end crust.
 Note: The thickness and number of slices will vary in different localities.

Crackers-6 pounds will serve 100.
Rolls and biscuits-Allow 2 per serving.
Butter-2 pounds will spread 100 sandwiches.
 3 pounds of print butter, each pound cut into 64 prints, will serve 100, if approximately 2 prints are served per person.
Sandwich filling-1 gallon of any filling will spread 100 sandwiches, if approximately 2 1/2 tablespoons are used per sandwich.
Peanut butter-3 quarts will spread 100 sandwiches.

Every food manager should set up his own quantity guide. It should carry specifics for use, such as the size of dipper to use in serving ice cream.

Servings

The following charts show the food purchaser the common can sizes and number of servings per can.

A GUIDE TO COMMON CAN SIZES

Approximate Net Weight or Volume	Approximate Net Weight or Volume	Approximate Net Weight or Volume	Approximate Net Weight or Volume	Approximate Net Weight or Volume	Approximate Net Weight or Volume
6-oz.	Approximately 3/4 cup 6 fl. oz.	Used for frozen concentrated juices and individual servings of single strength juices.	8-oz.	Approximately 1 cup 8 oz. (7 3/4 fl. oz.)	Used mainly in metropolitan areas for most fruits, vegetables and specialty items.
No. 1 (Picnic)	Approximately 1 1/4 cups 10 1/2 oz. (9 1/2 fl. oz.)	Used for condensed soups, some fruits, vegetables, meat and fish products.	No. 300	Approximately 1 3/4 cups 15 1/2 oz. (13 1/2 fl. oz.)	For specialty items, such as beans with pork, spaghetti, macaroni, chili con carne, date and nut bread—also a variety of fruits, including cranberry sauce and blueberries.
No. 303	Approximately 2 cups 1 lb. (15 fl. oz.)	Used extensively for vegetables; plus fruits, such as sweet and sour cherries, fruit cocktail, apple sauce	No. 2	Approximately 2 1/2 cups 1 lb. 4 oz. (1 pt. 2 fl. oz.)	Used for vegetables; many fruits and juices.
No. 2 1/2	Approximately 3 1/2 cups 1 lb. 13 oz. (1 pt. 10 fl. oz.)	Used principally for fruits, such as peaches, pears, plums and fruit cocktail; plus vegetables, such as tomatoes, sauerkraut and pumpkin	45-oz.	Approximately 5 3/4 cups 46 oz. (1 qt. 14 fl. oz.)	Used almost exclusively for juices; also for whole chicken.
No. 10	Approximately 12 cups 6 lbs. 9 oz. (3 qts.)	So-called "institutional" or "restaurant" size container, most fruits and vegetables are packed in it. It is not ordinarily available in retail stores.			

FOOD PRODUCT	SIZE OF CAN	AVERAGE NUMBER OF SERVINGS PER CAN						SERVINGS GOVERNED BY NUMBER OF PIECES OR AVERAGE PORTION
		1 OZ.	2 OZ.	3 OZ.	4 OZ.	5 OZ.	OR AVERAGE PORTION	
Apple Butter	No. 10							
Apple Juice	46 oz.	46	23	15	11	9		
Apples	No. 10	96	48	32	24	19		
Apple Sauce	No. 303	16	8	5	4	3		
Apple Sauce	No. 10	108	54	36	27	21		
Apricot Halves (med)	No. 2 1/2							
Apricot Halves (med)	No. 10	6 lbs. 10 oz.						
Asparagus Cuts	No. 303	16	8	5	4	3		
Asparagus Cuts	No. 10	101	50	33	25	20		
Asparagus Spears (med)	No. 2	1 lb. 3 oz.						
Asparagus Spears (med)	No. 10	6 lbs. 7 oz.						
Beans, Baked	No. 300	15	7	5	4	3		
Beans, Baked	No. 10	110	55	36	27	22		
Beans, Green	No. 303	16	8	5	4	3		
Beans, Green	No. 10	101	50	33	25	20		
Beans, Kidney	No. 303	16	8	5	4	3		
Beans, Kidney	No. 10	108	54	36	27	21		
Beans, Lima	No. 303	16	8	5	4	3		
Beans, Lima	No. 10	105	52	35	26	21		
Beans, Wax	No. 303	16	8	5	4	3		
Beans, Wax	No. 10	101	50	33	25	20		
Beet-Whole, Sliced	No. 303	16	8	5	4	3		
Beet-Whole, Sliced	No. 10	104	52	34	26	20		
Julienne	No. 303	16	8	5	4	3		
Blackberries	No. 10	103	51	34	25	20		36 (six 9-in. pies)

FOOD PRODUCT	SIZE OF CAN	APPROXIMATE NET WEIGHT OR VOLUME	1 OZ. SERVINGS	2 OZ. SERVINGS	3 OZ. SERVINGS	4 OZ. SERVINGS	5 OZ. SERVINGS	SERVINGS GOVERNED BY NUMBER OF PIECES OR AVERAGE PORTION
Blueberries	No. 300	5½ oz.	15	8	5	4	3	36 (six 9-in. pies)
Blueberries	No. 10	6 lbs. 6 oz.	102	51	34	25	20	
Carrots-Whole Sliced, Julienne	No. 303	1 lb.	16	8	5	4	3	115 (1 oz. average portion)
Carrots-Whole Sliced, Julienne	No. 10	6 lbs. 9 oz.	105	52	35	26	21	
Catsup, Tomato	No. 10	7 lbs. 3 oz.						
Cherries, Red Tart Pitted	No. 303	1 lb.	16	8	5	4	3	36 (six 9-in. pies)
Cherries, Red Tart Pitted	No. 10	6 lbs. 7 oz.	103	51	34	25	20	
Cherries, Sweet	No. 303	1 lb.	16	8	5	4	3	34 (1/2 to 2/3 cups)
Cherries, Sweet	No. 10	6 lbs. 12 oz.	108	54	36	27	21	
Chili Con Carne	No. 300	15½-16 oz.	15	7	5	4	3	
Chili Con Carne	No. 10	6 lbs. 12 oz.	108	54	36	27	21	18 (1/2 to 2/3 cups)
Corn-Cream-Style, Whole Kernel	No. 303	1 lb.	16	8	5	4	3	
Corn-Cream-Style, Whole Kernel	No. 10	6 lbs. 10 oz.	106	53	35	26	21	4 (1½ oz. average portion)
Corned Beef Hash	1 lb.	1 lb.						
Corned Beef Hash	No. 10	5 lbs. 8-14 oz.						16 (1 oz. average portion)
Crab Meat		6½ oz.						
Cranberry Sauce	No. 300	1 lb.						117 (1 oz. average portion)
Cranberry Sauce	No. 10	7 lbs. 5 oz.						
Figs	No. 2½	1 lb. 14 oz.						7 (3 figs)

AVERAGE NUMBER OF SERVINGS PER CAN

FOOD PRODUCT	SIZE OF CAN	APPROXIMATE NET	1 OZ. SERVINGS	2 OZ. SERVINGS	3 OZ. SERVINGS	4 OZ. SERVINGS	5 OZ. SERVINGS	SERVINGS GOVERNED BY NUMBER OF PIECES OR AVERAGE PORTION
Figs	No. 10	7 lb.						25 (3 figs)
Fruit Cocktail and Fruits for Salad	No. 2½	1 lb. 13 oz.	29	14	9	7	5	6 (one 9-in. pie)
Fruit Cocktail and Fruits for Salad	No. 10	6 lbs. 12 oz.	108	54	34	27	21	
Fruit Pie Filling	No. 2	1 lb. 5 oz.	21	10	7	--	--	30 (5 9-inch pies)
Fruit Pie Filling	No. 10	6 lbs. 9 oz.	105	52	35	26	21	
Grapefruit Sections	No. 303	1 lb.	16	8	5	4	3	20-35 (7 slices 4" x 3" x 1/8")
Grapefruit Sections	46 oz.	3 lbs. 2 oz.	50	25	16	2	10	
Grapefruit Juice	46 oz.	1 qt. 14 fl. oz.	46	23	15	11	9	
Grapefruit Juice	No. 10	3 qts.	96	48	32	24	19	35-45 (2 slices 4" x 3" x 1/8")
Hams, Whole		9-11 lbs.						
Hams, Whole		11-13 lbs.						136 (1 oz. average portion)
Hominy	No. 2½	1 lb. 13 oz.	29	14	9	7	5	
Hominy	No. 10	6 lbs. 9 oz.	105	52	35	26	21	134 (1 oz. average portion)
Jams	No. 10	8 lbs. 8 oz.						
Jellies	No. 10	8 lbs. 6 oz.						4 (2 slices-- 3½" x 1 3/4" x 3/8")
Luncheon Meat	12Z Oblong	12 oz.						
Luncheon Meat	6 lb. Lunch Meat	6 lbs.						32 (2 slices-- 3½" x 1 3/4" x 3/8")
Mixed Vegetables	No. 303	1 lb.	16	8	5	4	3	
Mixed Vegetables	No. 10	6 lbs. 8 oz.	04	52	34	26	20	3 (3 figs)
Mushroom	No. 4Z	6 3/4 oz.	6	3	2	--	--	

FOOD PRODUCT	SIZE OF CAN	APPROXIMATE NET WEIGHT OR VOLUME	1 OZ. SERVINGS	2 OZ. SERVINGS	3 OZ. SERVINGS	4 OZ. SERVINGS	5 OZ. SERVINGS	SERVINGS GOVERNED BY NUMBER OF PIECES OR AVERAGE PORTION
Mushrooms	Jumbo	1 lb. 8 oz.	24	12	8	6	4	3 olives-average portion; # of servings per can varies w/size of olives 25 (3 to 4 olives)
Okra	No. 10	6 lbs. 3 oz.	99	49	33	24	20	
Olives, Ripe	No. 2½	1 lb. 2 oz.						
Olives, Ripe	No. 10	4 lbs. 2 oz.						
Onions	No. 10	6 lbs. 5 oz.						
Orange & Grapefruit Sections	No. 303	1 lb.	16	8	5	4	3	
Orange & Grapefruit Sections	46-oz.	3 lbs. 2 oz.	50	25	16	12	10	
Orange Juice	No. 2	1 pt. 2 fl. oz.	18	9	6	4	3	
Orange Juice	46-oz.	1 qt. 14 fl. oz.	46	23	15	11	9	
Orange Juice	No. 10	3 qts.	96	48	32	24	19	
Peach Halves (med)	No. 2½	1 lb. 13 oz.						7 (2 halves)
Peach Halves (med)	No. 10	6 lbs. 10 oz.						25 (2 halves)
Pear Halves (med)	No. 2½	1 lb. 13 oz.						7 (2 halves)
Pear Halves (med)	No. 10	6 lbs. 10 oz.						25 (2 halves)
Peas-Green, Black Eyed	No. 303	1 lb.	16	8	5	4	3	
Peas-Green, Black Eyed	No. 10	6 lbs. 9 oz.	105	52	35	26	21	½to2 pickles--average portion # of servings per can varies w/size of pickl
Pickles, Whole-Dill, Sour, Sweet	No. 10	3 qts. 9 fl. oz.						100 (1 oz. average portion)
Pickles, Sliced	No. 10	3 qts. 9 fl. oz.						100(1 oz. average portion)
Pickles, Mixed	No. 10	3 qts. 9 fl. oz.						

FOOD PRODUCT	SIZE OF CAN	APPROXIMATE NET WEIGHT OR VOLUME	1 OZ. SERVINGS	2 OZ. SERVINGS	3 OZ. SERVINGS	4 OZ. SERVINGS	5 OZ. SERVINGS	SERVINGS GOVERNED BY NUMBER OF PIECES OR AVERAGE PORTION
Pickles, ChowChow	No. 10	3 qts. 9 fl. oz.						100 (1 oz. average portion)
Pickles, Relish	No. 10	3 qts. 9 fl. oz.						100 (1 oz. average portion)
Pimientos	4Z	4 oz.						
Pimientos	7Z	7 oz.						
Pimientos	No. 2½	1 lb. 12 oz.						
Pineapple-Chunks, Crushed & Tidbits	No. 2	1 lb. 4 oz.	20	10	6	5	4	
Pineapple-Chunks, Crushed & Tidbits	No. 10	6 lbs. 12 oz.	108	54	36	27	21	
Pineapple-Sliced	No. 2	1 lb. 4 oz.						5 (2 slices)
Pineapple-Sliced	No. 10	6 lbs. 12 oz.						25 (1 large or 2 small slices)
Pineapple Juice	46-oz.	1 qt. 14 fl. oz.	46	23	15	11	9	
Pineapple Juice	No. 10	3 qts. 2 fl. oz.	98	49	32	24	19	
Plums	No. 2½	1 lb. 14 oz.						7 (2to3 plums)
Plums	No. 10	6 lbs. 12 oz.						25 (2to3plums)
Potatoes, White Dehydrated	No. 10	6 lbs.						150 (1 cup)
Potatoes, White Whole	No. 10	6 lbs. 6 oz.						25
Potatoes, Sweet	No. 3 Vac.	1 lb. 2 oz.						4
Potatoes, Sweet	No. 2½	1 lb. 13 oz.						5
Potatoes, Sweet	No. 10	6 lbs. 6 oz.						25
Preserves	No. 10	8 lbs. 8 oz.						136 (1oz. average portion)
Prunes	No. 2½	1 lb. 14 oz.						7 (2to3 prunes)
Prunes	No. 10	6 lbs. 14 oz.						25 2to3 prunes
Pumpkin	No. 10	6 lbs. 10 oz.	106	53	35	26	21	48(8 9-inch pies)
Raspberries, Black	No. 303	1 lb.	16	8	5	4	3	

FOOD PRODUCT	SIZE OF CAN	APPROXIMATE NET WEIGHT OR VOLUME	1 OZ. SERVINGS	2 OZ. SERVINGS	3 OZ. SERVINGS	4 OZ. SERVINGS	5 OZ. SERVINGS	SERVINGS GOVERNED BY NUMBER OF PIECES OR AVERAGE PORTION
Raspberries, Black	No. 10	6 lbs. 6 oz.	102	51	34	25	20	36 (6 9-inch pies)
Raspberries, Red	No. 303	1 lb.	16	8	5	4	3	36 (6 9-inch pies)
Raspberries, Red	No. 10	6 lbs. 7oz.	103	51	34	25	20	
Salmon	½ lb. flat	7 ¾ oz.	7	3	2	2	1	1½ servings
Salmon	1 lb. tall	1 lb.	16	8	5	4	3	
Sardines & Pilchards	½ oblong	3½ oz.						2 servings
Sardines & Pilchards	½ oblong	8 oz.						3 servings
Sardines & Pilchards	¾ oblong	11 oz.						4 servings
Sardines & Pilchards	No. 1 Oval	15 oz.						
Sauerkraut	No. 2½	1 lb. 11 oz.	27	13	9	6	5	2(2½to2½ oz. average portion)
Sauerkraut	No. 10	6 lbs. 3 oz.	99	49	33	24	19	
Shrimp		4½-5 oz.						
Soup, Condensed	No. 1 Picnic	10½-12 oz.						4 (¾ cup)
Soup, Condensed	46-oz.	3 lbs. 2 oz.						16-18(¾cup)
Soup, Condensed	No. 10	6 lbs. 8 oz.						32 (¾ cup)
Soup, Ready to Serve	No. 211 Cyl.	12 fl. oz.						2 (¾ cup)
Soup, Ready to Serve	No. 10	3 qts.						16 (¾ cup)
Spinach	No. 10	6 lbs. 2 oz.	98	49	32	24	19	
Sirup Blended, Cane Maple	No. 10	3 qts.						48 (2fl. oz. average portion)
Tomatoes	No. 303	1 lb.	16	8	5	4	3	
Tomatoes	No. 2½	1 lb. 12 oz.	28	14	9	6	5	
Tomatoes	No. 10	6 lbs. 6 oz.	102	51	34	25	20	

FOOD PRODUCT	SIZE OF CAN	APPROXIMATE NET WEIGHT OR VOLUME	1 OZ. SERVINGS	2 OZ. SERVINGS	3 OZ. SERVINGS	4 OZ. SERVINGS	5 OZ. SERVINGS	SERVINGS GOVERNED BY NUMBER OF PIECES OR AVERAGE PORTION
Tomato Juice	46-oz.	1 qt. 14 fl. oz.	46	23	15	11	9	
Tomato Juice	No. 10	3 qts.	96	48	32	24	19	
Tomato Paste	No. 10	7 lbs. 2 oz.	114	57	38	28	22	
Tomato Puree	No. 10	6 lbs. 9 oz. 1	105	52	35	26	21	
Tuna	No. ½	7 oz.	7	3	2	2	-	
Tuna	No. 1	13 oz.	13	6	4	3	-	
Turnip Greens	No. 10	6 lbs. 2 oz.	98	49	32	24	19	

Chapter 6. Receiving and Storing Food Supplies

The receiving of food items is an operational procedure that is often neglected, and losses in the form of shortages or inferior products are the result. Contractors or delivery personnel have been known to deliver products which differ in size, quantity, and quality from those specified in the purchase document. Frequent inspection of the receiving operations should be made by the food manager to insure that proper methods are being used.

Some Rules for Receiving Food Products

Adequate facilities, procedures, equipment, and personnel should be provided to insure that all items delivered are those specified and are of a quality and quantity consistent with institutional needs.

Make sure that all items received are in accordance with the purchase specifications.

Items are weighed, counted, and inspected at the time they are received.

Dairy and bakery products are inspected for freshness, using codes furnished by manufacturing or processing companies to insure that no stale or out-of-date products are received unless specifications allow for exceptions such as day-old bread.

Food is placed in proper storage area immediately after the receiving process is completed.

Ideally the receiving process should be under the direction of personnel not connected with food service department and responsible to but not controlled by the chief fiscal officer.

Storage

Adequate temperature-controlled facilities should be provided for the storage of all food. They should be maintained in a clean and sanitary condition and be free from contamination at all times.

A satisfactory storage system should include:

1. An area suitable for case goods, grain products, and canned goods. This area should be maintained in a clean and sanitary condition, free of vermin or other sources of contamination. Some method of maintaining a dry and cool atmosphere of 45-80° F. must be provided.
 2. Storage to accommodate commodities that require different handling and temperature—35-40°—and isolated from other items must be provided for milk, meats, and fruits.
- Dairy products must have such refrigeration and isolation to prevent the

contamination to which they are highly susceptible.

- Fruits and vegetables should be stored at 35-40° F. immediately after receiving, to prevent dehydration and to retain the color, flavor, and crispness that add to their value.
- Meats, except fish, must be refrigerated at 32-38° F. Storage space should be reserved for meat only. Foreign flavors in meat can be traced directly to other items such as fish, fruits, and vegetables when they are stored in the same refrigeration unit.
- Fish, whether purchased fresh (ice packed), portion-controlled, or frozen from a federally inspected plant, must be stored in a freezer reserved for fish at 10° F. or colder. If thawing is to be accomplished before cooking, provide a controlled temperature of 36-40° F.
- Ready-to-cook and dressed poultry deteriorates rapidly unless stored properly. If fresh-killed, poultry should be refrigerated 34-38° F. for no more than three days. If frozen, it should be properly packaged and kept in a freezer at 0° F. or colder. Thaw in refrigerator. Cook immediately after defrosting.
- Frozen foods require a temperature of 0° F. or lower. Air-tight packaging is very important in storing frozen meats to prevent dehydration and rancidity.

In small jails where several refrigeration units are not available, food may be stored in covered containers, in different areas or levels of the unit in order to accommodate to some extent the requirements of different temperatures for different foods. For example, lower shelves are usually colder than upper shelves in a refrigerator without convection blowers.

Preventing Contamination

All wall, floor, and ceiling openings must be screened or sealed to prevent contamination.

A locked and separate storage room or area must be available for soaps, detergents, waxes, cleaning compounds, insect spray, and rodent and other poisons.

Storage of foods in cells or day rooms attracts rodents or vermin and should be prohibited.

Controlled ingress and egress to all storage areas at all times is essential to prevent infestation, contamination, and pilferage. Note that pilferage by inmates and staff often takes place after foods are received into the kitchen.

Food received from storehouse into kitchen should be checked at point of delivery. Care to protect the food must be exercised by kitchen personnel. Insofar as possible, it should be kept in locked storage spaces.

Safety Precautions

Special locked storage is suggested for "hot" items which may be pilfered by inmates and used to manufacture illegal products. Among such items are yeast, dried fruits, vanilla, mace, nutmeg, and pepper.

Yeast should be regularly inventoried and placed in a cool place under lock and key, accessible only to jail staff.

Detergents and soaps and steel wool should be stored away from the food storage area.

Inventory Control

All items should be palletized, shelved, or stored so that stocks can be

rotated.

FIFO (first in first out) should be a standard procedure. Maintain a perpetual inventory record, using bin cards or a similar system, and review stocks frequently. If a cycle menu is in use, there should be little or no dead stock.

Suggestions on Refrigeration and Storage

The following charts indicate storage methods, proper temperatures, and maximum storage life.

Refrigerated Storage

The Rule	The Reason
1. Pack food loose	To allow air to circulate.
2. Store in shallow pans	To cool interior as well as exterior.
3. Cover food	To protect from drippings, odors, and drying out.
4. Throw away food that is not going to be used	To prevent crowding and to increase air circulation.
5. Sanitize refrigerator frequently	To prevent bacteria and dirt from accumulating.
6. Defrost as necessary	Frost reduces effectiveness of cooling.
7. Open door only when necessary	To control temperature.
8. Check temperatures daily	To prevent loss and spoilage if refrigeration malfunctions.

Storage Suggestions

Food	Maximum Temperature of	Maximum Storage Life	Remarks
Candy (chocolate)	70	3 months	Wrapped or in original carton—may be frozen
Canned Goods	70	12 months	In original containers
Cereals	70	6 months	In original package
Beans, flour, rice	70	6 months	In original container or covered galvanized can
Cream filled pastries	36	serve day prepared	Spill readily; must be served the day prepared
Cream pies, custards, Cream puffs, etc.			
Dairy products			
Milk—Fluid	40	3 days	In original container, tightly covered
Milk—Dried	70	3 months	In original package—if open, 33° in tight can
Milk—Evaporated	70	12 months	In cans—Invert every 30 days
Butter	40	2 weeks	In waxed cartons
Cheese (hard)	40	6 months	Tightly wrapped
Cheese (soft)	40	7 days	In tightly covered container
Ice Cream and ices	10	3 months	In original container, covered
Eggs	45	7 days	Unwashed—never in cardboard carton
Eggs (dried)	70	6 months	In original carton—if open, 45° in tight can
Egg whites	45	2 days	In tight container
Egg yolks	45	2 days	In tight container—cover with water

Fish (fresh)	36	20 days	Wrap loosely
Shellfish	36	5 days	In covered container
Fruits			
Peaches, Plums, Berries	50	7 days	Unwashed
Apples, pears, citrus ...	70	2 weeks	In original containers
Dried	70	3 months	In original containers
Gravies, sauces	36	2 days	In covered containers
Left-overs	36	2 days	In covered containers
Meat			
Ground	38	2 days	Loosely wrapped
Fresh meat cuts	38	6 days	Loosely wrapped
Liver & variety meats ..	38	2 days	Loosely wrapped
Cold cuts (sliced)	38	6 days	Wrap in semi-moistureproof paper (waxed paper)
Cured bacon (sliced) ..	38	1 to 4 weeks	May wrap tightly
Ham (tender cured)	38	1 to 6 weeks	May wrap tightly
Ham (canned)	38	6 weeks	In original container, unopened
Tongue (smoked)	38	7 weeks	May wrap tightly
Dried beef	38	6 weeks	May wrap tightly
Poultry	36	7 days	Wrap loosely
Processed foods	36	serve day prepared	In covered container. Spoils rapidly
made with eggs, meat, milk, fish or poultry			Must serve day prepared
Sugar—Spices	70	3 to 6 months	In original package—or covered galvanized can
Vegetables			
Leafy	45	7 days	Unwashed
Potatoes, onions and root vegetables	70	7 to 30 days	Dry in ventilated container or bags

Chapter 7. Preparing and Serving Food For Inmates

Plans for adequate menus, good purchasing practices, and proper storage facilities for food will be of little use unless it is carefully prepared and served.

Preparation of Food

The cardinal principles in preparing food are these:

- Food preparation should be under the direct supervision of a paid cook or trained jail staff member.
- Always follow the written menu. Know and follow practices which will prevent spoilage or allow bacterial contamination to develop.
- Know and use methods which will introduce variety without changing the planned nutritional content of food.

The first two principles are self-explanatory. The following hints will be useful in carrying out the third and fourth principles.

Food Safety in Preparation

To prepare food that is at once safe and attractive, it will be necessary to:

- Include safeguards to prevent the destruction of vitamins and preserve minerals and nutrients. Methods of preparation that do these things will also preserve color, flavor, texture, and aroma of the food to be served.
- Observe established sanitary practices that inhibit the growth of microorganisms which cause illness or even death.
- Use a thermometer to check temperature while you are cooking and the degree of refrigeration before and after cooking.
- Anticipate need for frozen foods. Thaw under refrigeration, *not* by using fans or water or letting frozen foods stand at room temperature for extended periods.
- Cool leftovers quickly in a bed of ice in shallow containers and then get them into refrigeration quickly.
- Never re-serve leftover egg or creamed menu items.
- Avoid use of wooden tables, which cannot be cleaned as thoroughly as formica or other nonporous surfaces.
- Keep knives sharp—and under locked storage when not in use.
- Permit no smoking in the food preparation or serving area.

Variety and Attractiveness in Foods

The person who prepares food should try to be a caterer, not merely a cook. Some useful ideas to keep in mind:

- Serve hot foods hot and cold foods cold.
- If lunches are prepared, as for carry-out, do a good job. Sandwiches are at best a substitute for a meal. Think of variety, palatability, freshness. Include a fruit, pickle, slaw, or cake in a bag lunch.
- Utilize different methods of preparation—broil, braise, roast, grill, or saute meats and eggs instead of frying everything.
- Use seasonings, a variety of sauces, and garnish.
- Offer a salad each day, using a raw vegetable salad bar or serving crisp, raw vegetables as alternatives.

Serving Food in the Jail

Food may be served to inmates by a cafeteria serving line or a buffet. If it must be transported to cellblocks, steel compartmented trays or even paper plates may be used.

Whatever method is used, the equipment should be spotlessly clean. Food should be as attractive as possible and be served at the appropriate temperature. There should be no special cooking for the staff or inmate employees and no snacking or eating in the kitchen.

Method of Service and Equipment

In addition to cleanliness, the following rules should be followed:

- Separate menu items on the tray or plate and arrange food attractively, giving consideration to contrasting colors and textures.
- Garnish adds greatly to appetite appeal.
- Serve coffee, tea, milk, or other beverage at every meal.
- Where food must be transported, use commercial carts or carriers which insure that foods are served at proper temperatures (below 40° F. for cold foods and above 140° F. for hot foods).
- Variety in the type of service is desirable, for a change in serving methods gives variety to a regulated and monotonous day. Weather and other conditions permitting, a barbecue is an excellent departure from routine. A Sunday with doughnuts and coffee early, a large bacon-eggs-potatoes brunch later in the morning, and a 4 p.m. full dinner is a real innovation, and one easy to arrange.

Use of Food in Discipline

It is now accepted that *food should never be withheld as a punishment for bad behavior*. Bread and water diets have been outlawed by court decisions. Three meals a day are the right of every inmate.

Nor should food be used to reward exemplary behavior or extra work.

Meals should be served under the direct supervision of jail staff, to insure that favoritism and careless serving are not practiced.

Evaluation of Service

If meals are provided by a catering service, local restaurant, county hospital, or other food service, the food manager of the jail should see to it that prepara-

tion and service meet health standards. This should be part of the food service contract.

The jail administrator should make frequent evaluation of the meals served to inmates based on eating the food himself. A suggested form for evaluation follows.

Food Service Evaluation

Name: _____(optional) TIME _____ DATE _____

SALADS: Were adequate salad selections offered? _____ How many Kinds? _____

Which salad did you take? _____ Was it good? _____

Was the salad bar attractive? _____ Was it well stocked? _____

Were the Service and personnel satisfactory? _____

VEGETABLES: Were individual dishes of vegetables offered? _____

Were the vegetables hot? _____ Were they attractive? _____

Were they well prepared? _____

SOUP: Was the Soup hot? _____ Was it good? _____ Look good? _____

ENTREE: What was the main dish? _____?

Was it attractive? _____ Well Served? _____ Well Prepared? _____

Was the serving plate attractive? _____ Garnished? _____

Was the cook clean? _____ Pleasant? _____ Fast? _____

DESSERT: What dessert was offered? _____?

Was it attractive? _____ Well prepared? _____ Good

Taste? _____

BEVERAGES: Were adequate beverages offered? _____ Were they hot/cold? _____?

OTHER

REMARKS: _____

COMMENTS

SUGGESTIONS: _____

Chapter 8.

Sanitation and Safety in the Food Service

Several of the previous chapters have emphasized the importance of a clean and safe food operation in the jail. Here we add more specifics.

Sanitation

An outbreak of food poisoning in the jail can be a very serious thing, taxing medical facilities and causing general unrest among the inmates. But when both management and the food department are sanitation-oriented, such outbreaks occur very seldom.

The food manager needs a thorough working knowledge of the fundamental concepts of bacteriology and ways of preventing bacteriological contamination? He must know, for instance, that all cooking and other food preparation materials must be kept visibly clean by use of soaps, detergents, and mechanical pot scourers such as chains and soap pads. He must observe the cardinal rules for temperature: no foods held for long periods at room temperature; serve food hot or cold, not in between.

More than this, *the food manager must know the standards of city, county, and/or state health departments and train his force to meet them* as follows:

- Personal hygiene of a high order is required of food handlers. There should be daily inspections for cleanliness, illness, or infection. Persons wearing bandages on hands or forearms must not work in food service. They must be trained to wash hands after using the toilet and at frequent intervals.
- The food manager must make a daily inspection of all food service areas and equipment.
- Utensils, pans, and dishes must be washed in approved sinks or dish-washers.

A contract exterminator should be employed. Few staff members or inmates have the specialized knowledge to control rodents and insects.

Finally, food service facilities should be inspected periodically by the appropriate health departments for compliance with health standards. Results of the inspection should be reported in detail to the sheriff, using a form such as that which follows.

It is essential that any failure to meet standards be remedied at the earliest possible moment. This is the responsibility of the sheriff.

Some safety requirements as to equipment:

- Any potentially dangerous object or utensil must be controlled at all times. Shadow boards should be provided for kitchen tools, a locked cabinet for knives and saw blades, and a locked closet for ladders.

- An adequate number of fire extinguishers to cope with Class A, B, or C fires should be strategically located in the food preparation and serving areas.

Class A first aid kits should be provided.

A safety-sanitation officer should be appointed to train food preparation and serving personnel in such matters as:

- Safe operation of equipment, burn prevention and treatment, fire hazards.
- Prevention of personal injury from wet floors, spilled hot grease or foods on clothing, proper shoes. Review all accidents and injuries to determine causes and recommend correction.

In a large jail, this should be a full-time job. In a small jail, the safety-sanitation job may be part of an employee's responsibility.

A qualified industrial safety engineer should inspect the jail's food preparation and serving area at least once a year.

The U. S. Bureau of Prisons Community Service Officer or a state agency can also provide such inspections.

Furthermore, an emergency evacuation plan should be set up for the food area and employees trained in understanding it. The evacuation plan, of course, should be part of the institution's general emergency procedures.

For further information, see the handbook on sanitation.

Chapter 9. The Inmate Commissary

Nearly every jail has a system whereby inmates can purchase snacks, convenience items, and smoking materials. When properly controlled, such an operation is considered desirable. But controls must be specific and rigidly enforced.

First of all, *the commissary should never sell foods that compete with the institutional food program.* A commissary is an addition to, not a substitute for, a good food program. There should be no McDonald-type hot-food operation unless it is free issue and is run by the jail's food service department. To sell food items such as canned beans, chili, tuna fish, and peanut butter is to admit that the food program is substandard. Moreover, open cans in the cells are subject to spoilage and attract vermin. And the smell of a hot-food operation may well be noxious in the close atmosphere of a cellblock.

Several safeguards should be set up for the operation of a commissary.

- It is preferable that inmates carry no money, or at least not more than a couple of dollars, with any excess subject to confiscation. Tokens, tickets, or other money substitutes serve no purpose; the inmate might as well have a small amount of cash. Some jails use a form (shown on the following page) by which an inmate may request purchases from the commissary, to be charged to his property account.

- Officers cannot be permitted to purchase at the store, to barter with inmates for supplies, or to use whatever passes for money at the institution.

- The commissary should not be a concession operated by an outside contractor. To sell the concession to the highest bidder offers opportunity for several undesirable practices, among them the bribing of jail staff, inflation of commissary prices, and the use of jail employees at no cost to the contractor.

Administrative decisions must be made on exactly what items are to be sold and under what conditions. If radios are to be sold, for example, the permissible hours and volume at which they may be operated should be posted. It is wise not to sell expensive items, such as gold watches, which may well be the target of thieves and the loser may try to hold the institution responsible for loss.

A list of items for sale should be posted where easily accessible to inmates or should be furnished to them individually. It is desirable to permit inmates to see what they are buying. A movable cart may be taken by staff to a cellblock, but it is preferable to allow the inmates to visit the store.

FOOD SERVICE IN JAILS

Chee-Tos,	Small .15	Miscellaneous	
	Large .35	Stamped Envelopes	.10
Bar-B-Q-Chips	Small .15	Bandanas	.30
	Large .35	Caps, Knit	1.00
Doritos Taco Flavor	.15	Tablets,	Ruled .35
Onion Flavored Rings	.10		Unruled .40
Pop Corn	.10	Cards, Playing	.70
Hot Potato Chips	.10	Pencils	.05
Cashews (Individual)	.10	Thongs, pr.	.80
Pies	.20	Wash Cloths	.30
Beef Jerky	.15	Soap,	Dove .35
Coffee Instant	.15		Dial .35
Tea, 1 oz. Instant	.60	Combs	.30
Sugar	.35	Juice, Concentrate	
Coffeemate	.35	(add water, makes 1 qt)	.35
Milk, Instant	.35	Orange, Tomato, Grapefruit	
Cup Cakes	.20	Tomato Pep. (Hot, can be used	
Breakfast Rolls	.60	for Hot Sauce)	
Pecan Pie	.10	Cups (Styrofoam)	.05
Apples	.15	Ink Pens	.30
Oranges	.10	Cosmetics, Toiletries*	
Cigarettes		Cover Girl Makeup	1.50
All Popular Brands	.50	Comb & Brush	1.00
Cigars:		Cream Rinse	1.20
Roi Tan Bankers	.25	Vaseline	30/ 1.00
Roi Tan Panetelas	.25	Noxzema	1.00
Dutch Master President	.15	Poli-Grip	1.00
Tiparillo	.30	Polident	.60
King Edward Invincible	.10	Fasteeth	.60
Rob't Burns Cigarillos	.30	Close-Up,	Mint. .45
Tijuana Smalls Aromatic	.40		Reg. .40
'Swisher' Sweets	2 for .15	Colgate Toothpaste	.40
'Swisher' Sweets Cigarillos	5-.25	Crest Toothpaste	.40
Wm Penn Panetelas	2 for .15	Toothbrush	.40
Tobacco:		Mennen's Deodorant	1.10
Bugler	.15	VO5 Shampoo	1.20
Top	.15	Prell Shampoo	.70
Velvet	.20	Lucky Tiger,	
Prince Albert	.20	Brilliantine	.40
Kite	.15	Ross	.40
		Vitalis	.95
		Brylcream	.80

*Special arrangements should be made for personal hygiene and cosmetic items for female inmates.

Chapter 10. Personnel for the Food Service

The major item of expense in operating a jail is the payroll. The second largest item is food. Administrators do not always recognize that they can help resolve budget limitations by paying a good salary to a qualified food professional. Such a professional will make it possible to serve better food in the jail for less money than unskilled help who do not know how to plan, purchase, and oversee preparation and serving.

The Food Manager

Thus, unless a jail is too small, a professionally competent food manager should be employed.

Any jail with a population of more than 30 needs full-time food supervision by an experienced food manager and food service personnel during all working hours.

A qualified food manager will meet all or most of these criteria:

- Retired from armed services with the equivalent of sergeant or better and with a food service rating.
- Three years or more of a progressively upward experience in commercial food service, including at least nine months in a decision-making capacity.
- In charge of a shift or at least one year as a manager in a large restaurant or cafeteria.
- Graduation from a culinary institute of at least two years.
- Graduation from high school plus college work or culinary courses and combinations of the above.

The position of food manager should never be assigned as a reward for faithful service as a custodial officer. This is truly wheel-spinning. No one gains. The new manager is not prepared for the job and has to rely on others. Food service is not improved thereby.

Other Culinary Personnel

The food service staff should be required to attend training seminars to improve their professional capabilities. Attendance at such seminars should not result in loss of salary or annual leave.

In addition to cooks, the large food service department usually has custodial personnel to guard inmates working in the department. This practice is of doubtful value, since it creates tension between food service and custodial

personnel. Instead, food service personnel should be trained in custodial requirements and safeguards, such as inmate counts, as part of their basic training before entering on employment in the food service department. If this is done, all food service employees are responsible to one person (the manager) and inmates are more responsive to the orders of one person.

Job responsibilities for each shift supervisor should be posted. They should include:

- Duty hours.
- Specific duties and schedules (e.g., open unit, turn on ovens, have breakfast ready, etc.)
- Custodial requirements, such as counting and passes.
- Personal responsibilities—hygiene, inmate relations, off-duty conduct.

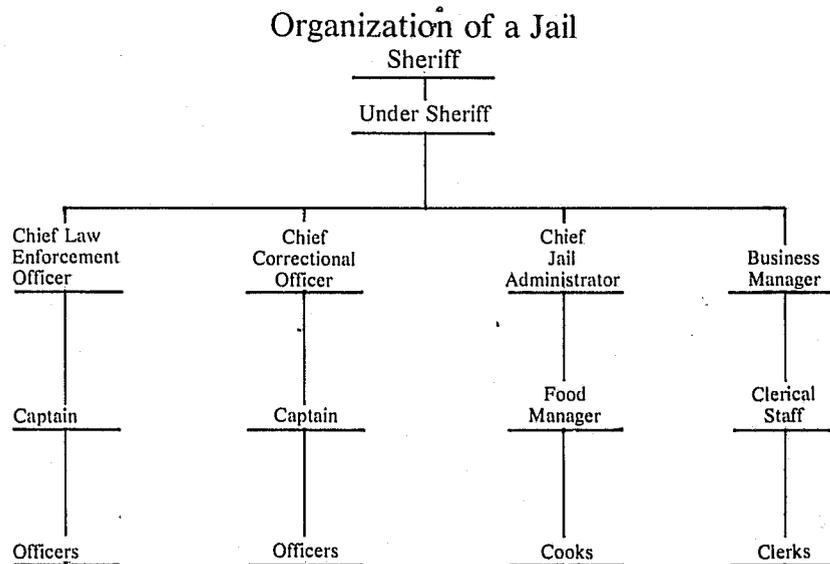
Place of the Food Service in the Jail Organization

On the organization chart of the jail, as indicated in the following chart, the food manager should rank with a captain. The lowest-paid food supervisor should be ranked at least equivalent to middle-grade custodial personnel.

Between the cook and the food manager in large jails, there will be at least one or two intermediate grades equivalent to the corporal, sergeant, or lieutenant in the custodial service.

The food manager is an important member of the jail staff team, and he should be present at all staff meetings. If there are any changes in institutional routines or if he wishes to make a change in culinary operations, this is the time and place to discuss them.

When the food service is properly recognized in the jail organization and when it is doing a good job, its prestige is enhanced with staff, inmates, and the public, particularly the news media. All of this contributes to a smoothly operating jail.



Inmate Personnel

Use of inmates in the food service is common practice in jails. It is not desirable that they should be in charge of any part of the food operation. Nor should they direct other inmates, for supervision of the food service is a function of management.

Any inmate assigned to a food service area:

- Must meet requirements of state or local health departments for food handlers.
- Must not be entitled to special privileges as part of the assignment.
- Must have his duties set forth in writing and be given a title—cook, scullery man, salad maker, baker, etc.

In general, the fewer inmates used in the food operation, the better it will function. Where inmates have such assignments, either a separate custodial force must be present or the culinary personnel will have to spend time in custodial duties.

It is time now to think of eliminating inmates entirely from the food service. The custodial force can be reduced, with the savings applied to increased food personnel. Moreover, a professional food staff is more productive. One working cook is equal to three to five inmates in work turned out. Without inmates in the kitchen, women cooks can be employed. Food theft will be eliminated if there are no inmates in the kitchen, and there should be no cooking or preparation storage losses.

Inmates will recognize the improvement of the food service which is almost sure to take place. The net gain is comparable to that achieved by using the contract food system discussed in Chapter 2, and the cost will be far less.

Chapter 11. Other Sources of Information

The reference list shows publications which contain information of value to food service management. Some of them should be a part of the food service bookshelf and every food service office will benefit if a library is a part of the scene.

Many monthly publications are available in the food service field. Some are free. They offer information about current improvements and happenings in the food world. The Cahner Publishing Company of Chicago, which issues frequent booklists as well as Institutions Magazine, will send these lists and a subscription free to you if you will address a request to them, using institution stationery (Cahner Publishing Company, 5 S. Wabash Avenue, Chicago, 60603).

There is a restaurant exhibition in Chicago every May. The food manager of any jail, especially jails of over 200 population, can profit by visiting the exhibition. Hundreds of exhibits display new products and new ideas.

The U. S. Bureau of Prisons offers expert advice on institutional food service. Requests may be sent either to the community program officer in the Bureau's regional office near you or direct to First and Indiana Avenues, N. W., Washington, D. C., 20537.

The Professional Assistance Division of the National Sheriffs' Association, publishers of this handbook, will help through correspondence or by on-site visits. Address the division at 1250 Connecticut Avenue, N. W., Washington, D. C., 20026.

Your local hospital is sure to help you if you have a diet problem. Veterans Administration facilities or Armed Forces hospitals will also help.

Your County Health Service will offer advice. Local fire and safety officers and jail inspection service (if your state has one) will help upgrade and operate an efficient, progressive food operation. Do not fear a critical report. Use it as ammunition to effect change after you have conformed to its requirements as far as you are able.

Local colleges having food courses also have qualified food service instructors. Invite these experts into your jail. They may suggest new methods or solutions to nagging problems.

Food service for jails and most other institutions is changing rapidly in 1974. To stay with the status quo is to retrogress. It is better to change for the better now than to have to do it later, after trouble brews in the jail or you are sued and the courts dictate the changes.

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The Committee for This Handbook

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Special credit is due to the following food service experts who supplied technical information and the writing effort which went into this handbook:

Connie Winkleman (RD), Calif. Inst. for Women, Frontera, Calif.
Nancy Martin (RD), Dept. of Mental Health, Augusta, Maine
Gene Morbelli—Bergen County, N.J., Sheriffs Dept.—Food Superv.
Garland Drewery—State Penitentiary, Boise, Idaho, Food Supervisor
Gilbert A. Foss, NSA, Highland, N. Carol., Food Consultant

Chairman:

Sheriff Joseph Job, Bergen County, New Jersey
Sheriff Joe Richards—Co-Chairman, Coconino County, Arizona

Sheriffs:

Dale Carson, Duval County, Florida
Dick Nickell, Chelan County, Washington
Tommy Thompson, Chaves County, New Mexico
Francis Kern, Atlantic County, California

Consultants:

William Ilman, Maricopa County, Arizona
Ralph Snyder, Federal Corr. Instit., Tallahassee, Florida
Ruth Johns, Duval County, Florida
Jeannette Gilsdorf, Duval County, Florida
R. Deputy, State of Arizona Corrections C.M.O.
William Swassig, Iowa State Jail Inspector, Des Moines, Iowa

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Norman Carlson, Dir. Fed. Bureau of Prisons, D.C.
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Orvis Burmaster, Boise State University, Boise, Idaho
Twila Rynearson, Boise, Idaho
James Wall, Food Adm., Fed. Bureau of Prisons

Review Committee

Law Enforcement Assistance Administration

Nick Pappas, Grant Monitor

National Sheriffs' Association

Ferris E. Lucas, Executive Director

Jacqueline P. Green, Assistant Executive Director

Gilbert A. Foss, Project Director

Sheriffs

Bernard L. Kelter, Montgomery County, Dayton, Ohio
Donald J. Omodt, Hennepin County, Minneapolis, Minnesota
I. Byrd Parnell, Sumter County, Sumter, South Carolina
Andrew Winston, City of Richmond, Virginia
James D. Swinson, Fairfax County, Fairfax, Virginia
Arthur Brown, Undersheriff, Ocean County, Toms River, New Jersey

Jail Inspector

G. S. (Bert) Friday, Supervisor, Jail Inspection, State of South Carolina

Legal Advisors

Courtney Evans, National Sheriffs' Association

Arnold Hopkins, American Bar Association

National Clearinghouse of Correctional Programming and Architecture

Fred Moyer (AIA) University of Illinois, Champaign, Illinois

Academic Reviewer

H. G. Moeller, Professional and Correctional Services Coordinator
Department of Correctional Services, East Carolina University
Greenville, North Carolina

Editor

Roma K. McNickle

END