DEPARTMENT OF CORRECTIONS

Policy Number: 104.480
Title: Employee/Visitor Meals
Effective Date: 9/3/19

PURPOSE: To provide procedures for providing meals for employees and visitors at correctional facilities.

APPLICABILITY: All department employees and visitors

DEFINITIONS: None

PROCEDURES:

A. Meals may be provided at facilities for employees and visitors to increase operation efficiency. All department employees and visitors must pay for the cost of their meals, excluding the exceptions listed in this policy.

B. Establishing costs and recording proceeds from the sale of meals

1. Establishing costs
   a) Central office financial services staff annually review facility budgets to calculate the cost of serving meals at facilities. Calculations include the costs for:
      (1) Food provisions;
      (2) Food preparation, including current expenses and the salaries of employees who prepare offender meals;
      (3) The wages for offender food service workers;
      (4) The wages for the security staff necessary for food service operation;
      (5) Utilities;
      (6) Equipment and repairs;
      (7) Complimentary meals and meals for an employee at a juvenile facility who is on an assigned duty status that requires the employee to dine with residents as part of the residents' therapeutic community programming;
      (8) Meals purchased by staff and/or visitors; and
      (9) The appropriate sales tax as well as the agency and state indirect cost rates.
   b) Calculation documents are retained in financial services.
   c) Facility financial services staff must be notified of the price that is effective annually on January 1.
      (1) The same charge applies to any meal of the day.
      (2) Minnesota Correctional Facility-Shakopee: the price of a meal for a child who is below the age of 18 is $1.00.

2. Recording proceeds
   a) Facility financial services staff must deposit the proceeds received from the sale of meals to a designated appropriation in the special revenue fund, in accordance with Minnesota Management and Budget (MMB) policy 0602-01. The use of these funds must be for food purchases and other preparation expenses related to providing employee meals.

b) Facility financial services staff must keep appropriate records of the number of complimentary meals granted, funds received and deposited from the sale of employee meals, and the number of meals sold.

C. General guidelines for purchasing meals

1. Meal tickets may be purchased from the facility's financial services staff or from other staff as designated by the warden. Tokens/meal tickets may be purchased through designated machines at select facilities.

2. Employees and visitors must pay for meals before consumption. The extension of credit is not authorized.

3. Complimentary refreshments may be provided for non-routine meetings that include employees and visiting participants at the warden's discretion.
   a) A Request for Approval to Incur Special Expenses (attached, refer also to Policy 104.460, "Special Expenses") must be submitted and approved.
   b) When approved refreshments are provided through facility kitchens, a separate Refreshment Request for Special Events form must be completed and submitted to food services in accordance with Policy 302.030, "Food Service."

4. Complimentary meals may be granted to a limited number of employees and visitors.
   a) Employees who may be granted complimentary meals include:
      (1) Staff at juvenile facilities that are on assigned duty status, which requires the staff to dine with residents as part of therapeutic community programming;
      (2) Food service employees who prepare offender/resident meals;
      (3) Staff who are unable to leave the facility after their regularly scheduled shift due to an emergency;
      (4) Staff required to work overtime;
      (5) Employees who receive a meal as part of a recognized award program, in accordance with the department special expense policy; and
      (6) Employees who are required to attend an official event, in accordance with the department special expense policy.
   b) Visitors on special occasions, as approved and defined by the warden, may be granted complimentary meals.
   c) MN Department of Education guidelines require that child nutrition federal funds be reimbursed for the cost of free meals provided to staff in juvenile facilities from a non-Federal source such as the general fund appropriation.

INTERNAL CONTROLS:

A. Documentation of staff meal tickets sold and corresponding deposits are retained in financial services at the facility.

B. Documentation of complimentary meals are retained in financial services at the facility.

C. Calculation documents for determining the price of meal tickets are retained in central office financial services.

ACA STANDARDS: 4-4314 and 4-JCF-4A-02

REFERENCES: Policy 104.460, “Special Expenses”
Division Directive 302.030, “Food Service”

REPLACES: Policy 104.480, "Employee/Visitor Meals,” 8/15/17.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Request for Approval to Incur Special Expenses (104.460A)

APPROVED BY:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services