

## **Father Maloney's Boys and Girls Haven**

Policy: Special Dietary Needs Policy  
Domain: Program Policies & Procedures  
Policy Location: S:\Policy & Procedure  
Manual\Program Policies & Procedures

### **I. POLICY**

Boys and Girls Haven assesses the dietary needs of its clients at intake and communicates those needs to applicable staff members. Boys and Girls Haven makes reasonable accommodations to meet clients' dietary needs when it is possible to do so.

### **II. PROCEDURES**

1. The Referral/Intake Coordinator (or designee) obtains information about a client's food allergies and/or special dietary needs at the time of admission to a Boys and Girls Haven program.
2. The Referral/Intake Coordinator (or designee) completes the Dietary Needs Information and Waiver form and obtains the signatures of the client and guardian. If the guardian's signature cannot be obtained at the time of admission, staff will continue efforts to obtain the signature.
3. Information about food allergies or special dietary needs is communicated by the Referral/Intake Coordinator (or designee) to the Food Services Supervisor, Program Supervisor, Program Manager and agency medical personnel. This information is communicated at the time of admission to the program.
4. Any food allergies or special dietary needs are noted in the medical assessment completed by agency nursing staff.
5. The Food Services Supervisor develops a dietary plan to meet the client's dietary needs. This plan, which includes relevant information about the client's needs and instructions regarding how to meet those needs, is communicated to the Program Supervisor and Program Manager. The plan is also noted on a whiteboard in the kitchen, and is documented on the roster/meal count sheet that is used by all staff who are involved in food service activities.

6. The Program Supervisor and Program Manager ensure that all applicable staff members receive information about the client's food allergies and/or special dietary needs.
7. For each meal, program staff members document the client's compliance with the dietary plan developed by the Food Services Supervisor. Compliance is recorded on the roster/meal count sheets.
8. If the client refuses to comply with the dietary plan, staff will inform their immediate supervisor and document non-compliance in progress notes. Agency medical personnel will be notified, along with the client's guardian and treatment team. A plan to address non-compliance will be developed by the treatment team.
9. For clients with food allergies, all suspected instances of contact with allergen(s) will be documented in incident reports. In addition, agency medical personnel will be notified immediately.
10. Boys and Girls Haven reserves the right to decline admission to a potential client if there is the possibility that the individual's dietary needs cannot be safely accommodated by the agency. Boys and Girls Haven also reserves the right to discharge clients who are at risk due to ongoing noncompliance with established plans to meet their dietary needs.

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(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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Authorizing Signature(s):

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