

- a. The meal shall be the regular menu meal served to the inmates on the day and time consumed.
- b. When approval is obtained the sponsor of the group will arrange with the Food Service Supervisor at that facility for billing to the appropriate non-state agency. The written approval of the Commissioner will accompany such billings.
- C. The Commissioner may waive billing for official functions when in the Commissioner's opinion; it is in the best interest of the State to do so.
- D. The chaplain/program administrator will distribute a yearly schedule of activities to the Warden, Volunteer Coordinator and Food Service Staff.
- E. The coordinator of the group activity/function shall give the Food Service Supervisor at the facility two weeks notice. Anything less than two weeks notice may result in the kitchen not providing for the event. An operations bulletin will be distributed identifying the specific details for all functions five days in advance of the event.
- F. Groups/volunteers being served a meal from the kitchen to another location must provide their own paper products.
- G. Reimbursement will be made using the budgeted per meal costs multiplied by the number of meals served. A check for the total amount will be made payable to the Treasurer, State of New Hampshire and forwarded to the Director of Administration who will deposit to the credit to the Class 021, food account.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition. Standards

Standards for Adult Correctional Institutions
Fourth Edition. Standards

Standards for Adult Community Residential Services
Fourth Edition. Standards

Standards for Adult Probation and Parole Field Services
Third Edition. Standards

Other

MULLEN/clr