I. **PURPOSE:**
To allow the Department of Corrections to reimburse the State of New Hampshire for meals prepared and served by New Hampshire State Prisons kitchen staff for the purpose of feeding outside persons conducting official Department of Corrections business and to acquire food items/meals for volunteers participating in programs and functions.

II. **APPLICABILITY:**
To all staff.

III. **POLICY:**
It is the policy of the Department of Corrections (DOC) to provide for a reimbursement system for all meals served from the State Prison kitchens to outside persons when conducting official DOC business. The Food Service Supervisor at each facility shall be the primary source of procurement for all food items served to outside persons. Outside persons may not bring in their own food items; food items for outside persons may not be donated or catered by outside vendors.

IV. **PROCEDURE:**
A. All requests for use of the prison food service by outside personnel on official DOC business must be sponsored by a DOC staff member and must be approved in writing by the Commissioner, Assistant Commissioner or Division Director.

B. The Commissioner must approve in advance the provision of a meal to individuals, who are at the prisons for an officially sponsored tour, inspection, or meeting. Requests to the Commissioner shall include:
1. The nature of the official visit, inspection, or meetings;
2. The names, titles and organization of the individuals;
3. The date and time of the meal and meeting;
4. An explanation as to why this activity should be sponsored.
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

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