

MARYLAND DEPARTMENT OF JUVENILE SERVICES



SECRETARY'S DIRECTIVE

OPI: Division of Health Services – Food and Nutrition Services
NUMBER: HC-1-04
EFFECTIVE DATE: February 27, 2004
SUBJECT: Meal Vouchers Policy
APPLICABLE TO: Residential Facilities Staff

(Page 1 of 3)

1. **PURPOSE AND SCOPE.** The Secretary of the Department of Juvenile Services (DJS) establishes this Meal Voucher Policy Directive to set forth standard procedures for Residential Facilities staff to follow to receive meals during working hours.
2. **POLICY.** It is Departmental policy that each residential facility provides one (1) meal per shift worked for each direct care staff mandated by job description to supervise youth during meal service, and that other staff choosing to receive a meal prepared by the facility pay for the meal by purchasing a meal voucher before entering the dining facility.
3. **PROGRAM OBJECTIVES.** The expected results of this policy are that DJS:
 - a. Provide consistent guidelines for staff to follow regarding meal allocations for residential facility employees;
 - b. Provide on-site meal service for employees while on duty; and
 - c. Establish guidelines for residential staff to follow when purchasing meal vouchers.
4. **AUTHORITY.**
 - a. Annotated Code of Maryland, Article 83C, §§ 2-102 and 2-104.
5. **DEFINITIONS.**
 - a. *Direct care staff* means a Youth Supervisor or Supervisor of Group Living, or a staff having direct contact with a youth in a committed, detained or shelter care program whose primary work assignment results in daily contact with DJS youth. “*Direct care staff*” include Cottage Managers and Shift Commanders.
 - b. *Facility Administrator* means the individual regardless of title who is designated on-site responsibility for management of an entire facility, program or office location, including Superintendent, Executive Director, Program Director and the Managing Director of the Baltimore City Juvenile Justice Center (BCJJC).
 - c. *Meal Voucher* means a coupon obtained from a residential facility that can be exchanged for a meal in a residential facility’s dining area.
6. **ACTION REQUIRED.**

a. General Requirements

- (1) Direct care staff mandated by job description to supervise youth during meal service shall be eligible for one (1) meal per shift worked.
- (2) Any employee who is not mandated by job description to supervise youth during meal service but who desires to eat at a residential facility shall purchase a meal voucher.
- (3) Meal vouchers shall be purchased at a minimum of two (2) hours prior to the meal.
- (4) The cost of a meal voucher shall be determined by the DJS Budget Management Unit based in part on the Department's food costs as reflected in the annual rate adjustment report. The Assistant Secretary of Residential Services shall be informed annually in writing of the cost of a meal voucher.
- (5) The facility's Food Services Administrator or Food Services Administrator's Supervisor reserves the right to deny use of a meal voucher based on the availability of any particular meal.
- (6) Direct care staff mandated to supervise youth during meal service and individuals who purchase meal vouchers shall receive the same meal and portion that a DJS youth receives.

b. Responsibilities

- (1) Each Facility Administrator shall include in the facility's Policy and Procedure Manual the requirements of this Policy Directive.
- (2) The facility's Food Services Administrator or Food Services Administrator's designee shall obtain at the beginning of the fiscal year the cost of a meal voucher from the DJS Budget Management Unit.
- (3) The facility's Food Services Administrator or Food Services Administrator's designee shall inform each Facility Administrator of the cost of a meal voucher.
- (4) The Facility Administrator or Facility Administrator's designee shall notify staff of any change in the cost of a meal voucher initially and thereafter when there is a change in cost.
- (5) The Facility Administrator shall assume responsibility for managing all payments made to purchase meal vouchers and shall insure that the facility:

- (i) Records all receipts for meal vouchers;
- (ii) Provides a monthly accounting of receipts for meal vouchers to the Budget Management Unit; and
- (iii) Remits receipts for meal vouchers as instructed by the Budget Management Unit.

7. **EFFECTIVE DATE.**

This directive is effective on 02/27/04 and shall remain in effect until rescinded by the Secretary or superceded by law or regulation.

8. **DIRECTIVES/POLICIES AFFECTED.**

- a. Directives/Policies Rescinded - **(None)**
- b. Directive/Policies Referenced - **(None)**

9. **FAILURE TO COMPLY.**

Failure to obey a Secretary's Directive or policy issued with this document constitutes grounds for disciplinary action up to and including termination from employment.

Approved: "/s/ signature on original copy"
Kenneth C. Montague, Jr.
Secretary

Appendices - None



**MARYLAND DEPARTMENT OF JUVENILE SERVICES
EMPLOYEE STATEMENT OF RECEIPT
(SECRETARY'S DIRECTIVE)**

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I have received one (1) copy (electronic or paper) of the Secretary's Directive as titled above.

SIGNATURE

PRINTED NAME

DATE

(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING WITH PERSONNEL, AS APPROPRIATE.)