

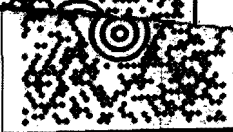


**FIVE STAR Correctional Service**  
 Setting the Standard in Food Service

CORPORATE OFFICE 12 LBS 1 OF 1  
 214-821-9000  
 FIVE STAR CORRECTIONAL SERVICE DWT: 18,12,7  
 4928 BEEMAN AVE  
 DALLAS TX 75223

**SHIP TO:**  
 TITUS COUNTY AUDITOR  
 TITUS COUNTY AU  
 TITUS COUNTY AUDITORS OFFICE  
 ROOM 106  
 100 WEST 1ST STREET  
 TITUS COUNTY COURT HOUSE  
 MOUNT PLEASANT TX 75455-4447

**TX 754 0-01**



**UPS NEXT DAY AIR** 1  
 TRACKING #: 1Z 4Y3 4Y5 01 9006 1138



BILLING: P/P

Reference#1: Titus County Bid for Food Service

**A PROPOSAL FOR  
 Titus County  
 Titus County Jail Food Service**

**Opening August 25, 2011  
 4:00 PM**

**Titus County Auditor's Office  
 100 W. 1st Street  
 Ste. 106  
 Mr. Pleasant, Texas 75455**

**FIVE STAR Correctional Services**  
Setting the Standard in Food Service

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**A PROPOSAL FOR  
Titus County  
Titus County Jail Food Service**

**Opening August 25, 2017  
4:00 PM**

**Titus County Auditor's Office  
100 W. 1st Street  
Ste. 106  
Mr. Pleasant, Texas 75455**

Copy



# **FIVE STAR Correctional Services**

**On-Site Food  
Service**



**Customized  
Food Systems**

**Facilities of all  
sizes**

**Committed to  
Excellence**

Visit Us On The Web  
[www.fivestarcorrectional.com](http://www.fivestarcorrectional.com)

## *Cheap Security*

Five Star Correctional Services not only meets or exceeds correctional facility standards, it also offers inmates the satisfaction of a wholesome meal. We have found that good food is often cheap security - the home-style dishes we prepare can go a long way to ease tensions that may exist among inmates. Plus, trained supervisors take pride in passing on valuable trade skills to the inmates who staff our kitchens.



## *Food Service*

- Five Star has invested considerable resources researching and developing foods that satisfy the diverse makeup of correctional populations.
- A registered Dietitian ensures that our menus meet or exceed nutritional requirements.
- We prepare wholesome, appetizing meals from scratch, while many of our competitors follow an "out of the can, into the pan" approach to food service.
- We have the ability to customize our menu to meet specific needs.
- Our company provides written, comprehensive plans on sanitation, security, safety, and preventative maintenance.

## *Inmate Supervision*

- Five Star directly supervises kitchen trustees to ensure that the food is properly and safely prepared.
- Inmates learn and practice a trade that they can use when released.

## *Serving Up Satisfaction.*

Five Star enjoys an exemplary reputation for customer service. Our management team is comprised of industry veterans with over 50 combined years experience in food service. Their backgrounds have demonstrated that despite varying industry trends and market ups and downs, traditional business ideals and solid business practices best benefit customers and in turn, Five Star.

**FIVE STAR Correctional Services**

Setting the Standard in Institutional Food Service

4928 Beeman Avenue • Dallas, TX 75223



**FIVE STAR Correctional Services**  
Setting the Standard in Institutional Food Service

August 21, 2017

Titus County Auditor's Office  
100 W1st Street, Ste 106  
Mt. Pleasant, TX 75455

**Letter of Transmittal - RFP Jail Food Services, Titus County Jail.**

Five Star Correctional Services has prepared this response to Titus County's Request for Proposal (RFP).

If awarded the contract Five Star Correctional Services, Inc. is ready and able to provide all goods and services called for in the RFP.

Five Star Correctional Services, Inc. will meet or exceed your expectations.

The following persons are authorized to make representations for and legally bind Five Star Correctional Services, Inc.:

Bob Austin, CEO  
Ron Stevens, President

We can all be reached as follows:

Five Star Correctional Services, Inc.  
4928 Beeman Ave  
Dallas, 75223  
Voice: 214-821-9000  
Fax: 214-821-8310  
E-Mail: [info@fivestarcorrectional.com](mailto:info@fivestarcorrectional.com)  
[www.fivestarcorrectional.com](http://www.fivestarcorrectional.com)

Please feel free to contact me if you have any questions. We look forward to assisting Titus County.

Sincerely,

  
Bob Austin  
CEO

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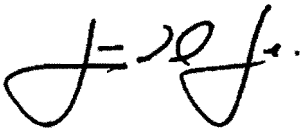
**PUBLIC NOTICE**

THE COMMISSIONERS' COURT OF TITUS COUNTY, TEXAS IS SOLICITING BID PROPOSALS FOR A FOOD SERVICE PROVIDER TO RUN THE KITCHEN AT THE TITUS COUNTY JAIL. BID PROPOSAL SPECIFICATIONS SHEET IS ATTACHED.

PROPOSALS MUST BE TURNED INTO THE AUDITOR'S OFFICE, ROOM 106, OF THE TITUS COUNTY COURTHOUSE NO LATER FRIDAY, AUGUST 25<sup>TH</sup>, 2017 BY 4:00 PM. PROPOSALS WILL BE OPENED IN THE TITUS COUNTY COMMISSIONERS' COURT ROOM ON MONDAY, AUGUST 28<sup>TH</sup>, 2017 AT 9:00 AM AT THE TITUS COUNTY COURTHOUSE.

TITUS COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS.

THANKS,



James Webster, Jr.  
Titus County Business Manager

**Please Mail Bid Proposals To:**

Titus County Auditor's Office  
100 W. 1<sup>st</sup> Street, Ste. 106  
Mt. Pleasant, TX 75455

Request For Proposal  
For Jail Food Services  
Titus County Jail  
Mount Pleasant, Texas

**I. INTRODUCTION**

Titus County is requesting proposals for the provision of jail food service for adults, to include inmate and staff feeding seven days/week, and program support services for an annual average adult population of 125 inmates.

The contract between the successful vendor and Titus County shall be for a term of one (1) year from 10/01/2017 through 09/30/2018. In addition, the county reserves the option of extending the contract without bid on a year to year basis for four (4) additional one (1) year periods. Thereafter, the county and vendor may mutually agree to extend the agreement for additional one (1) year period.

Titus County presently operates a detention facility at the following location:

304 S Van Buren Ave  
Mount Pleasant, Texas 75455

Contact Person - Lieutenant Michael Garcia  
Annual Average Daily Population: 125  
Current Population: 110

**II. OBJECTIVES OF RFP**

To result in a contract between the successful bidder and Titus County that will meet the following objectives:

- A. To operate the food service program using corrections-experienced and professionally trained personnel
- B. To operate the food program in a cost-effective manner with full reporting to Titus County.
- C. To implement a written food service plan with clear objectives, policies, procedures, and annual evaluation of compliance.
- D. To maintain an open collaborative relationship with the administration and staff of Titus County Jail and other county offices.



- E. To deliver high quality food service that can be audited against established nutritional and health standards.
- F. To maintain standards established by Titus County, as well as ACA, Texas Commission on Jail Standards and Federal Correctional Food Service standards
- G. To operate the food service program in a humane manner with respect to the inmates' rights to basic health and nutritional standards.
- H. To offer a comprehensive program for continuing staff and inmate training.

**III. PROPOSAL PROCESS**

The following is a schedule of events concerning the bid process:

Distribution of the RFP	<u>07/19/2017</u>
Pre-bid Meeting/Site Tour	None
Questions	Contact Lieutenant Michael Garcia
RFP Responses Due	<u>08/25/2017</u>
Notification of Award	<u>09/11/2017</u>
Commence Services	<u>10/01/2017</u>

A complete original of the proposal will be submitted to:

Titus County Auditor's Office  
 100 West 1st St Suite 106  
 Mount Pleasant, Texas 75455

**Fax proposals will not be accepted. Proposals shall be submitted sealed. The outside package should clearly identify the Project Name, Proposal Number, Proposal Closing Date and Name of Bidder. Submit Proposal Offer in accordance with the Request for Proposal.**

**Failure to complete the proposal documents in accordance with all instructions provided is cause for rejection of your proposal.**

Proposals must be received no later than 4:00 PM, August 25, 2017 at the address set forth above. Proposals received after 4:00 PM, August 25, 2017 will not be opened or considered for award.

Questions regarding bid specifications may be directed to the following individual:  
 Lieutenant Michael Garcia  
 Email: [mgarcia@co.titus.tx.us](mailto:mgarcia@co.titus.tx.us)  
 Phone: 903-575-5605

#### IV. QUALIFICATIONS OF BIDDER

To be considered for award of this contract, the vendor must meet the following minimum qualifications:

- A. The vendor must be organized for the purpose of providing correctional food service, and must have ten (10) years previous experience providing combined correctional with proven effectiveness in administering small to medium jail service programs. The vendor must have five (5) years of current experience providing correctional food service to counties in the state of Texas.
- B. The vendor must have a proven ability for a contract start-up by 10/01/2017.
- C. The vendor must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements. Personnel must include a full-time, corrections-experienced Registered Dietitian available for menu development. Vendor must have either District Manager or General Manager that reside in the state of Texas. Vendor **MUST** provide an overview of the benefits offered as part of their proposal. **RESPONSES TO THIS RFP WILL BE CONSIDERED NON-COMPLIANT AND NOT CONSIDERED FOR AWARD IF THIS REQUIREMENT IS NOT MET.**
- D. The vendor must have qualified staff with identifiable supportive personnel dedicated to the sole purpose of food services.
- E. The vendor must have the central office capability to supervise and monitor the program ensuring satisfactory provision of services. In addition, the vendor must have an alternate emergency preparation site in the northeast Texas area.
- F. The vendor must submit a certified copy of a current financial report of the company. If the company is a subsidiary or division of a corporation, the relationship of the vendor must be clearly delineated in the proposal.
- G. The vendor shall submit a list of five (5) current county jail references where the vendor provides food services, three (3) of which must be in the state of Texas, including name of institution, address, and contact person and phone number.

#### V. SELECTION CRITERIA-CRITERIA FOR EVALUATION

**Mandatory requirements include:**

- **Compliance with bid instructions**
- **Compliance with general requirements for all contracts by governing bodies overseeing the facility.**

The vendor will be selected based on the bidder's written proposal. The primary criteria used in making a selection will be the following points system for food services. The total points available for evaluation of each bidder will be 100, and as follows:

### **Food Service Evaluation**

- A. (30 points) The vendor's demonstrated experience and expertise in correctional facilities as required in section IV of this RFP. Experience shall include current service in correctional facilities of similar size and volume, as well as experience of on-site staff, district manager, dietitian, transition team, and local and regional support staff.
- B. (5 points) The vendor's demonstrated ability to comply with American Correctional Association standards for local detention facilities and attain ACA certification for food services. Vendors will indicate those facilities currently under contract which have attained accreditation as a result of their efforts where food services are provided.
- C. (10 points) Vendor's references. Vendors shall include a listing of correctional services references with their proposals, indicating facility locations, name, and telephone number of facility contact person. This list should contain at least five (5) current references, preferably of a size and service completely comparable to Titus County, three (3) of which must be in the state of Texas.
- D. (10 points) The vendor's financial stability and condition.
- E. (20 points) Vendor's development of an operating plan for food service that best meets the stated objectives and needs of Titus County. Includes quality of the Quality Assurance plan and proposed staffing and personnel plan. Vendor's ability to provide value added training/certification programs, fresh food for inmates program, procurement programs for jail supplies and equipment, community outreach programs, etc.
- F. (10 points) Services and menu quality offered for price proposed. Includes nutritional quality, menu acceptability, and stated menu standards.
- G. (15 points) The price per meal proposed.

### **Titus County Bid Evaluation:**

Procedure - Submitted proposals will be reviewed. Point totals for food service evaluation will be totaled and firms will be ranked based on their combined point total for both services. Vendors, who are deemed, based on the selection criteria and points ranking, fully qualified and best suited among those submitting proposals, may be requested to participate in discussions regarding their proposals. Discussion will cover cost, methods of operation, and all other relevant factors.

At the conclusion of discussions (if discussions are requested), the vendors will be ranked based on selection criteria, and a vendor will be recommended to the County Commissioners for approval. Upon approval by the County Commissioners, a notice of award will be made to the successful vendor.

## **VI. METHOD OF AWARD**

The award will be made to the vendor whose proposal is determined to be professionally and technically complete. The selection process may, however, include a request for additional information to support the written proposal; the price proposal will be considered firm and cannot be altered after receipt per the terms of this proposal, unless the county requests an additional financial proposal via a best and final offer. This does not imply a best and final offer opportunity will be available to the bidders.

The county reserves the right to award this contract not necessarily to the vendor with the lowest price, but to the bidder that demonstrates the best ability to fulfill the requirements of the RFP, and the needs of Titus County. The successful vendor will be chosen based on the qualifications and selection criteria discussed in Sections IV and V of this RFP.

The successful vendor shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from Titus County. The successful bidder will perform all services indicated in the proposal in compliance with the negotiated contract.

Titus county reserves the right to reject any or all proposals for any reason, in whole or in part, received in response to this RFP. Titus County will not pay for any information herein requested, nor is it liable for any costs incurred by the proposer.

Vendors whose proposals do not meet the mandatory requirements will be considered non-compliant.

## **VII. PROPOSAL PACKAGE**

Vendors must submit a response in the form of a proposal that includes the following sections:

### **A. Transmittal Letter**

- a. This letter is to be a brief letter, addressed to Titus county, which provides the following information:
  - i. Name and address of the vendor;
  - ii. Name, title, and telephone number of the contact person for the vendor;
  - iii. A statement that the proposal is in response to this RFP;
  - iv. The signature, typed name, and title of the individual who is authorized to commit the vendor to the proposal.

### **B. Technical Proposal**

This portion of the proposal must address each item listed below;

- 1) Introduction
  - a) Company Profile

- a) Date organized to provide food service management in institutional and correctional facilities.
  - b) Corporate background and depth of support, including description of parent company, if any.
  - c) Number of employees
  - d) Number of years doing business
- 2) Describe current contracts or business with other correctional food service facilities.
    - a) Client
    - b) Date of original contract
    - c) Type/size
  - 3) Facilities currently accredited by State or Federal Accreditation Board
    - a) Name of facility
    - b) Accrediting agency - list all
  - 4) Company achievements in providing correctional food service management.
  - 5) Corporate and regional office organizational structure
  - 6) References, as stipulated in sections IV and V of the RFP, with addresses and phone contacts.

**C. Operational Standards - All proposals must clearly define:**

- 1) Procedures for meal delivery to the inmates and staff.
- 2) Quality and inventory control methods and standards.
- 3) Specific procedures for providing safe, sanitary, and secure food service management, including supervision and control of inmate labor and internal security of products and equipment available to inmates.
- 4) Procedures for dealing with inmate/staff complaints about products and services and minimizing the potential for inmate litigation.
- 5) All proposals must meet or exceed existing grades and quality of food products currently being provided in the facility.
- 6) Any additional equipment necessary for efficient food service operation.
- 7) Procedures for billing and inventory of food supplies.
- 8) Operational procedures for handling food services should the facility be rendered unusable through fire, etc.
- 9) Insurance - Vendor shall provide types of insurance and limits and provisions as contained herein:

<b>TYPE</b>	<b>COVERAGE FEATURES</b>	<b>LIMITS</b>
Automobile	(County) named as Certificate Holder, to meet statute requirements.	\$500,000/ \$500,000 CSL
Worker's Compensation		As required by law.
Employer's Liability		\$100,000
Comprehensive General Liability (Including personal injury and administrative type claims as covered in the Provider's policy)	(County) named as additional Insured only to the extent of Provider's insurance coverage, neither Provider nor its insurance company shall have any obligation to continue defense of (County). Limits to be reinstated annually.	\$1,500,000 \$1,500,000

10) Policies and Procedures - The procedures shall indicate the method the vendor will follow in establishing and revising food service policies and procedures.

11) Accreditation - The proposal shall address the vendor's plan to secure and/or maintain any food service accreditation for delivery of food service to Titus County.

12) Personnel - The proposal shall provide a list of benefits provided to all employees, including insurance coverage, vacation plan and other related benefits.

## **VIII. SCOPE OF WORK**

### **A. Description of Current Food Service Operations**

- a. The average daily population has been approximately 125 adult, male inmates, including an average of 3-5 sack meals daily to inmates in court Monday thru Friday. While there is not an Officers' Dining Room, the current vendor also provides for staff meals that are ordered from a separate, daily menu and prepared for pickup in the kitchen office. Officer's trays will be paid for by the county, at the inmate tray rate. The current average for these meals daily is 12-15.
- b. The price per meal charged shall be determined by taking the actual meals ordered or served each day times the contract price for that number of meals.
  - i. Food is received, stored, prepared, and served at the main facility at 304 S Van Buren Ave, Mount Pleasant, Texas 75455.
  - ii. Inmate workers supervised by food service vendor's employees prepare the food and Corrections Officers deliver meals to each living area or housing unit. Meals are trayed and served on thermal trays delivered.

- iii. Vendor workers will be expected to supervise inmates in the proper tray make-up and delivery of meals in the kitchen.
- iv. Special medical diets average 5-10 each per meal.
- v. The current meal service schedule is as follows:

Breakfast	6:30 AM to 7:00 AM
Lunch	11:00 AM to 11:30 AM
Dinner	5:00 PM to 5:30 PM

#### B. Vendor Service Requirements

Vendors will be expected to provide the following services as part of the food service program:

- 1) Food & Supplies
  - a) Purchase and safely manage all consumable supplies, paper supplies, and food products that are required for food service operation. These supplies and food products shall remain the property of the contractor. The vendor shall provide all required kitchen cleaning supplies for the kitchen area.
  - b) Be responsible for daily cleaning and housekeeping of food service preparation, service, and storage area and will, on a continuing basis, maintain standards of sanitation required by state or local regulations. The county will be responsible for pest control, and removal of trash and garbage.
  - c) Inspections of kitchen facilities by county and state health agencies must achieve satisfactory ratings.
- 2) Licenses, Fees, Taxes
  - a) Secure and pay all federal, state, and local licenses, permits, and fees required for the operation of the food services provided hereunder.
- 3) Billing Process/ Record Keeping
  - a) Vendor shall submit to the county an invoice for meals ordered or served whichever is greater. The price per meal charged to the county shall be described in the proposal and shall be guaranteed for meals for one (1) year.
  - b) Access and Records - The vendor shall keep full and accurate records of sales and meal count records in connection with the food services. A copy of said record shall be supplied to the Lieutenant or designee on a monthly basis on the first working day of the subsequent month. In addition, all such records shall be available for auditing by the county at any time during regular working hours.
- 4) Return facility in good working order
  - a) The vendor shall return to the county at the expiration of this contract the food service premises and all equipment furnished by the county in the

condition in which received except for ordinary wear and tear and except to the extent that said premises and equipment may have been lost or damaged by fire, flood, or unavoidable occurrence and except to the extent that said equipment may have been stolen by persons other than employees of the vendor without negligence on the part of the vendor or its employees and providing that all damages and losses are reported to the county for all items covered by this paragraph. The county will pay for needed repairs caused by normal wear and tear. The county will replace equipment, which in the opinion of the county has exceeded its useful life after consultation with the vendor.

- 5) Additional food service requirements
  - a) The vendor agrees to provide any additional food services as mutually agreed upon at prices mutually agreed to. These services may include special caterings, Officer Appreciation menus, and dinner, etc.
- 6) Participation in Client-required security training
  - a) 4 hours mandatory orientation training for all new employees, and a 4 hour refresher course annually.
- 7) Uniforms for Vendor Staff
  - a) Vendor shall provide professional, neat uniforms that distinguish the vendor's paid staff from the inmates and corrections officers.
- 8) Daily Processing of Complaints
  - a) Food service complaints (grievances) from inmates must be processed at least daily as follows:
    - i) Trained food service personnel shall act upon all complaints.
    - ii) The Food Service Director shall be responsible for resolving inmate or staff grievances.
- 9) Coffee, coffee related supplies
  - a) Vendor will provide a supply of bulk coffee, cups and condiments on a weekly or as needed basis for continuous coffee service for the staffs of the Titus County Jail and the Titus County Sheriff's Office. If the Titus County Jail does not own the coffee making equipment, the vendor will provide the equipment.
  - b) This service is at no cost to the county.
  - c) The brand and type of coffee is at the discretion of the Titus County Jail.

#### C. Menu Specifications

- 1) All proposals must clearly define:
  - a) Proposed Menus for adult inmates that meet or exceed the current requirements.



- b) Item-by-item nutritional analysis (may be appendix or disc copy - MSWord preferred)
- c) Registered dietitian certification of both the menu and nutritional analysis.
- d) Summary of specifications that will be adhered to for all food products.
- e) All proposals must meet or exceed quality of food service as detailed in Scope of Work

2) Inmate Cycle Menu

- a) Menu Cycle
  - i) Each vendor shall submit a four (4) week cycle menu with an average of 2800 calories daily.
  - ii) Each week will include 21 meals and comply with ACA standards.
  - iii) No proposal will be considered that doesn't provide the menu upon which the cost of service is calculated together with the portion sizes of each menu item. Sample menus that may not be served after the contract is awarded will not be allowed.
- b) Menu Description Requirements
  - i) Menus submitted in the proposal must include clearly defined descriptions of food items.
  - ii) All menu items must be listed weight or volume measurements (e.g. ½ c, 3 oz, wt., etc.). All cake, muffin, and cornbread portions that are cut in a pan must indicate the size of the cut (e.g. 1/60 cut).
  - iii) Meat portions in casseroles must include cooked weight measurements of meat or meat equivalent per portion (e.g. 10 oz. casserole planned to include 2 oz. of meat or meat equivalent should be written on the menu as 10 oz (2 oz meat))
  - iv) Weights of entrees on menus must be indicated as cooked weights. For those items purchased already fully cooked, it shall be indicated as following reheating.
  - v) The ground meat to be served must be indicated on the menu. For example, if ground turkey will be utilized in the casserole, that must be indicated on the menu. If diced meat is intended to be served in a casserole, indicate diced in the name.
  - vi) If imitation cheese is intended to be served, it must be indicated on the menu.
  - vii) Appropriate condiments to be served must be included on the written menu.
- c) Balanced Menu Planning Requirements:
  - i) The menu shall be planned with products and recipes with proven inmate acceptability. The vendor shall include in the proposal a

method to monitor inmate preferences and to make acceptability adjustments.

- ii) A variety of food flavors, textures, temperatures, and appearances shall be used.
- iii) Fruit and vegetable requirements:
  - (1) To assure minimum level of menu quality, at least five  $\frac{1}{2}$  cup fruit and vegetable equivalents are required each day on the menu. Fruit and vegetable items should include a variety served each day. Items such as fruit drink, rice, and noodles do not qualify as fruit or vegetable equivalents.
  - (2) Menus will provide a minimum of one fruit or fruit equivalent ( $\frac{1}{2}$  c) serving per day (which will count as one of the five minimum fruit and vegetable portions)
- iv) Avoid excessive fat calories:
  - (1) To avoid excessive fat calories, and provide more stomach filling bulk on the menu, portions for margarine, butter, salad dressing, and mayonnaise shall be restricted on the menu. A maximum of  $\frac{1}{2}$  oz shall be used as a margarine or salad dressing portion. Sandwich meals shall include appropriate mustard and ketchup condiments, not necessary margarine.

d) Nutritional Requirements

- i) Menus will provide a weekly average of 2800 calories per day in addition to all required nutrients.
- ii) Menus must provide a minimum of 4 oz of meat or meat equivalent per day, excluding breading. A meat or meat equivalent may include meat, eggs, cheese, peanut butter, or soy.
- iii) Menus will provide a minimum of seven (8 oz) of fluid milks per week or equivalent.
- iv) No organ meats shall be allowed in any ground meat.
- v) Nutritional analysis - tied to actual recipes & products proposed
  - (1) An item-by-item computer nutritional analysis of the menu with a weekly summary indicating the percentage of compliance to the highest RDA values for the population shall be submitted with the proposal.
  - (2) Each item on the menu shall have specific nutritional values based on recipes that will be used in the facility. For example, the specific calories, protein, fat, sodium, calcium, iron, and vitamins in the recipe that will be used

for beef, macaroni, and tomatoes, and all other meal items shall be separately identified on the computer analysis.

vi) **Menu & Analysis certified by R.D.**

(1) A registered dietitian shall certify each inmate menu in the proposal with a signed nutritional compliance statement for the age and sex of the population. A copy of the dietitian's ADA registration card shall be submitted with the proposal.

(2) A registered dietitian will approve all menus prior to service and annually thereafter. All meals served will be in compliance with the most recently published Recommended Daily Allowances and Dietary Reference Intakes for adult males as established by the National Academy of Sciences.

3) **Court Sack Meals**

a) Court sack meals and work crew sack meals are to consist of:

- i) Two sandwiches made with: 2 slices of bread and 3 oz meat
- ii) 2 pc condiment
- iii) Fresh fruit
- iv) Chips
- v) 2 cookies
- vi) 1 - 8 oz serving of milk or juice

b) Sack meals are to be billed at regular inmate rates

4) **Medical and Religious Diets**

a) The vendor shall provide, at no additional cost, medical diets conforming to physician-ordered specifications.

b) The vendor shall provide, at no additional cost, a lacto-ovo vegetarian and/or vegan diet for all religious requests from the administrative or religious authority. Other meals requested, such as prepackaged meals, shall be provided at regular inmate meal pricing.

c) Average number and type

- i) The average daily number of inmates receiving medical diets has been approximately 5-10 per day including an average of 3 night snack meals to inmates for medically approved diets.
- ii) The most common medical diet orders are: Diabetic

d) **Policies and Documentation Requirements**

- i) The vendor shall submit with their proposal a sample of their corrections diet handbook.

5) **Holiday Meals**

a) The vendor shall include in the proposal their policies for serving special meals (spirit lifters) on holidays.

- b) Proposed menus and holidays shall be identified. A minimum of three (3) spirit lifter meals shall be provided annually, including Thanksgiving, Christmas, and one (1) meal to be scheduled at the discretion of the Jail Administrator
- c) All such meals will be provided at contract rates.
- 6) Plan for Product Wholesomeness
  - a) Vendor will warranty that:
    - i) All meat products will be purchased from suppliers using HACCP (Hazard Analysis Critical Control Point) programs.
    - ii) All food items will be purchased from facilities and manufacturers that meet all applicable federal and state regulations for food safety, use only industry "best practices" to assure wholesomeness and maintain appropriate liability insurance on their products.
  - b) Vendor will provide a written procedure for verification of food safety and quality of "spot buys" (defined as items purchased at a discount usually from a broker or distributor).
  - c) Vendor will include in the proposal its specific plan for maintaining safe and wholesome food in the facilities operated by this jurisdiction.
- 7) Documentation of meals served
  - a) Served Menu records - Substitution Policy
    - i) Documentation of all meals served including substitutions shall be maintained. A plan for assuring nutritional compliance with substitutions shall be provided in the proposal.
    - ii) The vendor shall outline procedures used to assure all meals will be served at appropriate temperatures and in a manner that makes them palatable, neat, and visibly pleasing.
  - b) Standardized recipes
    - i) Standardized recipes with portion yield data for all items shall be available and utilized.

#### D. Staff Requirements

- 1) Staffing plan to provide adequate resources to meet objectives
  - a) Assign a minimum of one salaried Food Service Director. The vendor must provide one (1) full-time employee per AM shift per day, one (1) full-time employee per PM shift per day, in addition to the Food Service Director.
  - b) Inmates will be provided, for work in the kitchen subject to the approval of the Jail Administrator.
  - c) The vendor will provide an organizational chart and job descriptions for all professional staff with their proposal.
  - d) The vendor agrees to train and supervise inmate personnel, subject to the overall control of the county.

- e) The vendor is responsible for all wages, salary benefits, and overtime payments to its staff.
- 2) Credentials of Vendor Staff
- a) The vendor shall submit the resume of the District Manager as a part of its proposal, who resides in the state of Texas, as required in section IV of this RFP.
  - b) The vendor will include a description of the qualifications of the Food Service Director that will be assigned to Titus County. The Food Service Director assigned to Titus County must have a minimum of five (5) years experience as a Food Service Director/ Manager in a Correctional Facility.
  - c) The Kitchen vendor Manager as well as all kitchen vendor staff must have a food handler's license, except those that are a "Certified Food Manager", as outlines by Texas SB 852, and The Texas Department of State Health Services (TXDSHS), under Texas Food Establishment Rules (TFER) §228.33
- 3) Employee related processes
- a) Health exams
    - i) Vendor will agree that its employees assigned to duty at the jail shall submit to periodic health examination at least as frequently and as stringently as required by law and agrees to submit satisfactory evidence of compliance with all health regulations to the county, upon request.
  - b) Clearance requirements
    - i) All employees of the contracting firm who will work in the jail must be cleared by the jail. All employees must comply with the department's written policy and procedures relating to facility security.
- 4) Supervision & Training of inmates
- a) The vendor shall provide training in food service delivery and management to inmate workers. The proposal shall outline what this training will entail as part of the vendor's overall vocational training program.
  - b) Inmates are not permitted to supervise other inmates.
- 5) Supervision & Training of Paid Staff
- a) The vendor shall provide training in food service delivery and management. The proposal shall outline what this training will entail as part of the vendor's overall vocational training program.
- 6) Responsibilities of Contractor's Staff
- a) All proposals must clearly detail the proposed use of inmates as part of the vendor's food service proposal. Included in this section shall be detailed explanation of method of supervision and job descriptions.
  - b) This section shall also define the levels of contractor staffing, their responsibilities, job descriptions, performance reviews, and overall approach to working with county employees.

## **IX. RESPONSIBILITY OF COUNTY**

Titus County shall be responsible for and provide:

- 1) Accurate and timely orders for the number of meals to be served to inmates, correctional officers, and staff within two (2) hours of the time for meals to be served.
- 2) Provide adequate ingress and egress to all production areas.
- 3) Adequate heat, lights, ventilation, and all other utilities. Titus County shall provide business telephone service to the vendor at no charge. This telephone shall be used only for local service, business-related calls. Should the contractor desire local service for personal use and other non-business related calls or long distance calls, whether business or personal, a separate telephone not connected to the county system shall be installed at the contractor's expense.
- 4) Extermination services and removal of trash and garbage from loading dock areas.
- 5) General maintenance to the building structure including, but not limited to, the maintenance of gas, water, sewer, ventilation, lighting, air conditioning, refrigeration, duct work, floor coverings, and wall and ceiling surfaces. The county's maintenance does not include day to day cleaning operations in the kitchen area.
- 6) Adequate preparation, storage, and holding equipment and maintenance for same.
- 7) Adequate number of inmates for kitchen duties.
- 8) Security, control, and limitation of inmate movement in, to, and from the food service area, including physical security of the employees, suppliers, and other authorized visitors.
- 9) Maintain kitchen appliances and equipment in proper working order on an on-going basis.

## **X. CONTRACT REVIEW**

Titus county and the provider shall, within thirty (30) days of execution of an agreement, set dates through the scheduled contract termination date for quarterly review meetings between the Jail Administrator and the Food Service Provider personnel for the evaluation and amendment, if necessary, of the agreement.

The Department and the Provider shall, within thirty (30) days of execution of an agreement, formulate a monthly report form that will establish the basis for the quarterly review sessions.

Price Adjustments: The per meal prices for Food Service as stated in Provider's proposal are firm for the period beginning on the effective date and ending on 09/30/2018. Per meal prices for each subsequent 12-month period shall be increased prior to the beginning of each such period by an amount to be mutually agreed upon; provided, however, that in the event no agreement is reached with respect to such increase, per meal prices shall be increased by the

greater of the yearly percentage change in the CPI-U (defined herein) and the yearly percentage change in the Market Basket of Products (defined herein) constituting a menu in accordance with the immediately following paragraph.

The base period for comparison for a CPI or Market Basket of Products increase in Provider's per meal price(s) shall be the annual average from January of the then current year to February of the immediately preceding year, and shall be based upon the greater of the Consumer Price Index, All Urban Consumers (CPI-U), US City Average, Food Away From Home Index, published by U.S. Department of Labor and the Market Basket of Products (individually referred to as the "Index"). Such adjustments shall be calculated using a percentage in which the numerator is the Index for the third month preceding the beginning of the prior 12-month period and the denominator which the Index for the third is preceding the beginning of the prior 12-month period. The percentage shall be applied to the then-current per meal price to determine the price for the subsequent 12-month period, and such unit price shall be effective the first (1st) day of such 12-month period. The "Market Basket of Products" means the regional or local cost, in the aggregate, of the core products utilized to produce the agreed upon menu (such as dairy, protein, beverages, etc.) based on the Bureau of Labor Statistics data.

#### **XI. TERMINATION OF CONTRACT**

- 1) Termination for Cause: Titus County may terminate the contract at any time that the Contractor fails to carry out its provisions or to make substantial progress under the terms specified in the contract.
  - a) Titus County shall provide the Contractor with sixty (60) days written notice of conditions endangering performance. If after sixty (60) days written notice the Contractor fails to remedy the condition contained in the notice, Titus County shall issue an order to stop work immediately.
  - b) Titus County shall be obligated to reimburse the Contractor only for those services rendered prior to the date of notice of termination, less any liquidation damages that may be assessed for non-performance.
- 2) Unilateral Right to Terminate: Either party, upon receipt of not less than ninety (90) days written notice, may terminate the contract on an agreed date prior to the end of the contract period without penalty to either party.
- 3) Lack of Funds: Notwithstanding any other provision of the contract, if the funds anticipated for the continued fulfillment of the contract are at any time not forthcoming, through the failure of the County government to appropriate funds, discontinuance or material alteration of the program without penalty by giving not less than ninety (90) days written notice documenting the lack of funding.

**XII. FINANCIAL SUMMARY**

- 1) The cost per meal prepared shall be indicated on the bid summary sheet (Attachment A). Scaled pricing is based on weekly population average over 21 meals.



# EXECUTIVE SUMMARY

Five Star Correctional Services was founded with one clear objective, to provide high quality correctional food service to organizations such as Titus County at a reduced cost by using highly skilled on-site management and a team of competent kitchen personnel. With this system, Titus County can avoid costly administrative charges for non-productive back-up functions.

The officers of our company have built reputations for quality and service. We will do this by offering Titus County a program that is tailor-made for your facility and its requirements. You can feel confident in knowing that we are interested in only one thing, your complete satisfaction.

Five Star Correctional Services, Inc. will provide Titus County with a superior Food Service Program as we have in the past. We are dedicated to operating a food service operation which meets and exceeds your standards while providing the highest in quality and service for the inmates and staff.

## **Qualifications**

Our proposal outlines our qualifications for consideration to bid on this project. It should be noted that the Five Star Correctional Services, Inc. Corporate office is relatively close to Mt. Pleasant and has a fully licensed, currently operating, commercial kitchen located on the premises of the corporate location. This kitchen already serves several smaller county jails in the area and will stand ready to serve Titus County in the event of an emergency.

## **Our goals and objectives**

Our goals and objectives will be accomplished by the following:

- Deliver high quality food service that can be audited against established nutritional and health standards and current food service expenses.
- Maintain standards established by the Dietary Reference Intake (DRI) established by the Food and nutrition Board of the Institute of Medicine, National Academy of Sciences and any additional requirements of Titus County sheriff's Department.
- Providing training and support using a staff of well-trained professionals with correctional food service experience. Our staff will continue to provide In-Service Training Program for Food Production and Handling to ensure that all standards are met or exceeded.
- Helping Falls County to operate a cost efficient Food Service Program with full reporting.

## EXECUTIVE SUMMARY

- Providing a written food service plan with clear objectives, policies, procedures, and periodic evaluation of compliance.
- Operate a humane food service program with respect to the Inmates right to basic health and nutrition.
- Providing a menu that offers appetizing, attractive meals.
- Using recipes that are consistent with this region.
- Providing Coffee Service
- Operating the Food Service Program using a staff of correctional experienced and professionally trained personnel who are State Jail Standards approved.
- Operating a cost efficient Food Service Program with full reporting to Titus County while maintaining standards established by Titus County, as well as ACA, Texas Commission on Jail standards, and Federal Correctional Food service standards.
- Serving high quality food that can be audited against established nutritional and health standards.
- Using written food service plans with clear objectives, policies, procedures, and periodic evaluation of compliance.
- Serving appetizing, attractive meals.
- Producing and delivering all meals in a proper and controlled environment and maintaining proper temperatures.
- Providing continuous office coffee service for the Titus County Jail staff 24 hours a day, in 6 locations.
- Working closely with the Titus County staff to achieve an open, collaborative, and cohesive professional relationship.
- Using recipes that are consistent with this region.
- Providing contingency plans in the event of unusual or extraordinary circumstances.

## EXECUTIVE SUMMARY

- Providing and implementing emergency feeding procedures.
- Providing a preventative maintenance program to insure all equipment is properly cared for.
- Implementing plans for Safety and Security.
- Maintaining Sanitation Plans that include Inmate responsibilities and provide in-service training programs for Five Star Correctional Services employees as well as Inmates.
- Providing In-Service Training Program for Food Production and Handling to insure that all standards are met or exceeded.
- Providing uniformed personnel who are well trained and acceptable to Titus County.
- Providing Purchasing programs that ensure quality, consistency, uniformity and quantity in the most cost effective manner.
- Operating and managing the Food Service Program in a humane manner with respect to the Inmates' rights to basic health and nutritional standards.
- Providing Weekly Certified Statements of Meals Served for Inmate meals, staff meals, snacks, approved visitors meals, trustee meals, and sack lunches.
- Providing all insurance required.
- Insuring that the employees of Five Star Correctional Services meets all policies and procedures established by Titus County

# COMPANY HISTORY

## Company History

The corporation was organized in 1971. Five Star Correctional Services' current officers have worked together as a successful team for over five years providing food service to jails in Texas, Alabama, and Louisiana.

## Company Size and Scope

In addition to our Supervising team, Five Star Correctional Services currently employs approximately 125 staff members who help keep our organization functioning smoothly. Five Star Correctional Services has a wealth of knowledge and experience to bring.

Five Star Correctional Services currently serves over 45,000 meals a day in 40 Food Service operations. While our headquarters is in Dallas, Texas the facilities we serve are located throughout Texas, Louisiana, and Alabama.

## Management

Throughout their professional lives, the leadership at Five Star Correctional has learned that the secret to successfully working in this industry is to remain focused on service. Everyone on the Five Star Correctional team knows the importance of keeping strong ties with clients and insuring that the service they receive from the company remains excellent. If problems arise, we are on site immediately to handle any issues and concerns that are brought to our attention. Treating each facility as an individual and going to great lengths to make sure customers get the quality service they deserve has made Five Star Correctional Services a successful company. Five Star Correctional Services has never lost a contract for service or quality issues.

## Key Personnel

**Bob Austin**, Chief Executive Officer, has over 40 years of food service experience. He began his career in the private sector at a very early age. He worked for Wyatt's Cafeteria for 24 years, working his way up from busboy to the youngest Regional Manager in Wyatt's history. His private food service background transitioned over to industrial and correctional feeding almost 20 years ago when he started working at Mid-States Services as a District Manager. Within five years he was promoted to Vice-President of Food Service.

## FIVE STAR CORRECTIONAL HISTORY

When Five Star Correctional Services was preparing to open its doors in 2002, Bob was very specifically sought out because of his extensive food service background to set up and oversee the Food Service division. He left Mid-States to become Vice-President, and has been a cornerstone of Five Star's rapid success in the correctional foodservice industry. Although Bob is now the CEO of Five Star, his hands-on approach to customer service is what sets him apart from other executives in the business. He is never more than a phone call away because his philosophy has always been to make sure the customers know they have someone they can count on to provide the very best service available.

**Ron Stevens, President**, is another veteran of Mid-States. He served directly under Bob Austin for five years. He graduated from South West Texas State University in 1985 with a Bachelor of Arts in Business. Ron spent 11 years as a unit manager for Wyatt Cafeterias, followed by several years of management in full-service restaurants. He was the Food Service Director at Denton County Correctional Facility during his tenure at Mid-States before graduating to multi-unit management in the North Texas area. Ron was responsible for 10 correctional facilities, working inside the jail kitchens to monitor personnel, quality control, security, as well as addressing customer needs and concerns. He has acquired the skills to design and implement streamlined inmate food service. When we begin a new food service operation, Ron dedicates 100 percent of his time to that facility.

He is responsible for the initial ordering, inventory, and menu planning, as well as training the new personnel. He does not leave the facility until he is certain that it will run smoothly under the new crew. Once it is under way, he visits frequently to ensure that the kitchen continues to operate in the most effective and efficient manner possible.

When he is not setting up new locations, Ron makes frequent visits to all the established locations. His direct involvement with each of our operations has helped give Five Star Correctional Services its outstanding reputation for quality food service.

**Antonio "Tony" Mayin, Regional Manager**, Like Ron Stevens, Tony began his career at Wyatt's in 1979 and was awarded "District Manager of the year" in 1984. Tony has also worked for Sizzlers restaurants where he evaluated operations and helped to retain staff. From 1994 until he came to work with Five Star Correctional Services in January of 2006, Tony was the General Manager of Twelve Oaks Catering. Tony's 25+ years of experience in managing quality food service operations has already become an asset to Five Star Correctional Services.

## FIVE STAR CORRECTIONAL HISTORY

**Patrick "Pat" Templin, Regional Manager,** Pat graduated from Texas Tech in 1994 with a B.S., in Restaurant, Hotel, and Institutional Management. Since his graduation he has continually worked in correctional food service management. Most recently he was the Director of Operations for ABL Management where he managed 35 accounts in 9 states. Five Star Correctional Services is fortunate to have Pat on our team.

**Gary Finch, Regional Manager, Piggyback Operations,** Gary graduated from Texas Tech in 1988 with a B.S., in Physical Education. Wyatt's Cafeteria was Gary's first experience at managing food service he was an Associate Manager for the company for several years. In 1995 he became a Rout Sales Representative for Aramark in their Uniform Services division where he did sales and customer services for the Western Region of Texas. Gary provides a dedicated and consistent approach to helping our Managers live up to the exacting standards set by Five Star Correctional Services, Inc.

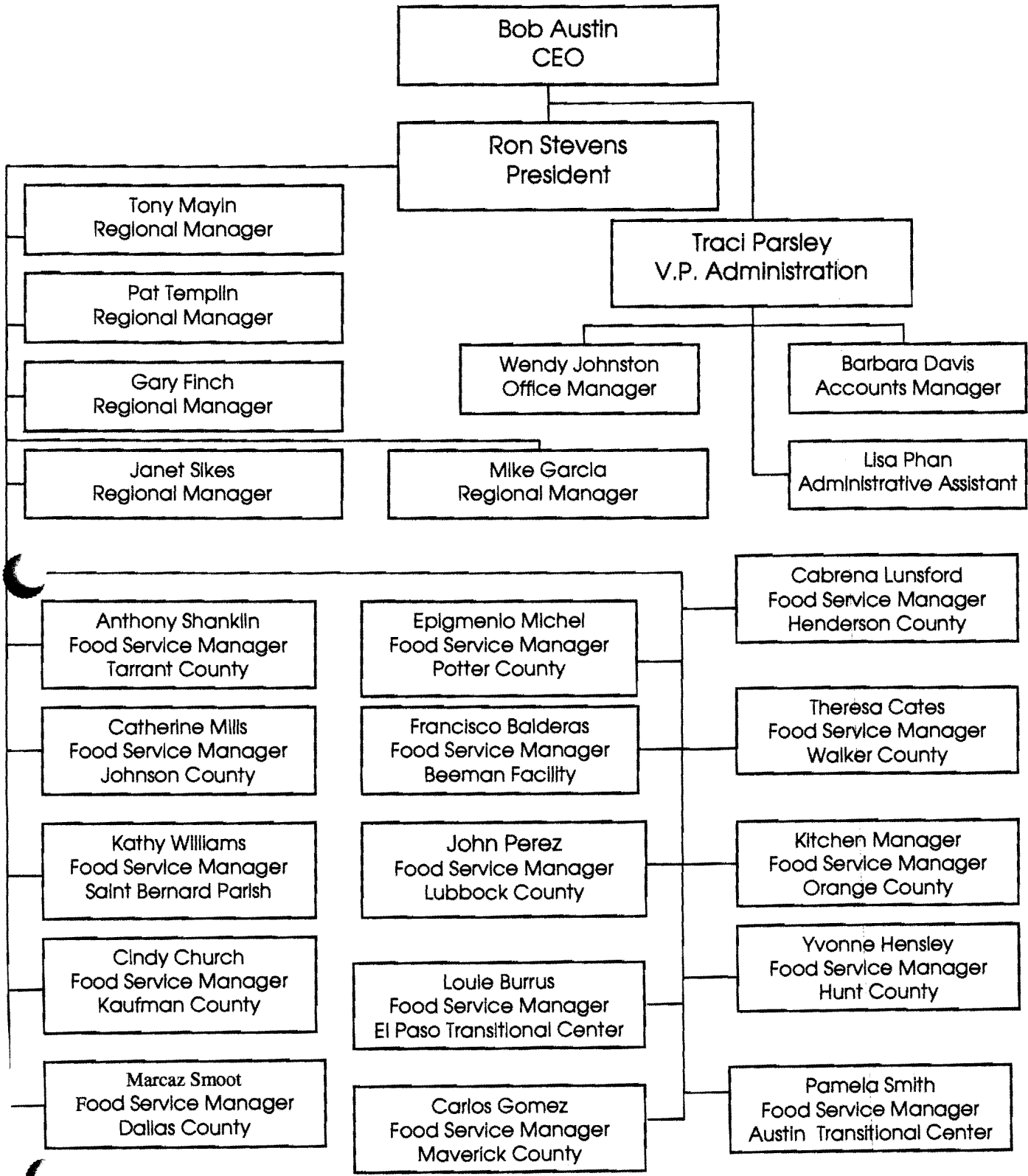
**Michael Garcia, Regional Manager,** Mike started working with Five Star Correctional Services, Inc. in 2014 and is a welcome member of our management team. Like Bob, Ron and Tony he began his career at Wyatt's Cafeterias. In 1991 he was awarded "Manager of the year." Mike brings a wealth of experience in bulk food service and a real asset for Five Star Correctional Services, Inc.

**Janet Sikes, Regional Manager, Piggyback Operations,** Janet is the newest member of our management team. She began her career with Five Star Correctional Services, Inc. as Food Service Director at Brown County Jail. With a long history in correctional settings and a proven commitment to customer satisfaction she is a real asset to our Piggyback customers. . Janet brings the experience of over 25 years in institutional food service and customer relations. Before joining the Five Star Correctional Services, Inc. team in 2009 Janet worked in restaurant management and Institutional settings.

# ORGANIZATIONAL CHART



# FIVE STAR CORRECTIONAL SERVICES ORGANIZATIONAL CHART





## REFERENCES

# FOOD SERVICE REFERENCES

## Texas References

### **Henderson County Sheriff's Office**

Captain Mike Starkey  
903-677-6323  
Henderson County Jail  
206 N Murchison Street  
Athens, Texas 75751-2132  
Approximate Size: 509 Inmates  
Food Service Since 2009

### **Hunt County Sheriff's Office**

Sheriff Randy Meeks  
903-453-6834  
2801 Stuart Street  
Greenville, Texas 75401-4889  
Approximate Size: 345 Inmates  
Food Service Since 2001

### **Kaufman County Sheriff's Office**

Chief Carla Stone  
972-932-4337  
1900 State Highway 175 East  
Kaufman, Texas 75142  
Approximate Size: 531  
Food Service Since 2002

### **Lubbock County Sheriff's Office**

Chief Cody Scott  
806-775-1500  
811 Main Street  
Lubbock, Texas 79401  
Approximate Size 1250  
Food Service Since 2007

### **Walker County Sheriff's Office**

Jail Administrator Steve Fisher  
936-435-2412  
751 FM 2821 Road West  
Huntsville, Texas 77320  
Approximate Size: 268 Inmates  
Food Service Since 2015

# COMPANY FINANCIALS

Reviewed statements for 2016 are not available yet. Included are 2013, 2014, and 2015.

**FIVE STAR CORRECTIONAL SERVICES, INC.  
FINANCIAL STATEMENTS**

**December 31, 2015 and 2014**

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TEXAS SOCIETY OF CERTIFIED  
PUBLIC ACCOUNTANTS

**Independent Accountants' Review Report**

To the Board of Directors and Shareholders of  
Five Star Correctional Services, Inc.

We have reviewed the accompanying financial statements of Five Star Correctional Services, Inc. which comprise the balance sheets as of December 31, 2015 and 2014, and the statements of comprehensive income, and the statements of stockholders' equity, retained earnings and accumulated other comprehensive income. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement whether due to fraud or error.

**Accountant's Responsibility**

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

**Accountant's Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

*Kosanda & Company, PLLC*

Dallas, TX  
June 17, 2016

**Five Star Correctional Services, Inc.**  
**Balance Sheets**  
**December 31, 2015 and 2014**

	<u>2015</u>	<u>2014</u>
<b>Assets</b>		
Current assets		
Cash and cash equivalents	\$ 451,124	\$ 468,713
Accounts receivable		
Net of allowance for doubtful accounts		
of \$50,343 and \$50,343, respectively	1,352,018	1,369,932
Inventories, net	400,682	412,479
Fair value of securities available-for-sale	489,296	424,501
Prepaid expenses and other current assets	42,127	35,691
Total current assets	<u>2,735,247</u>	<u>2,711,316</u>
Property and equipment, net of accumulated		
depreciation of \$970,005 and \$892,005, respectively	606,704	654,339
Other assets		
Deposits	5,120	5,120
Total assets	<u>3,347,071</u>	<u>3,370,775</u>
<b>Liabilities and Stockholders' Equity</b>		
Current liabilities		
Accounts payable	421,862	418,341
Accrued expenses	74,947	63,046
State franchise tax payable	10,374	16,413
Current portion long term debt	51,829	57,133
Total current liabilities	<u>559,012</u>	<u>554,933</u>
Long term liabilities - note payable	171,080	259,368
Commitments and contingencies	-	-
Shareholders' equity		
Capital stock, \$0 par value, 3,000,000 authorized		
300,000 issued and outstanding	1,000	1,000
Retained earnings	2,604,817	2,535,754
Accumulated other comprehensive income	11,162	19,720
Total shareholders' equity	<u>2,616,979</u>	<u>2,556,474</u>
Total liabilities and shareholders' equity	<u>\$ 3,347,071</u>	<u>\$ 3,370,775</u>

See accompanying notes and independent accountants' review report.

**Five Star Correctional Services, Inc.**  
**Statements of Comprehensive Income**  
**Years Ended December 31, 2015 and 2014**

	<u>2015</u>	<u>2014</u>
Revenue		
Food services	\$ 15,594,016	\$ 15,372,611
Cost of services provided	<u>12,849,736</u>	<u>12,339,769</u>
Gross profit	2,744,280	3,032,842
Expenses		
Compensation expense	1,078,687	974,142
Depreciation	78,000	78,000
Insurance	70,859	108,484
Professional fees	108,117	131,872
Bond expenses	47,514	52,790
Other administrative and general expense	<u>783,946</u>	<u>774,687</u>
	2,167,123	2,119,975
Operating income	577,157	912,867
Interest, dividend and investment gains	12,784	15,939
Interest expense	<u>(9,641)</u>	<u>(14,325)</u>
Income from continuing operations before income tax	580,300	914,481
Provision for state income tax	<u>(10,374)</u>	<u>(18,686)</u>
Net income	569,926	895,795
Other comprehensive income (loss)		
Unrealized gain (loss) on available-for-sale securities, net of tax	<u>(8,559)</u>	<u>27,831</u>
Comprehensive income	<u>\$ 561,367</u>	<u>\$ 923,626</u>

See accompanying notes and independent accountants's review report.

**Five Star Correctional Services, Inc.**  
**Stockholders' Equity, Retained Earnings and Accumulated Other Comprehensive Income**  
**For the years ended December 31, 2015 and 2014**

	<u>Common Stock</u>	<u>Retained Earnings</u>	<u>Accumulated Other Comprehensive Income</u>	<u>Total Stockholders' Equity</u>
Balance at December 31, 2013	1,000	2,029,828	(8,111)	2,022,717
Dividend distributions to shareholders	-	(389,870)	-	(389,870)
Unrealized gain (loss) on securities held for sale, net of tax			27,831	27,831
Net income from operations	-	895,795	-	895,795
Balance at December 31, 2014	1,000	2,535,753	19,720	2,556,473
Dividend distributions to shareholders	-	(500,862)	-	(500,862)
Unrealized gain (loss) on securities held for sale, net of tax			(8,558)	(8,558)
Net income from operations	-	569,926	-	569,926
Balance at December 31, 2015	<u>1,000</u>	<u>2,604,817</u>	<u>11,162</u>	<u>2,616,979</u>

See accompanying notes and independent accountants' review report.



**Five Star Correctional Services, Inc.**  
**Statements of Cash Flows**  
**Years Ended December 31, 2014 and 2013**

	<u>2015</u>	<u>2014</u>
<b>Cash flows from operating activities</b>		
Net income	\$ 569,926	\$ 895,795
Adjustments to reconcile net income to net cash provided by operating activities:		
Depreciation and amortization	78,000	78,000
Changes in operating assets and liabilities		
(Increase) decrease in accounts receivable	17,914	(552,757)
(Increase ) decrease in inventory	11,797	(65,955)
Decrease (increase) in prepaid expenses and other assets	(6,436)	15,804
Increase (decrease) in accounts payable and other current liabilities	9,383	140,727
Net cash provided by operating activities	<u>680,584</u>	<u>511,614</u>
<b>Cash flows from investing activities</b>		
Purchases of equipment	<u>(30,365)</u>	<u>(36,732)</u>
Net cash (used in) investing activities	<u>(30,365)</u>	<u>(36,732)</u>
<b>Cash flows from financing activities</b>		
Payments on note payable	(93,592)	(122,531)
Purchase of securities available-for-sale	(73,354)	(141,307)
Shareholder distributions	<u>(500,862)</u>	<u>(389,870)</u>
Net cash (used in) financing activities	<u>(667,808)</u>	<u>(653,708)</u>
Net (decrease) increase in cash and cash equivalents	<u>(17,589)</u>	<u>(178,826)</u>
Cash and cash equivalents at beginning of year	<u>468,713</u>	<u>647,539</u>
Cash and cash equivalents at end of year	<u>\$ 451,124</u>	<u>\$ 468,713</u>
Supplemental Disclosure:		
Interest expense paid	<u>\$ 9,641</u>	<u>\$ 14,325</u>
State income tax paid	<u>\$ 9,815</u>	<u>\$ 20,593</u>

See accompanying notes and independent accountants' review report

**Five Star Correctional Services, Inc.**  
**Notes to Financial Statements**  
**December 31, 2015 and 2014**

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**1. Nature of Operations**

Five Star Correctional Services, Inc. was incorporated on October 12, 1971 to operate mobile and stationary retail food outlets. The Company contracts with prisons, jails, and half-way houses in the states of Texas, Louisiana and Alabama providing food services for the inmates and residents of those facilities.

**2. Summary of Significant Accounting Policies**

A summary of the Company's significant accounting policies consistently applied in the preparation of the accompanying financial statements follows:

Basis of accounting – The accounts are maintained and the financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Use of estimates – Management used estimates and assumptions in preparing these financial statements in accordance with accounting principles generally accepted in the United States of America. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Accordingly, actual results may differ from those estimates.

Cash and cash equivalents – The Company considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. As of December 31, 2015 and 2014, the Company had no such cash equivalents.

Accounts receivable – The Company has non-interest bearing accounts receivable from customers and provides for uncollectible accounts based on experience and evaluation of current balances. Accounts receivables are recorded and carried at the transaction price which management believes represents fair value due to the short maturity of these instruments. Management evaluates a customer's credit worthiness prior to extending credit. Management records a reserve for bad debt and uncollectible amounts, an amount the Company reasonably believes is collectible based on a variety of factors, including the length of time the receivables are past due, the financial health of the customer, and historical experience. Credit losses to date have been within management expectations.

Inventories – Inventories consist of goods purchased for resale and food products for consumption, which are carried at lower of cost (first-in, first-out method) or market. Shipping and handling costs are included in inventory and charged to cost of goods sold in the period product is sold.

Property and equipment – Property and equipment are stated at cost and are being depreciated using straight-line method and double-declining balance method over the estimated useful life for the assets for financial reporting purposes. Expenditures for major repairs and betterments that extend the useful lives are capitalized. Expenditures for normal maintenance and repairs are expensed as incurred.

**Five Star Correctional Services, Inc.**  
**Notes to Financial Statements**  
**December 31, 2015 and 2014**

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The costs of the assets sold or abandoned and the related accumulated depreciation are eliminated from the accounts and any gains or losses are reflected in the statement of operations for the respective period. The estimated useful lives by classification are as follows:

Leasehold improvements	5 years
Machinery and equipment	7 years
Delivery equipment and automobiles	5 years
Office equipment	7 years
Building	30 years

Accounts payable and accrued expenses – Accounts payable and accrued expenses are valued at transaction price at the time of recognition. The carrying value approximates fair value due to the relatively short maturity of those instruments.

Revenue and cost recognition – Revenue from contract with inmate facilities is recognized on a per meal basis. Contracts vary from one year to 5 years. Billings are monthly for meals provided the previous month. The cost of services provided includes food and labor costs.

Advertising and promotional expenses – Advertising and promotional expenses are charged to operations when incurred. Advertising and promotional expenses incurred during the years ended December 31, 2015 and 2014 were insignificant.

Comprehensive Income – Comprehensive income includes net operating income and changes in the value of securities available-for-sale, net of taxes. Other comprehensive income from the changes in the value of securities available-for-sale, net of taxes are reflected in the statement of comprehensive income. The cumulative effect of the changes in value of securities available for sale are reflected as accumulated other comprehensive income on the statement of changes in shareholders' equity.

Federal and state income taxes – The Company elected to be taxed as an S Corporation effective January 1, 2007. Consequently, Federal income taxes are not payable or provided for by the Company for income earned after December 31, 2006. The Company's shareholders are taxed individually on their respective share of the Company's earnings.

The Company is subject to state income taxes, primarily in Texas, Louisiana, and Alabama. The Texas franchise tax is based on tax rate of 1/2% of gross sales less a limited deduction for the greater of cost of sales or a limited compensation expense, thus constituting an income tax. The resulting Texas franchise tax and state income taxes are reflected in the accompanying statements of operations and changes in shareholders' equity as an income tax provision.

Long-lived Assets – In accordance with Statement of Financial Accounting Standards No. 121 (SFAS 121), "Accounting for the Impairment of Long-Lived Assets and for Long-Lived Assets to be Disposed Of," the Company records impairment losses on long-lived assets used in operations whenever indication of impairment is present and the undiscounted cash flows estimated to be generated by such assets are less than the assets' carrying amounts. The Company adopted SFAS 144 "Accounting for Impairment or Disposal of Long Lived Assets" and records impairment losses when operations are discontinued or whenever an indication of impairment is present and

**Five Star Correctional Services, Inc.**  
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the undiscounted cash flows estimated to be generated by such assets are less than the assets' carrying amounts.

Fair Value of Financial Instruments – Financial instruments held by the Company include cash and cash equivalents, accounts receivable, other assets, accounts payable, accrued liabilities, and notes payable. The estimated fair value of cash equivalents, accounts receivable, other assets, accounts payable, and accrued liabilities approximate the carrying amounts due to the relatively short maturity of these instruments. The carrying value of the notes payable also approximate fair value since these instruments bear a market rate of interest. None of these instruments are held for trading purposes.

Recent accounting pronouncements – During the year ended December 31, 2015 and through June 17, 2016 there were several new accounting pronouncements issued by the Financial Accounting Standards Board. Management does not believe any of these accounting pronouncements has had or will have a material impact on the Company's financial statements.

Date of management review – Subsequent events have been reviewed and evaluated through June 17, 2016 which is the date the financial statements were available to be issued.

**3. Inventories**

Inventories, net of insignificant provision for obsolete inventory, consisted of the following:

December 31,	<u>2015</u>	<u>2014</u>
Food purchased for resale, net	<u>\$ 400,682</u>	<u>\$ 412,479</u>

**4. Property and Equipment**

At December 31, the components of property and equipment used in operations are as follows:

	<u>2015</u>	<u>2014</u>
Equipment	\$ 492,824	\$ 484,437
Furniture and Fixtures	20,414	20,414
Transportation Equipment	341,904	319,927
Property and real estate	<u>721,566</u>	<u>721,566</u>
Total furniture and equipment	1,576,708	1,546,344
Less accumulated depreciation	<u>970,005</u>	<u>892,005</u>
Property and equipment, net	<u>\$ 606,703</u>	<u>\$ 654,339</u>

Depreciation expense from operations for the years ended December 31, 2015 and 2014 was \$78,000 and \$78,000, respectively.

**Five Star Correctional Services, Inc.**  
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**5. Long Term Notes Payable**

The Company's long term debt and notes payable are summarized as follows:

	<u>2015</u>	<u>2014</u>
Note Payable with a bank with monthly payments of \$4,315, maturing May 2020. Interest is based on the 4.25% rate. The note is secured by the real estate purchased and the personal guarantee of a majority shareholder.	\$202,204	\$267,380
Vehicle term loan with a bank with monthly payments of \$384 maturing January 2016 with interest at 4.25% per annum. The loan is secured by the vehicles purchased and the personal guarantee of a majority shareholder.	-0-	4,864
Vehicle term loan with a bank with monthly payments of \$751 maturing September 2018 with interest at 3.74% per annum. The loan is secured by the vehicle purchased and the personal guarantee of a majority shareholder.	20,705	29,740
Vehicle term loan with a bank with monthly payments of \$388 maturing May 2016 with interest at 4.25% per annum. The loan is secured by the vehicle purchased and the personal guarantee of a majority shareholder.	<u>-0-</u>	<u>6,404</u>
<b>Total</b>	<b><u>\$222,909</u></b>	<b><u>\$308,388</u></b>

Maturities on the note payables are summarized as follows:

<u>Year ended</u> <u>December 31,</u>	<u>Amount</u>
2016	51,829
2017	53,895
2018	51,006
2019	49,037
Thereafter - through 2020	<u>17,142</u>
	<b><u>\$ 222,909</u></b>

**Five Star Correctional Services, Inc.**  
**Notes to Financial Statements**  
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**6. Shareholder common stock**

The Company stock consists of a single class of no par value common stock with each share of common stock sharing equally in all rights as stockholders. On June 11, 2015, the company declared at three hundred to one (300 to 1) stock split resulting in 3,000,000 share authorized and 300,000 shares issued and outstanding.

**7. Cost of Goods and Services Provided**

The Company has cost of services from continuing operations provided as follows:

Year ended December 31, 2015		
Beginning inventory		\$ 412,479
Purchases – food	\$8,908,522	
Purchases – paper and plastics	161,554	
Labor costs	<u>3,756,942</u>	<u>12,827,018</u>
		13,239,497
Less: ending inventory		<u>400,682</u>
Cost of goods and services provided		<u>\$12,838,815</u>
Year ended December 31, 2014		
Beginning inventory		\$ 346,524
Purchases – food	\$8,981,336	
Purchases – paper and plastics	166,857	
Labor costs	<u>3,257,531</u>	<u>12,405,274</u>
		12,752,248
Less: ending inventory		<u>412,479</u>
Cost of goods and services provided		<u>\$12,339,769</u>

**8. Federal and State Income Tax Expense**

Fiscal years 2012 through 2015 remain subject to examination by the Internal Revenue Service and state taxing authorities. Management is of the opinion there is no material (significant) exposure for any tax positions taken by the Company for those open years. Accordingly, the Company has not recorded an income tax liability for any uncertain tax positions.

**9. Concentration of Credit Risk**

A significant portion of the Company's revenue is derived from contracts with county governments. Changes in economic and financial conditions could cause changes in the governmental bodies' ability to pay. Management feels there will be no material changes in future contracts and the governmental bodies' ability to pay.

## QUALIFICATIONS

Five Star Correctional Services certifies that we are a duly qualified, capable, and otherwise bondable business entity. Furthermore, we are a financially viable organization that is neither in receivership, nor has ever filed bankruptcy.

- Five Star Correctional Services has the financial resources to fulfill all proposed obligations.
- The officers of Five Star Correctional Services have excellent records of performance.
- We are committed to maintaining a reputation for integrity and ethics.
- Five Star Correctional Services has over 45 years of correctional food service experience.
- Five Star Correctional Services has over 30 years of industrial food service experience.
- The officers of Five Star Correctional Services have successfully operated over 50 county contracts in the State of Texas.
- Five Star Correctional Services has a qualified and trained staff dietitian with sufficient back-up personnel.
- Five Star Correctional Services is knowledgeable of all laws, regulations, and customs for correctional feeding.
- Consent of surety is provided by Five Star Correctional Services.

# QUALITY ASSURANCE

Five Star Correctional Services will ensure high operation standards by taking the following measures:

## **A. A COMPREHENSIVE TRAINING PROGRAM AND ANALYSIS:**

Including the following:

- 1) Initial Orientation Program
- 2) On the Job Training
- 3) In-Service Training Program

## **B. NUTRITIONAL PROGRAM AND ANALYSIS:**

- 1) Menus standardized/approved by registered dietitian.
- 2) Diet tracking system monitored by registered dietitian with use of diet worksheets for production.
- 3) Standardized recipes approved by registered dietitian.
- 4) Production Worksheets implemented for following purposes:
  - a) Documentation of production.
  - b) Documentation of overproduction, leftovers.
  - c) Documentation of feeding times for compliance.
  - d) Documentation of feeding temperature for compliance.
  - e) Progressive cooking shall be utilized whenever possible to minimize waste and maximum nutrition. Progressive-cooking, batch cooking or cooking as you need it, prepares only small quantities of food at a time and allows for the preparation of only the amount of food actually needed.

Five Star Correctional Services realizes the importance of working together to achieve common goals. We will always be receptive to ideas and comments, and develop response mechanisms that demonstrate we have heard and understood the importance of individual needs.

Establishing and maintaining effective communications with our customers is a priority. Another group with whom it is critical we communicate effectively is our employees. They are often able to make valuable contributions toward the improvement of service, food products and the efficiency with which the food service is managed. We communicate on both formal and informal levels. Therefore, when we select managers, we look for people with good human relation skills.



# QUALITY ASSURANCE

We communicate with employees through weekly group and individual meetings to give them an opportunity to discuss questions and concerns that arise. This is our opportunity to share our philosophy, reiterate policies and procedures, and to reemphasize our quality of service objectives.

We also communicate with employees via:

- Weekly management reports
- New hire orientation packets
- Employee handbooks
- Job descriptions
- Performance reviews

We also follow an open-door policy at all management levels.

## **C. MOTIVATION & RECOGNITION**

Good employee relations are an important issue at Five Star Correctional Services. We use a combination of fair management policies, rigorous orientation, one-on-one and group meetings, training programs, and a regular review policy. We feel that everyone in our company is a professional and we treat them accordingly. Employees at any level of service are motivated by fair treatment and respect.

## **D. BENEFITS**

All wage levels, job categories and benefits normally given to Five Star Correctional Services' employees can include: FICA, FUTA, SUTA, Workman's Compensation, Life Insurance, Medical Insurance, Vacations, Educational Assistance, Training Accrual, Paid Time Off Accrual, and Service Awards.

## **E. QUALITY ASSURANCE PROGRAM AND PROCEDURES AND ANALYSIS**

Monthly unit audits are an important component of our Quality Assurance Program. Our Director of Food Service or President schedule visits to each unit because they realize what an effective teaching tool these inspections can be when used for the development of management, staff members, and production employees. The monthly audits are meant to review the personnel, kitchen, food production operation, energy conservation, sanitation, administration, and food quality.

# QUALITY ASSURANCE

We perform a Basic Sanitation Inspection that consists of an evaluation of the specific sanitation program of the unit, including self-inspection, training, and preventative maintenance.

Food tasting evaluations are detailed tasting and ratings of each food product against recipe details and product standards. Our Director of Food Service, along with the unit management staff and employees, will evaluate food items for flavor, appearance, consistency, texture, temperature, and plate presentation.

The summary conference concluding this detailed review helps the Manager and Director of Food Service insure the maintenance of standards.

Five Star Correctional Services will continually strive to test and evaluate new developments in the food service industry with the hope of implementing these developments into your Food Service Program. Our Quality Assurance audits will determine which, if any, of these innovations will best benefit your facility.

We use the best quality ingredients available in our recipes and handle them in a controlled atmosphere. Years of experience and volume purchasing allow Five Star Correctional Services to cut costs, resulting in a lower cost per meal with better quality, variety, and portion.

Our production system has been designed over years of operating Commissaries, Industrial Cafeterias and Correctional Institutions. We have weight and measures for each portion size according to food cost, and our buying is designed to compliment those food costs.

## **F. PLAN OF OPERATING**

Five Star Correctional Services will review your facility's kitchen and consult with you on ways to achieve your goals for the Food Service Program. It is our duty as professionals in this industry to make informed observations and offer suggestions on how to improve upon current methods of operation. By implementing proper procedures, we will meet or exceed standards of the American Correctional Association, the National Sheriff's Association, Texas Commission on Jail Standards and our own high standards.

# QUALITY ASSURANCE

## G. FOOD SERVICE MANAGER

Five Star Correctional Services has selected the most qualified person to fill the role of Project Manager to operate the Food Services for your facility. The selected Manager will bring years of on-the-job experience and will be ready to step in and perform the job to our satisfaction and yours.

You will feel secure knowing there is trained management responsible for your food services. The Five Star Correctional Services Project Manager is capable of handling any issues that develop without warning. All Five Star Correctional Services' Managers are trained to follow preparation, presentation, sanitation and personnel management, and they are subject to performance reviews every six months to make sure they are maintaining the standards developed for each operation.

We have developed a Food Service Manual for management that is continually reviewed and updated as needed.

Five Star Correctional Services' Project Managers are thoroughly trained in all aspects of food service management including:

- ❑ Menu Development
- ❑ Planning and Budgeting
- ❑ Development of Standards
- ❑ Purchasing, Receiving and Storage of Product
- ❑ Modified Diet Requirements
- ❑ Preparation and Production
- ❑ Menu Presentation
- ❑ Delivery Systems
- ❑ Sanitation
- ❑ Personnel Management
- ❑ Security
- ❑ Personnel Training

## DEALING WITH INMATE AND STAFF COMPLAINTS

Five Star Correctional Services, Inc. will deal with complaints swiftly and to the satisfaction of the County.

1. A complaint is brought to the attention of the County.
2. A member of our executive staff is contacted by the County.
3. If Five Star Correctional Services and the County feel it is necessary a correction is made

# SUPPORT SERVICES



## POLICIES AND PROCEDURES

Some distinguishing features of Five Star Correctional Services are the wide range of support services that are provided to our clients. All functions such as Purchasing, Industrial Relations Management, Human Resource Management, Accounts Payable and Receivable, Internal Controls, Dietetics, etc., are located in our home office in Dallas to insure a timely and expert response to your needs.

## CONTINGENCY PLANS

No food service operation in a correctional facility will fulfill the needs of the facility unless it can react to emergency situations. Because the officers of Five Star Correctional Services have dealt with a variety of correctional clients, they have at one time or another experienced emergency situations that have included client employee strikes, tornadoes, power failures, public transportation strikes, hurricanes, and ice storms. In all situations, they had contingency plans that allowed them to continue service in spite of extreme circumstances.



## INTERNAL INSPECTION & EVALUATION OF SERVICE

Five Star Correctional Services maintains a rigid internal inspection program. Our local management constantly checks all procedures, which are supported by upper management personnel who periodically conduct field inspections to make certain our clients are receiving the quality of service they deserve.

After each inspection, formal evaluation reports are prepared to insure compliance with standards in the following areas:

- ❑ Sanitation & Food Handling
- ❑ Security
- ❑ Quality Control and Assurance
- ❑ Procurement of Food and Food Products
- ❑ Portion Control
- ❑ Accountability



# SUPPORT SERVICES




## PRODUCTION SYSTEMS AND MANAGEMENT CONTROL

Our production system has been designed over years of operating commissaries, correctional kitchens and industrial cafeterias. We have weights and measures for each portion size according to food cost and our buying is designed to compliment those food costs.

Inventory control is accomplished by weekly monitoring of product on hand, less products used, plus product bought. In addition, a complete monthly inventory of purchases, less product on hand to arrive at an average food cost, is taken.


## TRAINING PROGRAMS

The Project Manager and staff create training programs to fit each individual location. The areas that are included in this program are food quality, portion control, sanitation, service, conformance to standards, customer satisfaction, and personal attitude and appearance.



Our fully trained, uniformed personnel will provide a personalized program of service and will continually be alert to your changing needs and desires in the areas of product and service.

Professional training is a must for all employees involved in food service. Food service personnel are required to attend on-going food-training sessions continually year round. These training sessions consist of sanitation and hygiene, portion control, safety, and security. They are conducted by either the President or Director of Food Service and the Project Manager, along with trained experts in the food service field. We also use videos from National Media Education in training our personnel.



# CONTINGENCY PLANS

## **FIVE STAR CORRECTIONAL SERVICES IS PREPARED**

In the event of a "force majeure" (defined by Titus County as acts of God, strikes, lockouts, lockdowns, acts of public enemy, orders of any kind of the Government of the insurrection, riot, work stoppage, epidemic, earthquake, fire, explosion, hurricane, breakage, or accidents to machinery or equipment over and above ordinary maintenance and repairs) or emergency situations such as labor disputes, loss of power or water, Five Star Correctional Services will be able to respond. Five Star Correctional Services will provide, in accordance with Texas standards and other requirements, reasonable food services during such emergencies.

A minimum of three days' supply of food and disposable serviceware will be in our inventory at all times, so that we will be able to immediately respond to any of the above mentioned situations.

## **INDEMNITY**

Five Star agrees to indemnify and hold the Titus County harmless against any and all claims, demands, damages, costs, and expenses, including reasonable attorney's fees for the defense thereof, arising from its use of County facilities and/or equipment or from any breach on our part, our employees, agents, or expressed or implied consent of Titus County.

If by any reason of force majeure, Titus County is rendered unable, wholly or in part, to carry out its responsibilities under the contract other than its obligation to Five Star Correctional Services to make the required payments, then the County shall give Five Star notice and full particulars of such force majeure in writing within a reasonable time after the occurrence of the event or cause relied on, and such notice shall suspend the County's responsibilities for the continuance of the liability claimed, but no longer.

# CONTINGENCY PLAN

## PROCEDURES

### A. LOSS OF WATER:

- 1) All food will be served on disposable serviceware
- 2) Arrangements will be made with a local water supplier to provide emergency supplies.
- 3) Emergency menus will be used until the end of the contingency.

### B. LOSS OF STEAM OR ELECTRICITY:

The Project Manager will evaluate the possibility of using alternative cooking methods. If alternative power is available, the standard menu will be followed.

### C. VENDOR FAILURE:

- 1) Substitutions of appropriate menu items of like quality and nutritional value for undelivered items.
- 2) The Food Service Office will maintain the standard house menus with appropriate substitutions unless delivery failure is of such a significant amount that emergency menus are required.

### D. WORK STOPPAGE:

- 1) Food Service will have sufficient foodstuff and supplies on hand to provide meal service during a work stoppage.
- 2) Emergency menus will be instituted.
- 3) An emergency work force will be drawn from employees from other work units.

### E. EMERGENCY MENUS:

- 1) A 24 hour emergency menu is developed that can be used in contingency situations.
- 2) Supplies to fulfill emergency menus will be maintained at all times.



# CONTINGENCY PLAN

## EMERGENCY PROCEDURES

- A. Whenever possible, normal operating procedures and schedules will be followed.
- B. At the direction of the Project Manager or his/her representative, food service employees will be subject to call in to provide staffing on a 24-hour basis.
- C. Meal Service:
  - 1) At the direction of the Project Manager or his/her representative, based on the extent of emergency, meal hours may be changed.
  - 2) In the event of power failure, a three-day menu is available.
- D. Disposable utensils, trays and flatware are available in the event that the extent of the emergency is such that their use is warranted. The decision to use the disposable service, or a portion of, shall rest with the Manager or his/her representative.
- E. A three-day stock of food and supplies is on hand at all times. Re-supply may be accomplished by phoning the authorized vendors, or if there is a problem with delivery, other nearby home office will provide this unit with necessary food and supply items.
- F. Instruction in emergency procedures will be provided for employees in routine training sessions.

## EMERGENCY SUPPLIES

The stock at the Titus County kitchen will be kept as part of the general inventory. This inventory will be rotated into the general inventory and used every three months. Naturally, the emergency stock would have to be replaced at that time. Monthly inventory of these products will be taken to assure their availability at all times.

# CONTINGENCY PLAN

## SAMPLE EMERGENCY MENU FOR LOSS OF ELECTRICITY

This menu assumes that the meat slicer has been wired to the emergency circuit. Most gas and steam equipment would be inoperable as these items are usually electrically controlled.

### BREAKFAST

Fruit or Juice  
Dry Cereal  
1 oz. Cheese or  
Peanut Butter  
Bread or Prepared Breakfast Pastry  
Milk

### LUNCH

Lunch Meat Sandwiches  
Cold Vegetable  
Fresh Fruit  
Cold Beverage  
Cookies

### DINNER

Sliced Turkey or Turkey Ham w/lettuce & vegetable garnishes  
Bread or Rolls  
Margarine or Condiment  
Salad w/Dressing  
Fruit or Prepared Dessert  
Beverage

# CONTINGENCY PLAN

## **SAMPLE EMERGENCY MENU FOR LOSS OF ELECTRICITY**

This menu assumes that there is power to operate the steam equipment.

### **BREAKFAST**

Fruit Juice or Canned Fruit  
Hard Boiled Eggs (in steam kettle)  
Cold Cereal  
Bread and Margarine  
Cold Milk

### **LUNCH**

Lunch Meat or Cheese Sandwiches  
Tossed Salad with Dressing  
Fruit  
Punch  
Cookies

### **DINNER**

Pasta Casserole  
Hot Vegetable  
Fruit  
Milk  
2 Cookies

# CONTINGENCY PLAN

## SAMPLE EMERGENCY MENU FOR LOSS OF WATER OR POWER

Food would be served on disposable serviceware, as hot water would be unavailable for dishwashing.

### BREAKFAST

Fruit or Juice  
Dry Cereal  
Bread or Prepared Breakfast Pastry  
Margarine  
Milk

### LUNCH

Tuna Salad or Peanut Butter Sandwich  
Chips  
Canned Fruit or Prepared Dessert  
Fruit Juice or Punch

### DINNER

Sliced Meat and/or Cheese Plate  
Marinated Canned Vegetable Salad  
Canned Pudding or Prepared Dessert  
Bread or Rolls  
Margarine  
Milk

# SANITATION

- A. The entire food service and delivery area (including loading dock and garbage disposal container) will be operated and maintained in a clean and sanitary condition and in complete compliance with all Federal, State and local standards, including but not limited to the regulations promulgated by the City and enforced by the Health Office, and the Rules on Food Service Sanitation adopted by the Texas Board of Health on November 30, 1977. Five Star Correctional Services will furnish all labor, supplies, material, and supervision necessary to keep the areas assigned in a clean, sanitary, and orderly condition at all times and in compliance with the above listed standards.
- B. Sanitation will include all silverware, utensils, and equipment as needed to prepare and serve meals.
- C. Titus County Staff will collect and dispose of all rubbish, garbage, litter or other waste in accordance with established policies of Titus County.
- D. Our goal at Five Star Correctional Services is to achieve the highest professional standard of sanitation, housekeeping, and food service operation possible.

We have developed our own "Guidelines for General Sanitation for Correctional Food Service". It is used in our training programs to achieve superior quality employees, from our managers to our food service workers.

All Food Service Personnel are selected by management and must be neat in appearance with clean, well-maintained uniforms, customer oriented with a pleasing personality, and a ready smile. All employees are required to wear hairnets or food service caps. Jewelry is limited to watches and rings. Nail polish is prohibited.

Employees are given adequate sanitation training in practices set up by the Sanitation Manager at the quarterly training sessions. The Sanitation Manager on each shift will monitor both facility and personnel on each shift for those sanitation practices. The Sanitation Manager will submit a daily report to the Project Manager of Food Service.

# SANITATION

## SANITATION MANAGEMENT RESPONSIBILITIES

- 1) Instruct Inmates in proper cleaning procedures so that they understand exactly what is expected of them and why.
- 2) Maintain an inventory of proper cleaning materials for the various areas of responsibility.
- 3) Provide follow-up supervision to assure compliance with our "Self-Inspection Sanitation Checklist" which includes pertinent items addressed to the FDA Food Service Sanitation Model Code.
- 4) Institute our "No Excuse Inspection", an inspection report used to assist our managers in maintaining the sanitation program at the most effective level.

# SANITATION

## GENERAL SANITATION GUIDELINES FOR FIVE STAR CORRECTIONAL SERVICES PERSONNEL

- 1) Food service personnel shall be fully clothed including hair restraints and shoes; food service personnel must wear uniforms at all times.
- 2) Food service personnel shall be clean-shaven.
- 3) Nails shall be clean, trimmed, and unpolished.
- 4) Hair shall be clean and neatly cut.
- 5) Food service personnel shall thoroughly wash their hands and the exposed portions of their arms with soap and warm water before starting work, during work as often as is necessary to keep them clean, and after smoking, eating, drinking, or using the restroom.
- 6) Any illness shall be reported to the Manager
- 7) No person, while infected with a disease in a communicable form that can be transmitted by foods or who is a carrier of organisms that cause such a disease, or while afflicted with a boil, an infected wound, or an acute respiratory infection, shall work in the kitchen in any capacity in which there is a likelihood of such person contaminating food or food contact surfaces with pathogenic organisms or transmitting disease to other persons.
- 8) Food service personnel shall consume food and smoke only in designated areas.

# SANITATION

## COOLERS & REACH-INS

- 1) All areas shall be kept neat.
- 2) Produce shall be stored a minimum of 6" off the floor and 6" from the walls.
- 3) Walk-Ins & Reach-Ins shall be thoroughly cleaned at least once per week and more if required.
- 4) All spills shall be cleaned up immediately.
- 5) Storage areas shall be protected against insects and rodents.
- 6) Door gaskets and seals shall be cleaned regularly and checked for sealing ability.
- 7) Walk-Ins & Reach-Ins shall be well lit; bulbs shall be in protective shields.
- 8) All fresh garden produce shall be properly cleaned, trimmed, hulled and stored.
- 9) Dairy and poultry products shall be stored separately from vegetable produce to prevent absorption of foreign odors.
- 10) Temperatures shall be maintained between 38-42 degrees F. for the produce vaults and 36-40 degrees F. for the dairy vaults.
- 11) Temperatures shall be recorded on the temperature log at least once per shift. Improper temperatures shall be reported to the Sanitation Manager for immediate action.



# SANITATION

## DRY STORAGE

- 1) All dry storage areas shall be kept neat.
- 2) Whenever possible all food products shall be stored on dunnage at least 6" off the floor, at least 5" from the wall and 18" from light fixtures and ceilings.
- 3) Food items shall be stored away from steam, other heated pipes, and sewage pipes.
- 4) Shelves, loose cans, and storage containers shall be wiped clean of dust.
- 5) All spills shall be cleaned up immediately.
- 6) Floors shall be swept as needed to keep the floor clean.
- 7) Floors shall be scrubbed at least once per week with a mild detergent and water solution. Rinse with hot water. Do not use steam cleaners regularly on floors.
- 8) Floors shall be kept mopped dry at all times.
- 9) Storage areas shall be well ventilated and lit.
- 10) Storage areas shall be protected against insects and rodents.
- 11) Stacking shall be in a manner to allow for adequate air circulation, if at all possible.
- 12) All dry food containers shall be dated upon receipt and rotated on a first in and first out basis. For easy visibility, dates shall appear on the front end of the case facing the aisle. All sacks must be dated by either marking with a felt tip pen or by a tag.
- 13) Plastic containers that are used to store dry food items shall be lined with plastic liners or the sacks of dry food items. Food is never to be placed directly into the containers.

# SANITATION

## DRY STORAGE (CONTINUED)

- 14) Scoops and other utensils shall not be stored inside the dry storage containers, bags, or sacks. It is recommended that clean paper bags be placed on top of each storage container for storage of the scoops.
- 15) Tops and sides of all plastic containers shall be marked with the name of the contents.
- 16) All plastic storage containers shall be placed on dollies.
- 17) Only food items shall be stored in food storage spaces.
- 18) Temperature shall be recorded daily on the Temperature Log.
- 19) Containers of food such as flavorings, spices, etc., that have been partially used shall be placed at the front of the existing stock; items shall be completely used before opening new containers.
- 20) Cans with rusted seams or rust spots shall be opened and thoroughly inspected for signs of leakage and damage. If the product is not damaged, it shall be properly stored and used as soon as possible. If the product is damaged, it shall be discarded.

## EQUIPMENT CLEANING PROCEDURES

### MEAT SLICER

- Unplug before cleaning
- Break down machine
- Wash parts in hot water and mild detergent solution
- Rinse parts with hot water
- Clean exterior with hot water and mild detergent solution
- Rinse with hot water
- Air dry
- Spray or wipe with food grade mineral oil

### GRINDER/CHOPPER

- Unplug before cleaning
- Break down machine, remove worm assembly from cylinder
- Wash in hot water and mild detergent solution
- Rinse exterior with hot water
- Air dry
- Spray or wipe with food grade mineral oil

# SANITATION

## EQUIPMENT CLEANING PROCEDURES

### MIXERS

- ❑ Unplug before cleaning
- ❑ Wipe with a clean cloth and a warm water and mild detergent solution
- ❑ Pay special attention to the ring area where ingredients may splash
- ❑ Rinse with clean, warm water
- ❑ Wipe dry
- ❑ Never spray water directly on the machine
- ❑ Never clean with a steam cleaner

### CAN OPENER

- ❑ Wipe clean after each use with a hot water and mild detergent solution
- ❑ Clean daily by boiling can opener in hot water and scrub with a brush to remove all food particles or scrub with a hot water and mild detergent solution
- ❑ Pay special attention to the base plate and thoroughly clean with hot water and mild detergent solution
- ❑ Rinse base plate with hot water
- ❑ Dry

### RANGE

- ❑ Remove burner covers and scrub with a hot water and mild detergent solution
- ❑ Rinse burner covers with clean hot water
- ❑ Clean exterior of range including top and back with hot water and mild detergent solution
- ❑ Rinse exterior of range with hot water
- ❑ Dry range and replace burner covers
- ❑ Remove bottom plate from oven
- ❑ Wash plate in clean hot water and dry
- ❑ Clean area behind plate of food debris
- ❑ Replace plate on range

# SANITATION

## STACK OVEN

- ❑ Clean cool interior with a brush and a hot water and mild detergent solution
- ❑ Scrape any baked on food particles from the oven
- ❑ Rinse with hot water
- ❑ Dry

## STEAM KETTLES

- ❑ Clean as soon as possible after each use
- ❑ Flush with hot water and drain
- ❑ Scrub interior with brush or Kurly Kate using hot water
- ❑ Rinse interior with hot water and drain
- ❑ Clean exterior, both front and back, with a hot water and mild detergent solution
- ❑ Rinse exterior with hot water
- ❑ Remove draw off valve, clean inside and replace
- ❑ Dry exterior

## REVOLVING/REEL OVEN

- ❑ Thoroughly clean as needed
- ❑ Shut off oven
- ❑ Scrape out excess food
- ❑ Clean shelves with a hot water and mild detergent solution
- ❑ Rinse shelves clean with hot water
- ❑ Never spray water into the cavity of the oven
- ❑ Clean exterior of oven with a hot water and mild detergent solution
- ❑ Rinse exterior with hot water
- ❑ Clean exterior with stainless steel polish as needed
- ❑ Keep pipe chase areas beside oven clean
- ❑ Pay special attention to the bearings and be sure they are adequately greased.

## DISH MACHINE

- ❑ Drain tanks
- ❑ Remove screens and clean in a hot water and mild detergent solution in a sink
- ❑ Clean spray arms and curtains in sink with hot water and mild detergent solution
- ❑ Clean tanks with a hot water and mild detergent solution
- ❑ Rinse with hot water
- ❑ Replace spray arm and curtain

# SANITATION

## DISH MACHINE (CONTINUED)

- ❑ Clean exterior with a hot water and mild detergent solution
- ❑ Rinse exterior with hot water
- ❑ Dry exterior
- ❑ Deposits of hard water (limestone) may appear, clean by placing De-Limer into the dish machine and running for several minutes. Rinse thoroughly and drain.
- ❑ Descaling should be done as needed.

## CONVECTION OVENS

- ❑ Remove shelf racks from oven and soak in pot sink
- ❑ Scrape all baked on food particles from the oven
- ❑ Clean interior with a brush, hot water and mild detergent solution
- ❑ Rinse interior with hot water
- ❑ Dry
- ❑ Clean exterior with a hot water and mild detergent solution
- ❑ Rinse exterior with hot water
- ❑ Dry exterior
- ❑ Clean rack shelves with a wire brush to remove baked on food particles
- ❑ Clean rack shelves with a hot water and mild detergent solution
- ❑ Rinse rack shelves and return to oven

## FREEZERS

- 1) Freezers shall be kept neat.
- 2) Freezers shall be cleaned regularly.
- 3) All food shall be stored at least 6" from the floor, 6" from the walls and 18" from the ceiling.
- 4) Freezers shall be well lit.
- 5) Freezer gaskets and seals shall be checked regularly for sealing ability and cleaned regularly.
- 6) Freezers shall be defrosted as needed. To facilitate defrosting the meat freezer, it should be cleaned the day before the meat is to be delivered.

# SANITATION

## **FREEZERS (CONTINUED)**

- 7) Temperatures shall be maintained at 0 degrees F. or below.
- 8) Temperatures shall be recorded on the Temperature Log at least once per shift. Improper temperatures shall be reported to the Sanitation Manager for action.
- 9) Cases of frozen products shall be dated and rotated on a FIFO basis.
- 10) All meat and frozen food items shall be opened upon receipt and inspected for excess freezer burn, refreezing, and color condition.
- 11) All freezer items shall be thoroughly wrapped to protect them from freezer burn and contamination.
- 12) Freezer condensers shall be inspected regularly to check for frozen coils. If frozen coils are found, it should be reported to the Sanitation Manager for immediate action.

## **GARBAGE (General)**

- 1) All cans shall be marked TRASH or GARBAGE.
- 2) Trashcan shall not be used for garbage and vice versa.
- 3) Containers shall not be filled more than two-thirds full.
- 4) Containers shall have lids on them at all times.
- 5) After correctly disposing of all garbage, all containers shall be thoroughly washed with a detergent and hot water solution. Rinse with hot water.
- 6) Containers shall be allowed to air dry in an inverted position.

# PREVENTATIVE MAINTENANCE

## BASIC PREVENTATIVE MAINTENANCE FUNCTIONS

### CLEANLINESS

- ❑ Clean machines are easier to maintain. They operate better. Leaks or other defects are readily seen.
- ❑ The image portrayed by clean mechanical units builds pride and morale in the Office.
- ❑ Cleanliness is important, even mandatory, during accreditation inspections.
- ❑ Dirt gets into bearing and seals and results in wear and leakage. Dirt absorbs moisture and causes electrical problems.
- ❑ Dirty electrical contacts tend to arc and burn.
- ❑ Belts slip and overheat when dusty or wet, thus reducing the life of the belt and its efficiency. Dirty chain drives wear faster, rust, or sometimes freeze and break.

### INSPECTION

The Preventative Maintenance employee must understand the importance of close and complete inspection in the greatest detail.

To properly inspect a machine, it is necessary to know what is going on inside, so proper instruments are provided. Refrigeration pressure gauges, a pyrometer, and electric listening device, a tension scale, voltameter, a long handled shop mirror and an ohmmeter are a few of the more important tools or instruments.

All of these are essential to "seeing" what is going on inside and around a piece of mechanical equipment.

The results obtained through the use of these, and by visual observations, are reported and recorded, either as a routine inspection for the record or as defects to be corrected.

# PREVENTATIVE MAINTENANCE

## LUBRICATION

Although this function is normally performed in accordance with manufacturer's specifications, experience may alter lubrication requirements. Simply applying a grease gun or oilcan to each point of lubrication is not the answer. Over-lubrication can be as dangerous as too little. Excess lubricant must be removed. Training in this seemingly simple function is critical; the application must be thorough so that no points are missed and proper levels of lubrication are maintained.

The following pre-requisites must be established in order that a Preventative Maintenance System may function:

## INVENTORY

Every piece of mechanical equipment in the building or complex must be located and identified.

A single card or page should be allowed to each piece of equipment and auxiliary components. For example, a package air conditioning unit would list the compressor and each electric motor as well as the unit itself, on a separate card.

Each card or page shows the location of the machines, and nameplate data, (i.e. manufacturer's name and location, RPM speed, voltage, model number, serial number, type, series and all designations and ratings shown, from each machine and its other components).

Those cards or pages dealing with equipment that have allied components should be filed together. It is vital that the components be identified with the basic piece of equipment also.

The inventory should be taken systematically, by areas. Complete individual area before starting another.

It is very helpful if floor plans reduced to individual areas are at hand for each floor and area. Completed equipment cards are grouped by location.



# PREVENTATIVE MAINTENANCE

## LIBRARY

If the Preventative Maintenance System is being established for a new dietary unit, the maintenance handbooks issued by the manufacturer must be gathered as the equipment is uncrated. If such manual is not included, you must insist on a future delivery.

These equipment manuals illustrate the areas and items of Preventative Maintenance Service that should be set up on a scheduled basis, for the piece of equipment involved, to be serviced and/or checked.

The manual will dictate oil and lubrication ratings, applicable time schedules for oil changes, belt tension or stress ratings, etc.

It is suggested that this information be catalogued as received from the manufacturer or recopied and inserted in the Preventative Maintenance Manual.

Copies of these instructions and specifications should either be posted and pulled with the schedule card or embodied in some form to be carried by the Preventative Maintenance employee for reference at the site.

# INSURANCE

Five Star Correctional Services will maintain, at its expense, the established levels of insurance as shown below for Worker's Compensation, Comprehensive General Liability and Property Insurance. Notices and Certificates of Insurance shall be submitted to the Titus County Purchasing Agent at the address shown herein.

<b>Worker's Comprehensive and Employer's Liability Statutory</b>	<b>\$100,000.00 Each Occurrence</b>
<b>Comprehensive General (Public) Liability To include (but not limited to) the following: Premises/operations, independent contractors, Personal Injury, products/completed operation, Contractual liability-bodily injury</b>	<b>\$1,500,000.00 Each Occurrence</b>
<b>Property Damage Or Combined Single Limit for bodily injury And Property Damage</b>	<b>\$1,500,000.00 Each Occurrence or CSL \$3,000,000.00</b>

**Property Insurance for physical damage to property of the Contractor, including improvements and betterments to County property-coverage for a minimum of 80 percent of the actual replacement value of the property.**

With response to insurance, Titus County shall:

- 1) Be named as additional insured/or an insured, as its interest may appear.
- 2) Be provided with a waiver of subrogation.
- 3) Be provided with 30 days' advance written notice of cancellation or material change to said insurance to the County Purchasing Agent.
- 4) Be provided with Certificates of Insurance evidencing the above insurances, within ten days after Notice of Award is given.

## **DAMAGE AND REPAIR LIABILITY**

Five star will return to the County at the expiration of this contract the food service premises and all equipment furnished by the county in the condition in which received except to ordinary wear and tear and except to the extent that said premises and equipment may have been lost or damaged by fire, flood, or unavoidable occurrence and except to the extent that said equipment may have been stolen by persons other than the employees if Five star Correctional Services, Inc. without negligence on the part of five star or our employees and providing that all damages and losses are reported to the county for all items covered by this paragraph.

## USE OF FACILITY AND EQUIPMENT

- A. Five Star Correctional Services understands that the kitchen facility at Titus County, together with the kitchen utensils and equipment located therein, will be made available. However, such physical plant and equipment is only an accommodation to Five Star Correctional Services and the County makes no warranties, express or implied, as to their availability in the event of force majeure.
- B. A joint inventory of County owned equipment will be conducted at the earliest possible date by Five Star Correctional Services and the Titus County staff to determine quantities and serviceability of equipment on hand. Repairs of County equipment will be at the expense of Titus County. Additional equipment found to be reasonably needed from inventory would be purchased at Five Star Correctional Services' expense. Equipment will remain the property of the County. Upon award of the contract, just prior to contract start date, Five Star Correctional Services will take an inventory with designated Titus County Sheriff's Office Personnel to determine the dollar amount and quantities of product on hand. The inventory will be forwarded to the Titus County Purchasing Department so they can determine a product value. Five Star Correctional Services would prefer to issue a check immediately so that we may use the inventory on hand as needed.
- C. Five Star Correctional Services will properly and safely use and operate all electrical, gas, and plumbing fixtures, equipment, or appliances connected thereto.
- D. When the kitchen is not in use or when food preparation is a minimum, Five Star Correctional Services assumes maximum utility/energy cost conservation by turning off or dimming lights, fans, water, ovens, steam equipment and other energy consuming items. Five Star Correctional Services is responsible for turning off all non-essential equipment when the area is not in use.

# SECURITY

Security is a major concern for any correctional facility; therefore we present the following overview of Five Star Correctional Services' standard procedures. If any of our practices outlined below do not coordinate with Titus County's current system, we will work with you to modify our security program.

Five Star Correctional Services is very aware of the role of security in a correctional food service operation. It is our policy to:

- Maintain strict control over food products that could be used in making contraband.
- Eliminate, to the fullest extent possible, the use of food products as inmate currency.
- Subject our employees to whatever background checks are required for employment within the institution.
- Review our security procedures and their compliance with the facility's standards on a regular basis with the facility.

Five Star Correctional Services assures that all members of the food service staff will function in accordance with the security policies, procedures and guidelines of the facility.

We shall identify the various aspects of security in an organized manner so each team member becomes responsible for his or her own actions relative to security.

In addition, Five Star Correctional Services will explore each aspect of security in depth, thereby reducing breaches of security.

# SECURITY

## INITIAL ORIENTATION

Managers and Supervisors will arrange security briefings for each employee upon hire.

- The security-briefing program will be at the discretion of the facility administrator as to length and time.
- Documentation of security briefing will be in the personnel file of each employee.

# SECURITY

## MONTHLY BRIEFINGS

A short security briefing will be presented to each employee every month. Sample topics of those briefings include, but are not limited to, the following issues:

- 1) Security of doors and gates
- 2) Badges and identification
- 3) Securing of cells and lockdown
- 4) Discipline of Inmates
- 5) Segregation of Inmates and food service responsibility
- 6) Corrections officer -- stations and relief
- 7) Classification of Inmates - housing assignments
- 8) Various privilege levels of Inmates
- 9) Corrections officers' rounds
- 10) Shakedown and contraband
- 11) Inmates/detainee visiting privilege
- 12) Emergency-response within facility fights, escape, Inmate/detainee injury
- 13) Daily count routine
- 14) Use of force on Inmates/detainees
- 15) Transfer of Inmates to another facility
- 16) Inmate worker (trustee) status

# SECURITY

## INSTITUTIONAL PROCEDURE

Written institutional procedures relating to custody and security shall be adopted by the Project Manager in cooperation with the facility's administrative staff to include:

- ❑ Buildings considered within the supervisory, management, and maintenance control for the food service office.
- ❑ Inmate traffic, both within and in-and-out.
- ❑ Inmate behavior.
- ❑ Control of supplies including ordering, storage, movement, and proper utilization of all items for which the food service office has responsibility.
- ❑ Control of items such as knives, tableware, and other utensils having a custodial hazard potential

The Project Manager shall work in close conjunction with the correctional staff to maintain an overall facility approach to custody and security.

## KEY CONTROL

Special attention shall be given to keys used in the food service office. Keys will be affixed to the belt with a choker chain, kept in a pouch or pocket. Keys will be drawn from the control room upon entering on duty. A name chit will be required when the control room officer issues keys. When going off duty, the Project Manager will turn the keys in to the control room. **At no time will institutional keys be carried outside the institution.**



# SECURITY

## AFFIRMATION OF DIVISION SECURITY POLICY

It is imperative for each employee of Five Star Correctional Services to understand the unique nature of our responsibility in the area of security at a correctional facility. Any time an employee bends or breaks a security policy or procedure of a correctional facility, he or she is also in violation of Five Star Correctional Services policy. A breach of our responsibility in the area of security is a grievous offense and will not be tolerated by the company. Please be advised that if any employees jeopardize security at a facility, they will be terminated.

Examples of such actions include, but are not limited to, the following:

- 1) Fraternization with Inmates is not allowed in or out of the facility. This includes supplying money, housing, bail bonds, drugs or illegal substances, or any other type of assistance to any Inmate.
- 2) Written correspondence with Inmates of a personal nature will not be tolerated.
- 3) Use of force on Inmates is strictly prohibited.
- 4) The use of vulgar or offensive language in the facility will not be tolerated.
- 5) A condition of employment for Five Star Correctional Services employees is to obtain and maintain a valid security clearance from the local facility (this usually involves your Identification badge). If your security badge is pulled or you lose your security privileges, you are unable to perform your duties and thus will be terminated from the company.
- 6) Remember that often times, if you breach the security policies or procedures of a correctional facility, you may be in violation of a state or local law and be subject to arrest and prosecution. Do not risk your reputation and freedom to perform a "favor" for an Inmate. The costs are too high.
- 7) Use common sense; most Inmates cannot be trusted.

This correspondence should serve as a reminder of our duty and commitment to professional conduct and service to our client.

"I have read and understand the above policy and understand my employment may be terminated if I fail to adhere to provisions of this policy. This is not an employment contract, as Five Star Correctional Services is an at-will employer, but only one condition of my employment."

Agreed and understood:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# **SAFETY PROGRAM**

## **DUTIES AND RESPONSIBILITIES**

### **COMPANY POLICY STATEMENT**

The success of any safety program depends upon a number of factors. The company, upper management, safety administrator, supervisors, and employees must assume a degree of responsibility for the success of the program. Each segment of the company has the responsibility of assuring the success of the program. The attitude to all parties is very important to the success of the program. The company has the duty and responsibility to provide a safe place to work that is free of recognized hazards. The company has the duty to provide the tools, training, and enforcement of established safety rules and recommendations.

### **UPPER MANAGEMENT**

Upper management has the duty and responsibility of supporting the Company's Safety and Loss Control Program and the Company Safety Manual. This is accomplished by active support of the Safety Program, active support of those individuals responsible for safety, and by example. Location managers create a positive safety attitude at their locations.

### **LOSS CONTROL ADMINISTRATOR/COORDINATOR**

The appointed company Safety Administrator has the duty and responsibility to oversee the company's corporate safety program, to make certain that each location has the necessary safety material, and that corporate safety policy is followed. To accomplish this task the Safety Administrator reviews all Supervisors' Accident Investigation Reports, provides training to location managers and supervisors, and periodically visits each of the company's locations a minimum of once each quarter year.

### **SUPERVISORS**

Each supervisor has the duty and responsibility of being aware of corporate safety rules and regulations, of actively supervising those employees working under the supervisor, and seeing to it that employees perform their assigned tasks in a safe and proper manner. The supervisor has the responsibility to make certain that their employees have needed personal protective safety equipment and that employees use such equipment when required. It is the

# **SAFETY PROGRAM**

## **DUTIES AND RESPONSIBILITIES (CONTINUED)**

supervisor's responsibility to investigate all accidents of those employees working under the supervisor.

The supervisor has the duty and responsibility to make certain that employees are properly trained in their assigned work task, that the employee is aware of hazards associated with the task, and that unsafe conditions and acts are not allowed to exist or continue.

## **EMPLOYEES**

Each employee has the duty and responsibility of following established safety rules and regulations. Employees should perform their tasks in a safe and proper manner, immediately report all unsafe conditions to their supervisor, use required personal protective equipment, and seek guidance when in doubt. If injured on the job, the employee should inform their supervisor immediately, upon which time an accident report will be filled out, regardless of the severity of the accident.

# SAFETY

## GENERAL SAFETY RULES

Five Star Correctional Services has patterned these safety rules after the Federal OSHA requirements. Each employee shall read and become familiar with these rules and other safety rules that apply to their job.

- 1) Report any injury to your supervisor immediately.
- 2) Report any observed unsafe conditions to your supervisor.
- 3) Horseplay is prohibited at all times.
- 4) The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will be terminated.
- 5) If you do not have current First Aid Training do not move or attempt to treat an injured person unless there is an immediate peril, such as profuse bleeding or inability to breath.
- 6) Appropriate clothing and footwear must be worn on the job at all times.
- 7) An approved hard hat must be worn where the hazard of falling objects or work overhead exists.
- 8) You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task.
- 9) You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition, and worn when it is required.
- 10) Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.
- 11) Never remove or bypass safety devices.
- 12) Do not approach operating machinery from the blind side; let the operator see you.

# **SAFETY**

## **GENERAL SAFETY RULES (CONTINUED)**

- 13) Learn where fire extinguishers and first aid kits are located.
- 14) Maintain a general condition of good housekeeping in all work areas at all times.
- 15) Obey all traffic regulations when operating vehicles on public roads and highways.
- 16) When operating or riding in company vehicles, or using your personal vehicle for business purposes, the vehicle's seat belt shall be worn.
- 17) Be alert to hazards that could affect you and your fellow employees.
- 18) Obey safety signs and tags.
- 19) Always perform your assigned task in a safe and proper manner; do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules are the leading causes of employee injury.

# SAFETY

## SAFETY COMMITTEE

Safety committees are invaluable to Five Star Correctional Services' safety program by providing for the active participation and cooperation of many key people in the organization. The difference between the success and failure of a Safety Committee lies with the purpose of the committee, it's staffing and structure, and the support it receives.

- 1) The Safety Committee is charged with aiding and advising management and employees on matters of safety pertaining to operations, performing essential monitoring, assisting in employee education and training, evaluation location and work task hazards, assisting in various inspections, and reviewing accidents and losses.
- 2) The Safety Committee should be made up of at least four members (where applicable), with employees and management being represented on the committee. The location individual is charged with the responsibility of safety and loss control should be required to attend each meeting in the capacity of a consultant. The location manager should attend at least one Safety Committee meeting every three months.
- 3) The Safety Committee should meet monthly. One individual should be assigned the task of keeping minutes. At the start of the meeting, the previous meeting minutes should be read and approved.
- 4) Safety Committee members should serve for a period of six months and be rotated on an alternate schedule so that one-sixth of the committee is replaced each month.
- 5) Safety Committee members should elect a chairman who will provide direction for the committee. The chairman should serve for a period of three months.
- 6) The Safety Committee should establish a procedure that will insure follow-up and compliance with recommendations.

# **SAFETY**

## **SAFETY MEETINGS**

- 1) To promote location safety, toolbox safety meetings are held with all employees on a regular basis. The minimum frequency of holding safety meetings with employees is every other week. Those locations that are experiencing a worse than average loss should hold safety meetings with employees on a weekly basis.
- 2) Besides discussing safety in general, a specific relevant topic should be chosen and discussed. The selection of the specific topic is the responsibility of the Corporate Safety Director, the Location Manager, and the location individual responsible for safety. The topic chosen should be relevant to past accidents, loss prevention efforts, current activities, etc.
- 3) Location supervisors should lead toolbox safety meetings. All employees should attend and their active participation should be encouraged.
- 4) A record of each toolbox safety meeting should be maintained at the locations. The "Tool Box Safety Meeting Form" found in the "Form" section of the Safety Manual, should be used for this purpose. (See sample of form at the end of Safety section).
- 5) Items brought up during toolbox meetings that required corrective action should be documented on the "Tool Box Safety Meeting Form". A procedure should be established to make certain that any required corrective action is carried out.

# SAFETY

## INSPECTIONS

To maintain a safe workplace, periodic location safety audits have proven to be an effective tool in monitoring location workplace conditions and hazards.

- A. Each location should develop a "SAFETY COMPLIANCE AUDIT FORM" that rates and reflects location operations and hazards. The form should be used monthly to conduct a location safety inspection.
- B. Any deficiencies found as a result of the safety compliance audit should be corrected.
- C. Besides inspecting for general overall safety hazards, a number of specific items should be checked. Suggested headings for the SAFETY COMPLIANCE AUDIT FORM would include the following:
  - 1) OSHA RECORDING COMPLIANCE CHECKLIST
  - 2) SIGNS, POSTERS
  - 3) PERSONAL PROTECTIVE SAFTEY EQUIPMENT
  - 4) ENTRANCES, EXITS, HALLS, AISLES
  - 5) FIRE PREVENTION AND PROTECTION GENERAL
  - 6) CHEMICAL STORAGE AND USE
  - 7) ELECTRICAL
  - 8) EXHAUST AND VENTILATION
  - 9) HAND, POWER TOOLS
  - 10)LADDERS, STAIRWAYS, RAILINGS
  - 11)MACHINERY
  - 12)TRUCKS, TRAILERS, AND HAULING EQUIPMENT
  - 13)OTHER
  - 14)REMARKS
  - 15)RECOMMENDATIONS
  - 16)COMPLIANCE FOLLOW-UP
- D. Specific items should be checked during the safety compliance audit inspection. Items to be checked should include portable fire extinguishers, first aid kits, safety relief valves, hoisting cables and slings, electrical cords, eye wash stations, etc.



# SAFETY

## FIRST AID AND EMPLOYEE HEALTH

Medical emergencies can occur without warning and can require immediate action. To respond to such emergencies, adequate first aid facilities and training are required.

- 1) Each location with more than ten employees should have at least one first aid qualified individual as part of the work staff. The individual should have a valid multimedia first aid card and know CPR.
- 2) Each location and crew vehicle should be equipped with a first aid kit that is approved by a physician; it should be highly visible and inspected and replenished on a regular basis.
- 3) Each location should have emergency phone numbers posted in prominent places.
- 4) Where chemical hazards exist, eye or eye/face wash stations and showers should be available in areas where hazardous chemicals and materials are present. The facilities should be inspected on a monthly basis. Units that contain water have a shelf life and require replacement on a periodic basis. There is generally an expiration date on the container.
- 5) All injuries, no matter how slight, should be reported to your supervisor.
- 6) No employees should be allowed to work alone in the field without providing a means of two-way communication. Those employees working alone should be required to check in at regularly scheduled times.
- 7) Those work crews performing work in the field should be given sufficient information, so that they know the location of the nearest emergency medical facilities and know how to contact emergency services if required.
- 8) If employees are exposed to noise levels above 85 decibels at the company's location an audiometric hearing conversation program should be put into effect. Hearing baselines should be established and annual audiometric testing should be conducted. If a hearing shift is detected, the employee should be tested again and be notified of the results. If the particular employee is exposed to high noise levels, then the employee should be assigned a job where such noise levels do not exist or be required to wear hearing protection at all times in high noise level areas.

# **SAFETY**

## **CORPORATE DRUG POLICY**

Use of illegal drugs, excessive use of alcohol and the misuse of prescription drugs have been the cause of many accidents in the work place. The misuse of drugs not only places the employee at risk, but also places the employee's co-workers at risk. It is the policy of this company to provide a drug free work environment.

## **DUTIES OF MANAGEMENT**

- 1) Location management shall require all prospective employees to submit to a drug test as a condition of employment.
- 2) No prospective employee shall be denied employment based upon the positive results of an initial drug test. When a prospective employee's drug test indicates a positive result, the prospective employee shall be informed of the results and be given the opportunity to retake the drug test. Should the second drug test also prove positive, the employee shall not be considered for employment.
- 3) Should it come to the attention of management that an employee has a substance abuse problem; the employee shall be given the opportunity to enter into a substance abuse rehabilitation program. Refusal to enter into such a program by the employee shall be grounds for dismissal.

## **DUTIES OF THE EMPLOYEE**

- 1) The employee acknowledges that the use of illegal drugs, alcohol, and the misuse of prescription drugs are prohibited while on the job and that illegal drugs and alcohol are not permitted on the company's premises at any time. Such substances are also not permitted in any company vehicle or on any job site.
- 2) Those employees that have a substance abuse problem, or who become chemically dependent, are encouraged to seek medical assistance.
- 3) Any employee who uses, or attempts to use, or brings illegal substances or alcoholic beverages in or around company premises, at any job sites, or from any company vehicle will be immediately terminated.

# SAFETY

## ACCIDENT INVESTIGATION

No safety program can be effective without good accident investigation procedures. It is important that each accident be fully investigated to determine not only the cause of the accident, but also the corrective action to be taken. However, the process of accident investigation does not stop with determining what correction is needed, two other steps are required. These are, implementation of the corrective action decided upon and monitoring of that action which was taken in order to determine if it is achieving the desired process and should be repeated until the desired results are achieved. The five steps of this process are:

- 1) Identify the problem.
- 2) Develop a number of possible solutions.
- 3) Choose one or more of the solutions to be implemented.
- 4) Implement the chosen solution.
- 5) Monitor for desired results.

A major cornerstone of any safety program is accident investigation. To help achieve effective accident investigation, supervisors are required to investigate incidents and accidents involving employees using a formal accident investigation reporting form. All supervisors receive training in accident investigation techniques.

The reporting form is completely filled out by the supervisor and reviewed by management. Particular attention should be given to the cause of the accident and what steps should be taken to prevent a reoccurrence.

Once the corrective action has been decided upon, it is carried out. Individuals should be assigned the task of carrying out the corrective action and management should be informed when the corrective action has been completed.

# SAFETY

## EMERGENCY PREPAREDNESS

To respond to emergencies it is important that the company and the location be prepared.

- 1) Each location will have a written EMERGENCY RESPONSE PLAN. The emergency response plan will identify the different types of emergencies that could occur at the location, what response will be taken to each of these emergencies, who is responsible to notify the necessary emergency response services, and those who are assigned to oversee and administer the emergency response program. The plan will be placed and maintained in an EMERGENCY RESPONSE PLAN folder for a period of at least 18 months.
- 2) Emergency phone numbers will be posted for medical emergency, fire police, and ambulance service.
- 3) Periodic emergency drills will be held so that employees will know how to respond to various emergencies. The minimum period between drills will not be more than six months. A written record of all drills held at the company's location will be maintained in the EMERGENCY RESPONSE PLAN folder for a period of at least 18 months.
- 4) The emergency response plan will be reviewed by management on a periodic basis to make certain it is current and reflects current operations.
- 5) Upon the evacuation of the location, an accounting of all personnel will be determined.
- 6) If a response to a particular emergency requires the shutting down of equipment, then specific individuals will be assigned to carry out the required shutdown task.
- 7) Where practical, an emergency response team will be formed and trained. The necessary equipment for such a response will be assembled and maintained at the location.
- 8) If the location has individuals who are handicapped, someone will be assigned the task of assisting the handicapped person in evacuating the location.

# SAFETY

## FIRE PROTECTION AND PREVENTION

- 1) Each location should have an adequate compliment of UL approved portable fire extinguishers. Portable fire extinguishers should be of the A:B:C type and provided in all buildings.
- 2) The minimum rating of portable fire extinguishers should not be less than 2A:20BC. At least one extinguisher should be provided for every building and every floor so that the maximum distance to an extinguisher is not more than 75 feet and there is at least one extinguisher provided for every 3,000 sq. ft. of floor area. (Example: A building of 4,000 sq. ft. on one floor would require two portable extinguishers). Portable extinguishers in office type settings may have a minimum rating of 1:10BC Instead of 2A:20BC.
- 3) Portable extinguishers should be mounted and visible.
- 4) All portable fire extinguishers should be inspected annually. An inspection tag should be attached to each extinguisher that indicates extinguisher inspection. Besides an annual inspection of portable extinguisher by a qualified individual, each extinguisher should be inspected monthly to make certain that it is at its assigned location and that it is fully charged.
- 5) Employees should be trained in the different types of fires, different types of extinguishers, and the proper use of the extinguisher in putting out a fire.
- 6) Employees are to obey all "No Smoking" signs.
- 7) Use only approved containers for the storage of flammable liquids.
- 8) Wash parts only in approved solvents; never use gasoline.
- 9) Do not store flammable liquids in areas used as passageways, stairways, or exits.
- 10) All combustible materials (wood, paper, and liquids) should be kept at least ten feet away from gas fire heaters.
- 11) All flammable liquids not for immediate use should be properly stored in either flammable liquid cabinet or a flammable liquid storage room.

# SAFETY

## PERSONAL PROTECTIVE SAFETY EQUIPMENT

- 1) Appropriate clothing and footwear should be worn on the job.
- 2) Personal protective safety equipment assigned to employee should be maintained in good condition and used as required.
- 3) Employees who find that they lack required personal protective equipment should immediately contact their supervisor to obtain needed equipment.
- 4) Use only clean personal protective equipment.
- 5) Approved hearing protection should be worn in high noise areas.
- 6) Approved eye protection should be worn when working with chemicals.
- 7) A respirator should be worn in dusty conditions or when exposed to excessive concentrations of gasses and fumes. The correct type of respirator should be worn for the exposure encountered.
- 8) Employees should not work at heights that expose them to a serious fall without adequate protection. Work areas should have adequate handrails or employee should be tied off.
- 9) Supervisors have the responsibility to make certain that employees use personal protective equipment when conditions warrant or are required by regulations.
- 10) Supervisors should remind employees to use personal protective safety equipment; appropriate signs and posters should be posted in those areas requiring such use.

# SAFETY

## ELECTRICAL HAZARDS

Electrical current will flow to ground by the path of least resistance whether it is through the employee or a wire. The following rules are to prevent the employee from becoming a path of least resistance.

- 1) All extension cords should be inspected for defects each month. Each electrical cord should be marked, or tagged, in such a manner that the month and year of the last cord inspection can be determined.
- 2) All extension cords and temporary wiring must be three wire conductors and connected only to a properly grounded outlet connection.
- 3) Know whether circuit (wires) are energized before beginning work near any exposed electrical wiring or components.
- 4) Do not make electrical repairs, connections, or installations unless you are qualified to do so.
- 5) All extension cords must be inspected before use; damaged cords are not to be used. They are to be taken out of service and reported to the supervisor.
- 6) Protect extension cords and wiring from damage due to being run-over, pulled around sharp corners, or pinching.
- 7) Do not wear metal or conductive hard hats when working near exposed overhead wires or other exposed electrical wiring and components.
- 8) Do not use any electrical power tools that are not properly grounded or double insulated. Do not use any electrical power tool that has the electrical cord plug ground prong missing.

# SAFETY

## HAZARD COMMUNICATION PROGRAM

Chemical exposure may cause or contribute to many serious health effects such as heart ailments, kidney and lung damage, sterility, cancer, chemical burns, and rashes. Some chemicals have the potential to cause fires, explosions, and other serious accidents. To address such hazards, this Hazard Communication program has been developed. The program provides the employee the knowledge and tools to work safely with the chemicals that you may come in contact with. The elements of this program comply with the requirements of OSHA 29 CFR 1910.1200. It is the responsibility of management, supervisors, and employees to comply with the requirements set forth in this safe work practice manual.

## DUTIES OF LOCATION MANAGEMENT

Location manager should comply with the following procedures:

- 1) Designate an individual who will have the responsibility of administering these Hazard Communication programs.
- 2) No chemical of any kind should be stored or used on the premises until its chemical hazards have been reviewed and identified.
- 3) It is the responsibility of the designated individual to determine those chemicals that require the use of personal protective safety equipment when used by employees. This information is to be conveyed to the employees who will come in contact with the chemical.
- 4) No chemical should be stored on the premises or used by employees without first obtaining and reviewing a MSDS (Material Safety Data Sheet) for that particular chemical.
- 5) No unlabeled chemical storage containers should be permitted to exist on the premises, at job site, or be placed in any company vehicle. A monthly inspection should be conducted of the location premises to confirm that this requirement is being met. A written record of these inspections should be made and retained on the premises for inspection. Such records should be kept for a minimum of 18 months. Exception - Portable containers into which chemicals are transferred from labeled containers and that are intended only for the immediate use by the employee who makes the transfer does not require the portable container to be labeled.



# SAFETY

## HAZARD COMMUNICATIONS PROGRAM (CONTINUED)

- 6) A container inventory list should be maintained on the premises at all times. When new chemicals are obtained the chemical name should be entered into the chemical inventory log. This log is to be updated monthly and should reflect those chemicals that are located on the premises. When a particular chemical is no longer in use at the location, its chemical name should be removed from the chemical inventory list.
- 7) For each chemical listed in the chemical inventory list, an MSDS should be maintained on the premises and available for all employees to review. The contents of the MSDS should conform to the standards set forth by OSHA. When new chemicals are obtained, the MSDS should be placed in the MSDS book. The book should be updated monthly and should reflect those chemicals that are located on the premises. When a particular chemical is no longer in use at the location, the MSDS data sheet should be removed from the MSDS book. This does not apply to small quantities of chemicals as commented on under number five of this section
- 8) The location and quantity of each chemical used in the workplace should be determined. A written record should be maintained as to the quantity and location of each chemical. This record should be updated every 12 months.
- 9) It should be determined which chemicals each employee will come into contact with. A written record should be maintained that identifies those employees that would likely be exposed to each chemical on the premises. This record should be updated every 12 months and used as a basis of specific chemical hazard training.
- 10) Each new employee who is hired will receive formal hazard communication training before being allowed to come into contact with any chemical at the location. Those employees who change job descriptions that result in being exposed to a different set of chemicals should receive specific training in the new chemicals that they will come into contact with. All employees who come into contact with any chemical at the location will receive annual chemical hazard training. All employees who received hazard communication training or subsequent training will sign the "ACKNOWLEDGEMENT OF CHEMICAL HAZARD TRAINING" form. The form is to be kept either in a separate record book or the employee's personnel file.

# TOOL BOX SAFETY MEETING FORM

DATE: \_\_\_\_\_

SUBJECT(S) DISCUSSED:

FULL NAME of those in attendance (Employees Must Sign):

ITEMS NEEDING CORRECTIVE ACTION:

DATE CORRECTED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF SUPERVISOR CONDUCTING TOOL BOX MEETING:

\_\_\_\_\_

COMPLETE AND RETURN THIS FORM TO THE OFFICE AFTER HAVING CONDUCTED THE TOOLBOX MEETING.

# MENU

Each employee will become accustomed to carrying out designated tasks with accuracy and expediency.

Careful planning before starting work insures that the entire operation will run smoothly. The result is that the highest efficiency in production is obtained by producing the required quantity of food at the required time by the best methods.

## **FOOD PRESENTATION**

One cannot place too much emphasis on the appearance of a meal, whether it is served in a restaurant, at a family table, or in jail. No one responds well to food that is not pleasing to the eye. We have found that skillful presentation and merchandising of food increases interest in the food itself. Our menus are planned to combine foods that add color variation and are arranged attractively on the tray. Common sense tells us that a person is more likely to accept a plate of food that looks appetizing and full. Five Star Correctional Services management is well aware of the psychological aspects of tray presentation and will supervise all meal portions to ensure equal food quantities and to prevent delivery of trays that have been dished up in a careless manner.

## **MEAL ORDERING AND BILLING**

Five Star Correctional Services will keep track of the total number of meals ordered on a daily basis. It is Titus County's responsibility to prepare and deliver a meal order count by location prior to the breakfast meal of any given day. That count will be used for the remainder of the meals served on that day. Any changes to the morning count can be submitted two hours prior to serving time. Of course, additional meals will be prepared to meet any callbacks, court calls or miscalculations. Five Star Correctional Services will prepare and forward to the facility an invoice for meals served on a weekly basis. Our invoice will include a detailed description of meals served and any special requests for that week.

## **PURCHASING, RECEIVING, AND INVENTORY MAINTENANCE**

All foods purchased for use in your facility will strictly follow the purchasing requirements for the Titus County bid for food services.

Five Star Correctional Services will control purchases of all foodstuffs and supplies to be used in the food service operation at the facility. Most of the merchandise is purchased locally to insure freshness. Five Star Correctional Services purchasing procedures are established on the basis of quality, price and service.

# MENU

As a part of our quality control program, we have developed a comprehensive list of food product standards that are used by our PCEO and President in purchasing negotiations with vendors. The standards are modified to meet any specifications detailed by each facility. All kitchen food products will be inventoried each week. This detailed list of purchasing specifications will be made available to Titus County upon request.

## MEAL DISTRIBUTION

Meal distribution will be scheduled to begin as follows:

Breakfast:	5:30 am	to	7:00 am
Lunch:	11:00 am	to	1:00 pm
Dinner:	4:30 pm	to	6:00 pm

## SURPLUS COMMODITIES

Five Star Correctional Services will abide by Titus County's requirements as outlined in the R.F.P. regarding the use of surplus commodities. Such commodities, once procured by Five Star Correctional Services, shall be used solely for Titus County.

In addition, we will make available all records pertaining to the use of such products for a period of no less than three years. These records will also be made available to representatives of the Texas Department of Agriculture and the Attorney General's office for inspection and audit.

Five Star Correctional Services and Titus County understand that the bid price does not reflect the availability and use of surplus commodities. A weekly inventory shall be taken and will include each USDA donated commodity as per County specifications.

### Milk

Unless otherwise requested, Five Star Correctional Services serves 8 oz of 2% milk daily at breakfast. We use no milk replacements.

# MENU

## FOOD SERVICE REQUIREMENTS

Five Star Correctional Services will meet the following requirements regarding food service:

- Five Star Correctional Services will provide meals at regular meal times during each day seven days per week with no more than 13 hours between the evening meal and breakfast. In the event that more than 13 hours must pass between meals, supplemental food will be served.
- Detainees will be served a minimum of two meals in any 24-hour period. If a detainee is held more than 24 hours, he or she will be served three meals in the 24-hour period after the first 24 hours.
- A meal schedule shall be mutually agreed upon between Five Star Correctional Services and administrative personnel.
- The Inmate meals will follow a pre-approved four-week cycle menu. Portion sizes "as served," not raw sizes, must be clearly indicated on the menu including the cooked meat weight in combination entrees.
- All menus and special diets will meet the standards for adult holding and detention facilities as established by the American Correctional Association. A registered dietitian will approve all menus and menu changes prior to service. All meals served will be in compliance with the 1989 Recommended Daily Allowance for adult males as established by the National Academy of Sciences and will provide an average of 2,800 calories per day in addition to all required nutrients.
- The menu will be planned with jail-tested products and recipes for Inmate acceptability. A variety of food flavors, textures, temperatures, and appearances shall be used. Five Star Correctional Services warrants that all meals will be served at appropriate temperatures and in a manner that makes them palatable (140° F hot, 45° F if cold) and visibly pleasing, complete with condiments (dressing, sugar, salt, pepper, catsup, or mustard where indicated).

# MENU

- Portions for margarine, salad dressing, and mayonnaise shall not exceed ½ ounce per serving. Also, these high-fat items shall not be added to meals when they are not appropriate. For example, margarine shall not be added to meals with entrees such as hot dogs, which are more appropriately served with mustard.
- A sack lunch shall be provided for Inmates who miss the service of the regularly scheduled meal due to courts, work assignments, or late book-ins. The lunch shall consist of two sandwiches with a total of three ounces of meat, cheese, peanut butter, or meat equivalent; one condiment, one fresh fruit, one dessert or chip item, and a beverage.
- Five Star Correctional Services will provide menus for service to officers, staff, and guests. Menu will vary from Inmate meals each day.
- Five Star Correctional Services will provide, at no additional cost, religious and medical diets conforming to special religious or physician-ordered specifications.
- Five Star Correctional Services will serve special meals on holidays. All such meals will be provided at contract rates. A minimum of two special occasion meals shall be provided annually, including Thanksgiving, and Christmas, and one meal to be scheduled at the discretion of Titus County.
- Proper food sanitation and storage shall be maintained.
- All meals will be supervised to result in items with a suitable portion, appearance, and taste.

# MENU



## SNACKS

In-between meal snacks and nighttime snacks must be ordered by Medical.

## TRUSTEE MEALS

Five Star Correctional Services will provide Trustee Meals with double entrée portions.



# OmniHealth Nutrition

August 10, 2017

To Whom It May Concern:

The 28 day Menu cycles prepared by Five Star Correctional Services for use in Titus County has been reviewed, analyzed and approved by a Registered Dietitian Nutritionist/ Licensed Dietitian and found to meet or exceed nutritional requirements set by Texas Jail standard.

All recipes for mixed dishes/casseroles used as entrees at lunch or supper contain a minimum of 2 ounces of cooked meat (Beef based dishes contain 2 ounces and Lean Meat based, as Turkey and Chicken, contain 3 ounces). All 'traditional' pork type items on the menu are made from turkey meat (i.e. Ham = Turkey Ham and Sausage = Turkey Sausage) so the menus are completely Pork free. .

The Regular menu provides weekly and cycle averages exceeding 2800 calories with approximately 59% calories from carbohydrate, 16% from protein and 25% from fat. These figures are well within the guidelines established for healthy Americans in the targeted age group.

The Menu Cycle meets or exceeds all the RDA/DRI requirements established by the USDA National Research Council for the target population.

Sincerely,

*Nylia Kreiner MS RDN LD*

Nylia Kreiner MS RDN LD  
Consulting Dietitian  
OmniHealth Nutrition



Five Star Correctional Services  
Titus County

<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>							
<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>							
Biscuit & Gravy	Eggs & Potatoes	3 oz.	Pancakes	2 ea.	Biscuit & Gravy	Sausage & Eggs	3 oz.	Pancakes	2 ea.	Eggs & Potatoes	3 oz.		
Gravy	3/4cup	Oatmeal	1 cup	Syrup	1/4cup	Gravy	3/4cup	Grits	1 cup	Syrup	1/4cup	Grits	1cup
Grits	1 cup	Tortillas	2 ea.	Grits	1cup	Oatmeal	1 cup	Bread	2 sl.	Grits	1cup	Tortillas	2 ea.
Turkey Sausage Patty	1 oz.	Taco Sauce	1 ea.	Turkey Sausage Link	1 oz.	Turkey Sausage Patty	1 oz.	Jelly	1 ea.	Turkey Sausage Link	1 oz.	Taco Sauce	1 ea.
Biscuit (60ct)	1 ea.	Fresh Fruit	1/2cup	Fresh Fruit	1/2cup	Biscuit (60ct)	1 ea.	Fresh Fruit	1/2cup	Fresh Fruit	1/2cup	Fresh Fruit	1/2cup
Fresh Fruit	1/2cup	Milk	8 oz.	Milk	8 oz.	Fresh Fruit	1/2cup	Milk	8 oz.	Milk	8 oz.	Milk	8 oz.
Milk	8 oz.					Milk	8 oz.						
<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>							
Country Fried Steak	3 oz.	Hot Dogs	2 ea.	Hamburger Steak	3 oz.	Beef & Pintos	1cup	Chili Mac Casserole	1cup	Sloppy Joe	3 oz.	Burrito	3 oz.
Brown Gravy	1/2cup	Potato Salad	1/2cup	Brown Gravy	1/4cup	Rice	1/2cup	Pinto Beans	1/2cup	Carrots	1/2cup	Pinto Beans	1/2cup
Mashed Potatoes	1/2cup	BBQ Beans	1/2cup	Macaroni Salad	1/2cup	Seasoned Cabbage	1/2cup	Mixed Vegetables	1/2cup	Potato Salad	1/2cup	Spanish Rice	1/2cup
Green Beans	1/2cup	Bread	2 sl.	Seasoned Greens	1/2cup	Combread (60ct)	1 ea.	Corn Tortillas	2 ea.	Bread	2 sl.	Flour Tortilla	1 ea.
Roll	2 oz.	Mustard	2 ea.	Roll	2 oz.	Cake (60ct)	1 ea.	Pudding	1/2cup	Cookies	3 ea.	Cake (60ct)	1 ea.
Cake (60ct)	1 ea.	Pudding	1/2cup	Cookies	3 ea.	Fruit Drink	8 oz.	Fruit Drink	8 oz.	Fruit Drink	8 oz.	Fruit Drink	8 oz.
Fruit Drink	8 oz.	Fruit Drink	8 oz.	Fruit Drink	8 oz.								
<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>							
Fried Fish Fillet	3 oz.	Meat Loaf	3 oz.	Tacos	3 oz.	Smoked Sausage	3 oz.	Pepper Steak	3 oz.	Fried Chicken Patty	3 oz.	Sallebury Steak	3 oz.
Brown Gravy	1/4cup	Brown Gravy	1/4cup	Pinto Beans	1/2cup	Augratin Potatoes	1/2cup	Brown Gravy	1/2cup	Poultry Gravy	1/2cup	Brown Gravy	1/4cup
Rice	1/2cup	Macaroni & Cheese	1/2cup	Spanish Rice	1/2cup	Cole Slaw	1/2cup	Rice	1/2cup	Mixed Vegetables	1/2cup	Macaroni & Cheese	1/2cup
Cole Slaw	1/2cup	Carrots	1/2cup	Corn Tortillas	2 ea.	Roll	2 oz.	Green Beans	1/2cup	Mashed Potatoes	1/2cup	Seasoned Carrots	1/2cup
Tartar Sauce	1 ea.	Biscuit (60ct)	1 ea.	Pudding	1/2cup	Cookies	3 ea.	Combread (60ct)	1 ea.	Roll	2 oz.	Biscuit (60ct)	1 ea.
Combread (60ct)	1 ea.	Cake (60ct)	1 ea.	Fruit Drink	8 oz.	Fruit Drink	8 oz.	Cake (60ct)	1 ea.	Pudding	1/2cup	Cookies	3 ea.
Cookies	3 ea.	Fruit Drink	8 oz.					Fruit Drink	8 oz.	Fruit Drink	8 oz.	Fruit Drink	8 oz.
Fruit Drink	8 oz.												

Week 1

Control On: 6/10/2017

Nylia Keena MS RDY LED  
85007166/DT07186

Five Star Correctional Services  
Titus County

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
Breakfast		Breakfast		Breakfast		Breakfast		Breakfast		Breakfast		Breakfast	
Biscuit & Gravy		Eggs & Potatoes	3 oz.	Pancakes	2 ea.	Biscuit & Gravy		Sausage & Eggs	3 oz.	Pancakes	2 ea.	Eggs & Potatoes	3 oz.
Gravy	3/4cup	Oatmeal	1 cup	Syrup	1/4cup	Gravy	3/4cup	Grits	1 cup	Syrup	1/4cup	Grits	1cup
Grits	1 cup	Tortillas	2 ea.	Grits	1cup	Oatmeal	1 cup	Bread	2 sl.	Grits	1cup	Tortillas	2 ea.
Turkey Sausage Patty	1 oz.	Taco Sauce	1 ea.	Turkey Sausage Link	1 oz.	Turkey Sausage Patty	1 oz.	Jelly	1 ea.	Turkey Sausage Link	1 oz.	Taco Sauce	1 ea.
Biscuit (80ct)	1 ea.	Fresh Fruit	1/2cup	Fresh Fruit	1/2cup	Biscuit (80ct)	1 ea.	Fresh Fruit	1/2cup	Fresh Fruit	1/2cup	Fresh Fruit	1/2cup
Fresh Fruit	1/2cup	Milk	8 oz.	Milk	8 oz.	Fresh Fruit	1/2cup	Milk	8 oz.	Milk	8 oz.	Milk	8 oz.
Milk	8 oz.					Milk	8 oz.						
Lunch		Lunch		Lunch		Lunch		Lunch		Lunch		Lunch	
Rotini Meatsauce	1cup	Smoked Sausage	1 ea.	B.B.Q. Franks	2 ea.	Tacos	3 oz.	Turkey Pot Pie	1cup	Chicken Salad	3 oz.	Ham & Pinto	1cup
Carrots	1/2cup	B.B.Q. Beans	1/2cup	Potato Salad	1/2cup	Pinto Beans	1/2cup	Poultry Gravy	1/4cup	Macaroni & Cheese	1/2cup	Rice	1/2cup
Italian Slew	1/2cup	Macaroni Salad	1/2cup	Cole Slew	1/2cup	Spanish Rice	1/2cup	Mashed Potatoes	1/2cup	Green Beans	1/2cup	Seasoned Cabbage	1/2cup
Combread (80ct)	1 ea.	Combread (80ct)	1 ea.	Bread	2 sl.	Corn Tortillas	2 ea.	Seasoned Cabbage	1/2cup	Bread	2 sl.	Combread (80ct)	1 ea.
Pudding	1/2cup	Cookies	3 ea.	Cake (80ct)	1 ea.	Pudding	1/2cup	Biscuit (80ct)	1 ea.	Cake (80ct)	1 ea.	Pudding	1/2cup
Fruit Drink	8 oz.	Fruit Drink	8 oz.	Fruit Drink	8 oz.	Fruit Drink	8 oz.	Cookies	3 ea.	Fruit Drink	8 oz.	Fruit Drink	8 oz.
								Fruit Drink	8 oz.				
Dinner		Dinner		Dinner		Dinner		Dinner		Dinner		Dinner	
Chicken Fried Steak	3 oz.	Burrito	3 oz.	Smothered Steak	3 oz.	Fried Chicken Patty	3 oz.	Fried Fish	3 oz.	Chuckwagon Steak	3 oz.	Spicy Chicken Pattie	3 oz.
Poultry Gravy	1/2cup	Pinto Beans	1/2cup	Brown Gravy	1/2cup	Poultry Gravy	1/2cup	Au gratin Potatoes	1/2cup	Brown Gravy	1/2cup	Poultry Gravy	1/4cup
Mashed Potatoes	1/2cup	Corn	1/2cup	Rice	1/2cup	Mashed Potatoes	1/2cup	Mixed Vegetables	1/2cup	Mashed Potatoes	1/2cup	Green Beans	1/2cup
Seasoned Greens	1/2cup	Flour Tortille	1 ea.	Greens	1/2cup	Carrots	1/2cup	Roll	2 oz.	Carrots	1/2cup	Cole Slew	1/2cup
Roll	2 oz.	Pudding	1/2cup	Biscuit (80ct)	1 ea.	Combread (80ct)	1 ea.	Tarter Sauce	1 ea.	Combread (80ct)	1 ea.	Roll	2 oz.
Cake (80ct)	1 ea.	Fruit Drink	8 oz.	Cookies	3 ea.	Cake (80ct)	1 ea.	Pudding	1/2cup	Cookies	3 ea.	Cake (80ct)	1 ea.
Fruit Drink	8 oz.			Fruit Drink	8 oz.	Fruit Drink	8 oz.	Fruit Drink	8 oz.	Fruit Drink	8 oz.	Fruit Drink	8 oz.

Controlled Doc: 8/10/2017

Week 2

Nyba Kraine MS RD  
85007188/DT07198

Revised 8-10-2017

	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>	<b>Breakfast</b>
Biscuit & Gravy	Eggs & Potatoes	Pancakes	Biscuit & Gravy	Sausage & Eggs	Pancakes	Eggs & Potatoes	Eggs & Potatoes
Gravy	Oatmeal	Syrup	Gravy	Grits	Syrup	Grits	Grits
Grits	Tortillas	Grits	Oatmeal	Bread	Grits	Tortillas	Tortillas
Turkey Sausage Patty	Taco Sauce	Turkey Sausage Link	Turkey Sausage Patty	Jelly	Turkey Sausage Link	Taco Sauce	Taco Sauce
Biscuit (80ct)	Fresh Fruit	Fresh Fruit	Biscuit (80ct)	Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit
Fresh Fruit	Milk	Milk	Fresh Fruit	Milk	Milk	Milk	Milk
Milk			Milk				
<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
Chili-Mac Casserole	BBQ Smoked Sausage	Coney Dogs	Beef Pot Pie	Tacos	Meat Sauce & Spaghetti	Salisbury Steak	Salisbury Steak
Pinto Beans	Macaroni Salad	Potato Salad	Brown Gravy	Pinto Beans	Corned	Brown Gravy	Brown Gravy
Green Salad	Mixed Vegetables	Seasoned Spinach	Mashed Potatoes	Spanish Rice	Italian Slew	Mashed Potatoes	Mashed Potatoes
French Dressing	Combinaed (80ct)	Mustard Relish	Seasoned Cabbage	Corn Tortillas	Roll	Seasoned Greens	Seasoned Greens
Tortillas	Cake (80ct)	Bread	Biscuit (80ct)	Cake (80ct)	Pudding	Biscuit (80ct)	Biscuit (80ct)
Cookies	Fruit Drink	Pudding	Cookies	Fruit Drink	Fruit Drink	Cookies	Cookies
Fruit Drink		Fruit Drink	Fruit Drink			Fruit Drink	Fruit Drink
<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>	<b>Dinner</b>
Fried Fish Fillet	Burrito	Meat Loaf	Fried Chicken Patty	Chicken Fried Steak	Pepper Steak	Sticky Joe	Sticky Joe
Brown Gravy	Pinto Beans	Brown Gravy	Poultry Gravy	Brown Gravy	Brown Gravy	Macaroni Salad	Macaroni Salad
Rice	Spanish Rice	Mashed Potatoes	Corn	Macaroni & Cheese	Rice	Green Beans	Green Beans
Green Beans	Flour Tortilla	Corned	Augrain Potatoes	Cole Slew	Mixed Greens	Bread	Bread
Combinaed (80ct)	Cookies	Biscuit (80ct)	Roll	Combinaed (80ct)	Combinaed (80ct)	Pudding	Pudding
Tartar Sauce	Fruit Drink	Cake (80ct)	Pudding	Cookies	Cake (80ct)	Fruit Drink	Fruit Drink
Pudding		Fruit Drink	Fruit Drink	Fruit Drink	Fruit Drink		
Fruit Drink							

Mya Kivert MS RDY LD  
850071880107188

Week 3

Created On: 8/10/2017

Five Star Correctional Services  
Titus County

<u>Friday</u>		<u>Saturday</u>		<u>Sunday</u>		<u>Monday</u>		<u>Tuesday</u>		<u>Wednesday</u>		<u>Thursday</u>	
<u>Breakfast</u>		<u>Breakfast</u>		<u>Breakfast</u>		<u>Breakfast</u>		<u>Breakfast</u>		<u>Breakfast</u>		<u>Breakfast</u>	
Biscuit & Gravy		Eggs & Potatoes	3 oz.	Pancakes	2 ea.	Biscuit & Gravy		Sausage & Eggs	3 oz.	Pancakes	2 ea.	Eggs & Potatoes	3 oz.
Gravy	3/4cup	Oatmeal	1 cup	Syrup	1/4cup	Gravy	3/4cup	Grits	1 cup	Syrup	1/4cup	Grits	1cup
Grits	1 cup	Tortillas	2 ea.	Grits	1cup	Oatmeal	1 cup	Bread	2 sl.	Grits	1cup	Tortillas	2 ea.
Turkey Sausage Patty	1 oz.	Taco Sauce	1 ea.	Turkey Sausage Link	1 oz.	Turkey Sausage Patty	1 oz.	Jelly	1 ea.	Turkey Sausage Link	1 oz.	Taco Sauce	1 ea.
Biscuit (60ct)	1 ea.	Fresh Fruit	1/2cup	Fresh Fruit	1/2cup	Biscuit (60ct)	1 ea.	Fresh Fruit	1/2cup	Fresh Fruit	1/2cup	Fresh Fruit	1/2cup
Fresh Fruit	1/2cup	Milk	8 oz.	Milk	8 oz.	Fresh Fruit	1/2cup	Milk	8 oz.	Milk	8 oz.	Milk	8 oz.
Milk	8 oz.					Milk	8 oz.						
<u>Lunch</u>		<u>Lunch</u>		<u>Lunch</u>		<u>Lunch</u>		<u>Lunch</u>		<u>Lunch</u>		<u>Lunch</u>	
Rotini Meatsauce	1cup	B.B.Q. Franks	2 ea.	Smoked Sausage	3 oz.	Beef & Pintos	1 cup	Turkey Pot Pie	1cup	Salisbury Steak	3 oz.	Tacos	3 oz.
Com	1/2cup	B.B.Q. Beans	1/2cup	Potato Salad	1/2cup	Rice	1/2cup	Poultry Gravy	1/4cup	Brown Gravy	1/2cup	Pinto Beans	1/2cup
Italian Slaw	1/2cup	Macaroni Salad	1/2cup	Cole Slaw	1/2cup	Seasoned Cabbage	1/2cup	Mashed Potatoes	1/2cup	Rice	1/2cup	Spanish Rice	1/2cup
Roll	2 oz.	Mustard	2 ea.	Roll	2 oz.	Combread (60ct)	1 ea.	Mixed Greens	1/2cup	Green Beans	1/2cup	Corn Tortillas	2 ea.
Cake (60ct)	1 ea.	Bread	2 sl.	Cookies	3 ea.	Cake (60ct)	1 ea.	Biscuit (60ct)	1 ea.	Combread (60ct)	1 ea.	Cake (60ct)	1 ea.
Fruit Drink	8 oz.	Pudding	1/2cup	Fruit Drink	8 oz.	Fruit Drink	8 oz.	Pudding	1/2cup	Cookies	3 ea.	Fruit Drink	8 oz.
		Fruit Drink	8 oz.					Fruit Drink	8 oz.	Fruit Drink	8 oz.		
<u>Dinner</u>		<u>Dinner</u>		<u>Dinner</u>		<u>Dinner</u>		<u>Dinner</u>		<u>Dinner</u>		<u>Dinner</u>	
Chicken Fried Steak	3 oz.	Burrito	3 oz.	Smothered Steak	3 oz.	Fried Chicken Patty	3 oz.	Pepper Steak	3 oz.	Chicken Salad	3 oz.	Mess Loaf	3 oz.
Poultry Gravy	1/2cup	Pinto Beans	1/2cup	Brown Gravy	1/2cup	Poultry Gravy	1/4cup	Brown Gravy	1/2cup	Poultry Gravy	1/4cup	Brown Gravy	1/4cup
Pinto Beans	1/2cup	Spanish Rice	1/2cup	Com	1/2cup	Spinach	1/2cup	Rice	1/2cup	Mashed Potatoes	1/2cup	Carrots	1/2cup
Mashed Potatoes	1/2cup	Flour Tortilla	1 ea.	Mashed Potatoes	1/2cup	Augrafin Potatoes	1/2cup	Carrots	1/2cup	Mixed Vegetables	1/2cup	Mixed Greens	1/2cup
Combread (60ct)	1 ea.	Cake (60ct)	1 ea.	Biscuit (60ct)	1 ea.	Roll	2 oz.	Combread (60ct)	1 ea.	Bread	2 ea.	Combread (60ct)	1 ea.
Cookies	3 ea.	Fruit Drink	8 oz.	Pudding	1/2cup	Cookies	3 ea.	Cake (60ct)	1 ea.	Pudding	1/2cup	Cookies	3 ea.
Fruit Drink	8 oz.			Fruit Drink	8 oz.	Fruit Drink	8 oz.	Fruit Drink	8 oz.	Fruit Drink	8 oz.	Fruit Drink	8 oz.

Week 4

Certified Doc: 8/10/2017

Nydia Kravner MS RDYM LSS  
85007169/DT07198

Revised 8-10-2017

# Nutrient Analysis Titus County

## Regular— Weeks 1 thru 4

### Macronutrients

Calories	2812.54 Kcal
Protein	84.15 gm
Carbohydrates	420.89 gm
Total Fat	81.18 gm
Monounsaturat Fat	32.79 gm
Polyunsaturat Fat	15.01 gm
Saturat Fat	28.32 gm
Water	2,276.32 ml
Total Dietary Fat	31.87 gm
Insoluble Fiber	0.00 gm
Cholesterol	287.49 mg
Alcohol	0.00 gm
Caffeine	0.00 mg

### Vitamins

Vitamin A	1,196.97 RE
Vitamin E	9.02 mg
Thiamin (B1)	2.51 mg
Riboflavin (B2)	2.36 mg
Niacin (B3)	22.28 mg
Vitamin B6	1.74 mg
Vitamin B 12	4.58 mcg
Folacin	689.07 mcg
Pantothenic Acid	6.11 mg
Vitamin C	299.31 mg
Vitamin D	222.18 IU
Vitamin K	183.05 mcg

### Minerals

Calcium	1,454.10 mg
Magnesium	274.40 mg
Phosphorus	2,100.22 mg
Potassium	3,548.28 mg
Sodium	4,368.46 mg
Copper	1.55 mg
Iron	19.30 mg
Manganese	3.58 mg
Zinc	13.03 mg

### Other Information

Calories from Protein	15%
Calories from Carbohydrates	60%
Calories from Fat	25%
Poly/Sat Fat	0.6:1
Sodium/Potassium	1.2:1
Calcium/Phosphorus	0.7:1

Certified on: August 10, 2017

*Nylia Kreiner MS RSDM LDB*  
85007169/DT07196

# Nutrient Analysis Titus County

## Regular— Week 1

### Macronutrients

Calories	2815.60	Kcal
Protein	84.17	gm
Carbohydrates	420.69	gm
Total Fat	81.18	gm
Monounsaturat Fat	32.79	gm
Polyunsaturat Fat	15.01	gm
Saturated Fat	26.32	gm
Water	2,276.32	ml
Total Dietary Fat	31.87	gm
Insoluble Fiber	0.00	gm
Cholesterol	267.49	mg
Alcohol	0.00	gm
Caffeine	24.25	mg

### Vitamins

Vitamin A	1,072.97	RE
Vitamin E	9.02	mg
Thiamin (B1)	2.51	mg
Riboflavin (B2)	2.36	mg
Niacin (B3)	22.28	mg
Vitamin B6	1.74	mg
Vitamin B 12	4.58	mcg
Folacin	689.07	mcg
Pantothenic Acid	6.11	mg
Vitamin C	299.31	mg
Vitamin D	222.18	IU
Vitamin K	183.05	mcg

### Minerals

Calcium	2,119.00	mg
Magnesium	408.36	mg
Phosphorus	2,100.22	mg
Potassium	3,548.28	mg
Sodium	4,398.46	mg
Copper	1.55	mg
Iron	19.30	mg
Manganese	3.58	mg
Zinc	13.03	mg

### Other Information

Calories from Protein	15%
Calories from Carbohydrates	60%
Calories from Fat	25%
Poly/Sat Fat	0.8:1
Sodium/Potassium	1.2:1
Calcium/Phosphorus	0.7:1

Certified on: July  
 Certified on: August 10, 2017 10, 2017

*Nylia Kreiner MS RD/N LRD*  
 85007169/DT07196

# Nutrient Analysis Titus County

## Regular— Week 2

### Macronutrients

Calories	2814.13	Kcal
Protein	86.76	gm
Carbohydrates	388.8	gm
Total Fat	77.98	gm
Monounsaturat Fat	31.08	gm
Polyunsaturat Fat	14.02	gm
Saturat Fat	25.25	gm
Water	2,290.42	ml
Total Dietary Fat	32.86	gm
Insoluble Fiber	0.00	gm
Cholesterol	276.86	mg
Alcohol	0.00	gm
Caffeine	24.25	mg

### Vitamins

Vitamin A	1,099.96	RE
Vitamin E	9.21	mg
Thiamin (B1)	2.49	mg
Riboflavin (B2)	2.27	mg
Niacin (B3)	24.26	mg
Vitamin B6	1.81	mg
Vitamin B 12	5.23	mcg
Folacin	702.18	mcg
Pantothenic Acid	6.04	mg
Vitamin C	293.55	mg
Vitamin D	199.79	IU
Vitamin K	186.81	mcg

### Minerals

Calcium	2,141.36	mg
Magnesium	379.09	mg
Phosphorus	2,065.43	mg
Potassium	3,560.98	mg
Sodium	3,904.81	mg
Copper	1.60	mg
Iron	19.41	mg
Manganese	3.51	mg
Zinc	14.06	mg

### Other Information

Calories from Protein	15%
Calories from Carbohydrates	60%
Calories from Fat	25%
Poly/Sat Fat	0.6:1
Sodium/Potassium	01:01
Calcium/Phosphorus	0.6:1

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*  
85007169/DT07196

# Nutrient Analysis Titus County

## Regular— Week 3

### Macronutrients

Calories	2813.17	Kcal
Protein	84.76	gm
Carbohydrates	396.78	gm
Total Fat	75.39	gm
Monounsaturat Fat	28.51	gm
Polyunsaturat Fat	14.26	gm
Saturated Fat	23.54	gm
Water	2,261.48	ml
Total Dietary Fat	33.09	gm
Insoluble Fiber	0.00	gm
Cholesterol	250.29	mg
Alcohol	0.00	gm
Caffeine	24.25	mg

### Vitamins

Vitamin A	1,207.26	RE
Vitamin E	9.31	mg
Thiamin (B1)	2.45	mg
Riboflavin (B2)	2.27	mg
Niacin (B3)	21.80	mg
Vitamin B6	1.78	mg
Vitamin B 12	4.26	mcg
Folacin	726.43	mcg
Pantothenic Acid	5.97	mg
Vitamin C	288.96	mg
Vitamin D	225.25	IU
Vitamin K	195.72	mcg

### Minerals

Calcium	1,359.07	mg
Magnesium	395.87	mg
Phosphorus	2,049.95	mg
Potassium	3,609.23	mg
Sodium	3,794.05	mg
Copper	1.62	mg
Iron	18.91	mg
Manganese	3.60	mg
Zinc	12.43	mg

### Other Information

Calories from Protein	15%
Calories from Carbohydrates	60%
Calories from Fat	25%
Poly/Sat Fat	0.6:1
Sodium/Potassium	1.2:01
Calcium/Phosphorus	0.7:1

Certified on: August 10, 2017

*Nylia Kreiner MS RD/MLD*  
85007169/DT07196



# Nutrient Analysis Titus County

## Regular— Week 4

### Macronutrients

Calories	2817.24	Kcal
Protein	86.24	gm
Carbohydrates	386.2	gm
Total Fat	74.60	gm
Monounsaturat Fat	31.59	gm
Polyunsaturat Fat	13.81	gm
Saturated Fat	24.79	gm
Water	2,267.14	ml
Total Dietary Fat	36.20	gm
Insoluble Fiber	0.00	gm
Cholesterol	266.10	mg
Alcohol	0.00	gm
Caffeine	24.25	mg

### Vitamins

Vitamin A	1,296.96	RE
Vitamin E	9.21	mg
Thiamin (B1)	2.59	mg
Riboflavin (B2)	2.23	mg
Niacin (B3)	23.43	mg
Vitamin B6	1.86	mg
Vitamin B 12	5.05	mcg
Folacin	827.90	mcg
Pantothenic Acid	6.04	mg
Vitamin C	290.38	mg
Vitamin D	201.47	IU
Vitamin K	187.17	mcg

### Minerals

Calcium	1,315.11	mg
Magnesium	421.73	mg
Phosphorus	2,079.68	mg
Potassium	3,763.05	mg
Sodium	3,851.87	mg
Copper	1.75	mg
Iron	20.56	mg
Manganese	3.93	mg
Zinc	14.57	mg

### Other Information

Calories from Protein	14%
Calories from Carbohydrates	60%
Calories from Fat	25%
Poly/Sat Fat	0.5:1
Sodium/Potassium	1:01
Calcium/Phosphorus	0.6:1

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*  
85007169/DT07196

**Titus County— Week 1 Monday**

<b>Regular</b>	<b>Diabetic</b>	<b>Maternity</b>
1 Cup Sweetened Oatmeal	1 Cup Oatmeal	1 Cup Sweetened Oatmeal
1 Oz Turkey Sausage Patty	1 Oz Turkey Sausage Patty	1 Oz Turkey Sausage Patty
3/4 Cup Pepper Gravy	1 Each Jelly	3/4 Cup Pepper Gravy
1 Each Biscuit	1 Each Biscuit	1 Each Biscuit
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
<b>1 Cup Beef &amp; Pintos</b>	<b>2 Oz Hamburger Patty</b>	<b>1 Cup Beef &amp; Pintos</b>
<b>1/2 Cup Rice</b>	<b>1/2 Cup Rice</b>	<b>1/2 Cup Rice</b>
<b>1/2 Cup Seasoned Cabbage</b>	<b>1/2 Cup Seasoned Cabbage</b>	<b>1/2 Cup Seasoned Cabbage</b>
<b>1 Slice Cornbread (60ct)</b>	<b>1 Slice Wheat Bread</b>	<b>1 Slice Cornbread (60ct)</b>
<b>1 Slice Cake (60ct)</b>	<b>1/2 Cup JP Canned Fruit</b>	<b>1 Slice Cake (60ct)</b>
<b>8 Fl Oz Fruit Drink</b>	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz 2% Milk</b>
<b>3 Oz Smoke Sausage</b>	<b>3 Oz Smoke Sausage</b>	<b>3 Oz Smoke Sausage</b>
<b>1/4 Cup Brown Gravy</b>	<b>None</b>	<b>1/4 Cup Brown Gravy</b>
<b>1/2 Cup Au gratin Potatoes</b>	<b>1/2 Cup Au gratin Potatoes</b>	<b>1/2 Cup Au gratin Potatoes</b>
<b>1/2 Cup Cole Slaw</b>	<b>1/2 Cup Cole Slaw</b>	<b>1/2 Cup Cole Slaw</b>
<b>1 Each Dinner Roll</b>	<b>1 Slice Wheat Bread</b>	<b>1 Each Dinner Roll</b>
<b>3 Each Cookies</b>	<b>1/2 Cup JP Canned Fruit</b>	<b>3 Each Cookies</b>
<b>8 Fl Oz Fruit Drink</b>	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz 2% Milk</b>
<b>SNACK</b>	<b>1ea Meat &amp; Cheese Sandwich</b>	<b>1ea Meat &amp; Cheese Sandwich</b>
	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz Milk</b>

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*  
85007169/DT07196

**Titus County— Week 1 Tuesday**

<b>Regular</b>	<b>Diabetic</b>	<b>Maternity</b>
1 Cup Sweetened Grits	1 Cup Grits	1 Cup Sweetened Grits
3 Oz Sausage & Eggs	3 Oz Sausage & Eggs	3 Oz Sausage & Eggs
2 Sl Bread	2 SlWheat Bread	2 Sl Bread
1 Ea Jelly	1 Ea RC Jelly	1 Ea Jelly
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
<b>1 Cup Chili Mac Casserole</b>	<b>3/4 Cup Chili Mac Casserole</b>	<b>1 Cup Chili Mac Casserole</b>
<b>1/2 Cup Pinto Beans</b>	<b>1/2 Cup Pinto Beans</b>	<b>1/2 Cup Pinto Beans</b>
<b>1/2 Cup Mixed Vegetables</b>	<b>1/2 Cup Mixed Vegetables</b>	<b>1/2 Cup Mixed Vegetables</b>
<b>2 Each Corn Tortillas</b>	<b>None</b>	<b>2 Each Corn Tortillas</b>
<b>1/2 Cup Pudding</b>	<b>1/2 Cup RC Pudding</b>	<b>1/2 Cup Pudding</b>
<b>8 Fl Oz Fruit Drink</b>	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz 2% Milk</b>
<b>3 Oz Pepper Steak</b>	<b>3 Oz Pepper Steak</b>	<b>3 Oz Pepper Steak</b>
<b>1/4 Cup Brown Gravy</b>	<b>None</b>	<b>1/4 Cup Brown Gravy</b>
<b>1/2 Cup Rice</b>	<b>1/2 Cup Rice</b>	<b>1/2 Cup Rice</b>
<b>1/2 Cup Green Beans</b>	<b>1/2 Cup Green Beans</b>	<b>1/2 Cup Green Beans</b>
<b>1 Each Cornbread (60ct)</b>	<b>1 Slice Wheat Bread</b>	<b>1 Each Cornbread (60ct)</b>
<b>1 Slice Cake (60ct)</b>	<b>1/2 Cup JP Canned Fruit</b>	<b>1 Slice Cake (60ct)</b>
<b>8 Fl Oz Fruit Drink</b>	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz 2% Milk</b>
<b>SNACK</b>	<b>1ea Meat &amp; Cheese Sandwich</b>	<b>1ea Meat &amp; Cheese Sandwich</b>
	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz Milk</b>

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*  
85007169/DT07196

**Titus County-- Week 1 Wednesday**

Regular	Diabetic	Maternity
1 Cup Sweetened Grits	1 Cup Grits	1 Cup Sweetened Grits
2 ea Pancakes	2 ea Pancakes	2 ea Pancakes
1 ea Syrup	1 ea RC Syrup	1 ea Syrup
1 Each Biscuit (60ct)	1 Each Biscuit (60ct)	1 Each Biscuit (60ct)
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz Milk	8 Fl Oz Milk	8 Fl Oz Milk
8 Fl Oz Coffee	8 Fl Oz Coffee	None
<hr/>		
3 Oz Sloppy Joe	3 Oz Sloppy Joe	3 Oz Sloppy Joe
1/2 Cup Carrots	1/2 Cup Carrots	1/2 Cup Carrots
1/2 Cup Potato Salad	1/2 Cup Potato Salad	1/2 Cup Potato Salad
2 Slice Bread	2 Slice Wheat Bread	2 Slice Bread
3 Each Cookies	1/2 Cup JP Canned Fruit	3 Each Cookies
8 Fl Oz Fruit Drink	8 Fl Oz RC Fruit Drink	8 Fl Oz Milk
<hr/>		
3 Oz Country Fried Steak	3 Oz Country Fried Steak	3 Oz Country Fried Steak
1/4 Cup Brown Gravy	None	1/4 Cup Brown Gravy
1/2 Cup Mashed Potatoes	1/2 Cup Mashed Potatoes	1/2 Cup Mashed Potatoes
1/2 Cup Mixed Vegetables	1/2 Cup Mixed Vegetables	1/2 Cup Mixed Vegetables
2 oz Dinner Role	2 Slice Wheat Bread	2 oz Dinner Role
1/2 Cup Pudding	1/2 Cup JP Canned Fruit	1/2 Cup Pudding
8 Fl Oz Fruit Drink	8 Fl Oz RC Fruit Drink	8 Fl Oz Milk
<hr/>		
<b>SNACK</b>	1ea Meat & Cheese Sandwich 8 Fl Oz RC Fruit Drink	1ea Meat & Cheese Sandwich 8 Fl Oz Milk

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

85007169/DT07196

**Titus County— Week 1 Thursday**

Regular	Diabetic	Maternity
1 Cup Sweetened Grits	1 Cup Grits	1 Cup Sweetened Grits
3 oz Eggs & Potatoes	3 oz Eggs & Potatoes	3 oz Eggs & Potatoes
2 ea Tortillas	2 ea Corn Tortillas	2 ea Tortillas
1 ea Taco Sauce	1 ea Taco Sauce	1 ea Taco Sauce
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
<b>3 Oz Burrito</b>	3 Oz Burrito	3 Oz Spicy Chicken Patty
1/2 Cup Pinto Beans	1/2 Cup Pinto Beans	1/2 Cup Pinto Beans
1/2 Cup Spanish Rice	1/2 Cup Spanish Rice	1/2 Cup Spinach
1 Each Flour Tortillas	none	1 Each Dinner Roll
1 Slice Cake (60ct)	1/2 Cup JP Canned Fruit	1 Slice Cake (60ct)
8 Fl Oz Fruit Drink	8 Fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
<b>3 Oz Salisbury Steak</b>	3 Oz Salisbury Steak	3 Oz Salisbury Steak
1/4 Cup Brown Gravy	None	1/4 Cup Brown Gravy
1/2 Cup Macaroni & Cheese	1/2 Cup Macaroni & Cheese	1/2 Cup Macaroni & Cheese
1/2 Cup Seasoned Carrots	1/2 Cup Seasoned Carrots	1/2 Cup Seasoned Carrots
1 Each Biscuit (60ct)	1 Slice Wheat Bread	1 Each Biscuit (60ct)
3 Each Cookies	1/2 Cup JP Canned Fruit	3 Each Cookies
8 Fl Oz Fruit Drink	8 Fl Oz Fruit Drink	8 Fl Oz 2% Milk
<b>SNACK</b>	1ea Meat & Cheese Sandwich 8 Fl Oz RC Fruit Drink	1ea Meat & Cheese Sandwich 8 Fl Oz Milk

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*  
85007169/DT07196

**Titus County— Week 1 Friday**

Regular	Diabetic	Maternity
1 Cup Sweetened Grits	1 Cup Grits	1 Cup Sweetened Grits
3/4 Cup Pepper Gravy	None	3/4 Cup Pepper Gravy
1 Each Biscuit (60ct)	1 Slice White Bread	1 Each Biscuit (60ct)
1 Oz Turkey Sausage Patty	3 Oz Scrambled Eggs	1 Oz Turkey Sausage Patty
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 fl Oz 2% Milk	8 fl Oz 2% Milk	8 fl Oz 2% Milk
<hr/>		
3 Oz Country Fried Steak	3 Oz Country Fried Steak	3 Oz Country Fried Steak
1/2 cup Brown Gravy	None	1/2 cup Brown Gravy
1/2 Cup Mashed Potatoes	1/2 Cup Mashed Potatoes	1/2 Cup Mashed Potatoes
1/2 Cup Green Beans	1/2 Cup Green Beans	1/2 Cup Green Beans
2 oz Roll	2 oz Roll	2 oz Roll
1 Each Cake (60ct)	1/2 cup JP Fruit Cocktail	1 Each Cake (60ct)
8 Fl Oz Fruit Drink	8 Fl Oz Fruit Drink	8 Fl Oz Fruit Milk
<hr/>		
3 Oz Fried Fish Fillet	3 Oz Baked Fish Fillet	3 Oz Fried Fish Fillet
1/2 Cup Brown Gravy	None	1/2 Cup Brown Gravy
1/2 Cup Rice	1/2 Cup Rice	1/2 Cup Rice
1/2 Cup Cole Slaw	1/2 Cup Cole Slaw	1/2 Cup Cole Slaw
1 Each Tarter Sauce	1 Each Tarter Sauce	1 Each Tarter Sauce
1 Slice Cornbread (60ct)	1 Slic Wheat Bread	1 Slice Cornbread (60ct)
3 Each Cookies	1/2 Cup JP Canned Fruit	3 Each Cookies
8 Fl Oz Fruit Drink	8 Fl Oz RC Fruit Drink	8 fl Oz 2% Milk
<hr/>		
<b>SNACK</b>	1ea Meat & Cheese Sandwich 8 Fl Oz RC Fruit Drink	1ea Meat & Cheese Sandwich 8 Fl Oz Milk

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

85007169/DT07196

Titus County-- Week 1 Saturday

Regular	Diabetic	Maternity
1 Cup Sweetened Oatmeal	1 Cup Oatmeal	1 Cup Sweetened Oatmeal
3 oz Egg & Potatoes	3 oz Egg & Potatoes	3 oz Egg & Potatoes
2 ea Tortillas	2 ea Corn Tortillas	2 ea Tortillas
1 ea Taco Sauce	1 ea Taco Sauce	1 ea Taco Sauce
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
<b>2 Each Hot Dogs</b>	2 Each Hot Dogs	2 Each Hot Dogs
1/2 Cup Potato Salad	1/2 Cup Potato Salad	1/2 Cup Potato Salad
1/2 Cup BBQ Beans	1/2 Cup Mixed Vegetables	1/2 Cup BBQ Beans
2 Slice Bread	None	2 Slice Bread
2 Each Mustard	2 Each Mustard	2 Each Mustard
1/2 Cup Pudding	1/2 Cup JP Canned Fruit	1/2 Cup Pudding
8 Fl Oz Fruit Drink	8 Fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
3 Oz Meat Loaf	3 Oz Meat Loaf	3 Oz Meat Loaf
1/4 Cup Brown Gravy	None	1/4 Cup Brown Gravy
1/2 Cup Macaroni & Cheese	1/2 Cup Macaroni & Cheese	1/2 Cup Macaroni & Cheese
1/2 Cup Carrots	1/2 Cup Carrots	1/2 Cup Carrots
1 Each Biscuit (60ct)	1 Slice Wheat Bread	1 Each Biscuit (60ct)
1 Slice Cake (60ct)	1/2 Cup JP Canned Fruit	1 Slice Cake (60ct)
8 Fl Oz Fruit Drink	8 Fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
<b>SNACK</b>	1ea Meat & Cheese Sandwich	1ea Meat & Cheese Sandwich
	8 Fl Oz RC Fruit Drink	8 Fl Oz Milk

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

85007169/DT07196

**Titus County— Week 1 Sunday**

<b>Regular</b>	<b>Diabetic</b>	<b>Maternity</b>
1 Cup Sweetened Grits	1 Cup Grits	1 Cup Sweetened Grits
2 Each Pancakes	1 Each Pancakes	2 Each Pancakes
1/4 Cup Syrup	1/4 Cup RC Syrup	1/4 Cup Syrup
1 Oz Turkey Sausage Link	1 Oz Turkey Sausage Link	1 Oz Turkey Sausage Link
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
3 Oz Hamburger Steak	3 Oz Hamburger Steak	3 Oz Hamburger Steak
1/4 Cup Brown Gravy	None	1/4 Cup Brown Gravy
1/2 Cup Macaroni Salad	1/2 Cup Macaroni Salad	1/2 Cup Macaroni Salad
1/2 Cup Seasoned Greens	1/2 Cup Seasoned Greens	1/2 Cup Seasoned Greens
1 Each Dinner Roll	1 Slice Wheat Bread	1 Each Dinner Roll
3 Each Cookies	1/2 Cup JP Canned Fruit	3 Each Cookies
8 Fl Oz Fruit Drink	8 Fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
3 Oz Tacos	3 Oz Taco	3 Oz Taco
1/2 Cup Pinto Beans	1/2 Cup Green Beans	1/2 Cup Pinto Beans
1/2 Cup Spanish Rice	1/2 Cup Spanish Rice	1/2 Cup Spanish Rice
2 Each Corn Tortillas	1 Slice Wheat Bread	2 Each Corn Tortillas
1/2 Cup Pudding	1/2 Cup JP Canned Fruit	1/2 Cup Pudding
8 Fl Oz Fruit Drink	8 Fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
<b>SNACK</b>	1ea Meat & Cheese Sandwich 8 Fl Oz RC Fruit Drink	1ea Meat & Cheese Sandwich 8 Fl Oz Milk

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

85007169/DT07196



Titus County-- Week 2 Monday

Regular	Diabetic	Maternity
1 Cup Sweetened Oatmeal 3/4 Cup Pepper Gravy 1 Each Biscuit (60ct) 1 Oz Turkey Sausage Patty 1 Each Fresh Fruit 8 Fl Oz 2% Milk	1 Cup Oatmeal 1 Each Jelly 1 Slice Wheat Bread 3 Oz Scrambled Eggs 1 Each Fresh Fruit 8 Fl Oz 2% Milk	1 Cup Sweetened Oatmeal 3/4 Cup Pepper Gravy 1 Each Biscuit (60ct) 1 Oz Turkey Sausage Patty 1 Each Fresh Fruit 8 Fl Oz 2% Milk
3 oz Tacos 1/2 cup Pinto Beans 1/2 cup Spanish Rice 2 ea Corn Tortillas 1/2 Cup Pudding 8 Fl Oz Fruit Drink	3 oz Tacos 1/2 cup Pinto Beans 1/2 cup Spanish Rice none 1/2 Cup RC Pudding 8 Fl Oz RC Fruit Drink	3 oz Tacos 1/2 cup Pinto Beans 1/2 cup Spanish Rice 2 ea Corn Tortillas 1/2 Cup Pudding 8 Fl Oz 2% Milk
3 oz chicken Fried chicken 1/2 Poultry Gravy 1/2 cup Mashed Potatoes 1/2 cup Carrots 1 Slice Cornbread (60ct) 1 Slice Cake (60ct) 8 Fl Oz Fruit Drink	3 oz chicken None 1/2 cup Mashed Potatoes 1/2 cup Carrots 1 Slice Wheat Bread 1/2 Cup JP Canned Fruit 8 Fl Oz RC Fruit Drink	3 oz chicken Fried chicken 1/2 Poultry Gravy 1/2 cup Mashed Potatoes 1/2 cup Carrots 1 Slice Cornbread (60ct) 1 Slice Cake (60ct) 8 Fl Oz 2% Milk
SNACK	1ea Meat & Cheese Sandwich 8 Fl Oz RC Fruit Drink	1ea Meat & Cheese Sandwich 8 Fl Oz Milk

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

85007169/DT07196

**Titus County— Week 2 Tuesday**

Regular	Diabetic	Maternity
1 Cup Sweetened Grits	1 Cup Grits	1 Cup Sweetened Grits
3 oz Sausage & Eggs	3 oz Sausage & Eggs	3 oz Sausage & Eggs
2 sl Bread	2 sl Wheat Bread	2 sl Bread
1 ea Jelly	1 ea RC Jelly	1 ea Jelly
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
8 Fl Oz Coffee	8 Fl Oz Coffee	None
<hr/>		
1 Cup Turkey Pot Pie	1 Cup Turkey Pot Pie	1 Cup Turkey Pot Pie
1/2 Cup Poultry Gravy	None	1/2 Cup Poultry Gravy
1/2 Cup Mashed Potatoes	1/2 Cup Mashed Potatoes	1/2 Cup Mashed Potatoes
1/2 Cup Seasoned Cabbage	1/2 Cup Seasoned Cabbage	1/2 Cup Seasoned Cabbage
1 Each Biscuit (60ct)	1 Slice Wheat Bread	1 Each Biscuit (60ct)
3 Each Cookies	1/2 Cup JP Canned Fruit	3 Each Cookies
8 Fl Oz Fruit Drink	8 Fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
<hr/>		
3 Oz Fried Fish	3 Oz Baked Fish	3 Oz Fried Fish
1/2 Cup Au Gratin Potatoes	1/2 Cup Au Gratin Potatoes	1/2 Cup Au Gratin Potatoes
1/2 Cup Mixed Vegetables	1/2 Cup Mixed Vegetables	1/2 Cup Mixed Vegetables
1 Each Combread (60ct)	1 Slice Wheat Bread	1 Each Combread (60ct)
1/2 Cup Pudding	1/2 Cup JP Canned Fruit	1/2 Cup Pudding
8 Fl Oz Fruit Drink	8 Fl Oz Fruit Drink	8 Fl Oz 2% Milk
<hr/>		
<b>SNACK</b>	1ea Meat & Cheese Sandwich 8 Fl Oz RC Fruit Drink	1ea Meat & Cheese Sandwich 8 Fl Oz Milk

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

85007169/DT07196

**Titus County— Week 2 Wednesday**

Regular	Diabetic	Maternity
<b>1 Cup Sweetened Grits</b> <b>2 Each Pancakes</b> <b>1/4 Cup Syrup</b> <b>1 oz Turkey Sausage Link</b> <b>1 Each Fresh Fruit</b> <b>8 Fl Oz 2% Milk</b>	1 Cup Grits 1 Each Pancakes 1/4 Cup RC Syrup 1 oz Turkey Sausage Link 1 Each Fresh Fruit 8 Fl Oz 2% Milk	1 Cup Sweetened Grits 2 Each Pancakes 1/4 Cup Syrup 1 oz Turkey Sausage Link 1 Each Fresh Fruit 8 Fl Oz 2% Milk
<b>3 Oz Chicken SALAD</b> <b>1/2 Cup Macaroni &amp; Cheese</b> <b>1/2 Cup Green Beans</b> <b>2 sl Bread</b> <b>1 Slice Cake (60ct)</b> <b>8 Fl Oz Fruit Drink</b>	3 Oz Chicken SALAD 1/2 Cup Macaroni & Cheese 1/2 Cup Green Beans 1 Slice Wheat Bread 1/2 Cup JP Canned Fruit 8 Fl Oz RC Fruit Drink	3 Oz Chicken SALAD 1/2 Cup Macaroni & Cheese 1/2 Cup Green Beans 2 sl Bread 1 Slice Cake (60ct) 8 Fl Oz 2% Milk
<b>3 Oz Chuckwagon Steak</b> <b>1/2 Cup Brown Gravy</b> <b>1/2 Cup Mashed Potatoes</b> <b>1/2 Cup Carrots</b> <b>1 Slice Cornbread (60ct)</b> <b>3 Each Cookies</b> <b>8 Fl Oz Fruit Drink</b>	3 Oz Chuckwagon Steak None 1/2 Cup Mashed Potatoes 1/2 Cup Carrots 1 Slice Wheat Bread 1/2 Cup JP Canned Fruit 8 Fl Oz RC Fruit Drink	3 Oz Chuckwagon Steak 1/2 Cup Brown Gravy 1/2 Cup Mashed Potatoes 1/2 Cup Carrots 1 Slice Cornbread (60ct) 3 Each Cookies 8 Fl Oz 2% Milk
<b>SNACK</b>	1ea Meat & Cheese Sandwich 8 Fl Oz RC Fruit Drink	1ea Meat & Cheese Sandwich 8 Fl Oz Milk

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

85007169/DT07196

**Titus County— Week 2 Thursday**

Regular	Diabetic	Maternity
1 Cup Sweetened Grits	1 Cup Grits	1 Cup Sweetened Grits
3 oz Egg & Potatoes	3 oz Egg & Potatoes	3 oz Egg & Potatoes
2 ea Tortilla	1 ea Corn Tortilla	2 ea Tortilla
1 ea Taco Sauce	1 ea Taco Sauce	1 ea Taco Sauce
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz Fruit Drink
<hr/>		
1 cup Ham & Pintos	1 cup Ham & Pintos	1 cup Ham & Pintos
1/2 Cup Rice	1/2 Cup Rice	1/2 Cup Rice
1/2 Cup Seasoned Cabbage	1/2 Cup Seasoned Cabbage	1/2 Cup Seasoned Cabbage
1 Each Cornbread (60ct)	1 Slice Wheat Bread	1 Each Cornbread (60ct)
1/2 Cup Pudding	8 Fl Oz Fruit Drink	1/2 Cup Pudding
8 Fl Oz Fruit Drink	8 Fl Oz Fruit Drink	8 Fl Oz 2% Milk
<hr/>		
3 Oz Spicy Chicken patty	3 Oz Spicy Chicken patty	3 Oz Spicy Chicken patty
1/2 Cup Poultry Gravy	none	1/2 Cup Poultry Gravy
1/2 Cup Green Beans	1/2 Cup Green Beans	1/2 Cup Green Beans
1/2 cup Cole Slaw	1/2 cup Cole Slaw	1/2 cup Cole Slaw
2 oz Dinner Roll	1 Slice Wheat Bread	2 oz Dinner Roll
1 Each Cake (60ct)	1/2 Cup RC Pudding	1/2 Cup Pudding
8 Fl Oz Fruit Drink	8 Fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
<hr/>		
<b>SNACK</b>	1ea Meat & Cheese Sandwich 8 Fl Oz RC Fruit Drink	1ea Meat & Cheese Sandwich 8 Fl Oz Milk

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

85007169/DT07196

**Titus County— Week 2 Friday**

<b>Regular</b>	<b>Diabetic</b>	<b>Maternity</b>
1 Cup Sweetened Grits	1 Cup Grits	1 Cup Sweetened Grits
3/4 Cup Pepper Gravy	None	3/4 Cup Pepper Gravy
1 Each Biscuit (60ct)	1 Slice Wheat Bread	1 Each Biscuit (60ct)
1 Oz Turkey Sausage Patty	3 Oz Scrambled Eggs	1 Oz Turkey Sausage Patty
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
<b>1 Cup Rotini Meatsauce</b>	<b>3/4 Cup Rotini Meatsauce</b>	<b>1 Cup Rotini Meatsauce</b>
<b>1/2 Cup Carrots</b>	<b>1/2 Cup Carrots</b>	<b>1/2 Cup Carrots</b>
<b>1/2 Cup Italian Slaw</b>	<b>1/2 Cup Italian Slaw</b>	<b>1/2 Cup Italian Slaw</b>
<b>1 Ea Combread (60)</b>	<b>1 Slice Wheat Bread</b>	<b>1 Ea Combread (60)</b>
<b>1/2 Cup Pudding</b>	<b>1/2 Cup RC Pudding</b>	<b>1/2 Cup Pudding</b>
<b>8 Fl Oz Fruit Drink</b>	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz 2% Milk</b>
<b>3 Oz Chicken Fried Steak</b>	<b>3 Oz Chicken Breast</b>	<b>3Oz Chicken Fried Steak</b>
<b>1/2 Poultry Gravy</b>	<b>None</b>	<b>1/2 Poultry Gravy</b>
<b>1/2 Cup Mashed Potatoes</b>	<b>1/2 Cup Mashed Potatoes</b>	<b>1/2 Cup Mashed Potatoes</b>
<b>1/2 Cup Seasoned Greens</b>	<b>1/2 Cup Seasoned Greens</b>	<b>1/2 Cup Seasoned Greens</b>
<b>2 oz Dinner Roll</b>	<b>1 Slice Wheat Bread</b>	<b>2 oz Dinner Roll</b>
<b>1 Slice Cake (60ct)</b>	<b>1/2 Cup JP Canned Fruit</b>	<b>1 Slice Cake (60ct)</b>
<b>8 Fl Oz Fruit Drink</b>	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz 2% Milk</b>
<b>SNACK</b>	<b>1ea Meat &amp; Cheese Sandwich</b>	<b>1ea Meat &amp; Cheese Sandwich</b>
	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz Milk</b>

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

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**Titus County-- Week 2 Saturday**

Regular	Diabetic	Maternity
1 Cup Sweetened Oatmeal	1 Cup Oatmeal	1 Cup Sweetened Oatmeal
3 oz Egg & Potatoes	3 oz Egg & Potatoes	3 oz Egg & Potatoes
2 ea Tortillas	2 ea Corn Tortillas	2 ea Tortillas
1 ea Taco Sauce	1 ea Taco Sauce	1 ea Taco Sauce
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
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3 Oz Smoked Sausage	3 Oz Smoked Sausage	3 Oz Smoked Sausage
1/2 Cup BBQ Beans	1/2 Cup Green Beans	1/2 Cup BBQ Beans
1/2 Cup Macaroni Salad	1/2 Cup Macaroni Salad	1/2 Cup Macaroni Salad
1 Each Mustard	1 Each Mustard	1 Each Mustard
1 ea Combread (60)	1 ea Combread (60)	1 ea Combread (60)
3 Each Cookies	1/2 Cup JP Canned Fruit	3 Each Cookies
8 Fl Oz Fruit Drink	8 Fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
<hr/>		
3 Oz Burrito	3 Oz Burrito	3 Oz Burrito
1/2 Cup Pinto Beans	1/2 Cup Pinto Beans	1/2 Cup Pinto Beans
1/2 Cup Corn	1/2 Cup Corn	1/2 Cup Corn
2 Each Corn Tortillas	1 Slice Wheat Bread	2 Each Corn Tortillas
1/2 Cup Pudding	1/2 Cup RC Pudding	1/2 Cup Pudding
8 Fl Oz Fruit Drink	8 Fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
<hr/>		
<b>SNACK</b>	1ea Meat & Cheese Sandwich 8 Fl Oz RC Fruit Drink	1ea Meat & Cheese Sandwich 8 Fl Oz Milk

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

85007169/DT07196

**Titus County— Week 2 Sunday**

Regular	Diabetic	Maternity
1 Cup Sweetened Grits	1 Cup Grits	1 Cup Sweetened Grits
2 Each Pancakes	1 Each pancakes	1/2 Cup Corn
1/2 Cup Syrup	1/2 Cup RC Syrup	1/2 Cup Syrup
1 Oz Turkey Sausage Link	1 Oz Turkey Sausage Link	1 Oz Turkey Sausage Link
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
<b>2 Each BBQ Franks</b>	2 Each Franks	2 Each BBQ Franks
1/2 Cup Potato Salad	1/2 Cup Potato Salad	1/2 Cup Potato Salad
1/2 Cup Cole Slaw	1/2 Cup Cole Slaw	1/2 Cup Cole Slaw
2 Slice Bread	None	2 Slice Bread
1 Slice Cake (60ct)	1/2 Cup JP Canned Fruit	1 Slice Cake (60ct)
8 Fl Oz Fruit Drink	8 Fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
3 Oz Smothered Steak	3 Oz Smothered Steak	3 Oz Smothered Steak
1/2 Cup Brown Gravy	None	1/2 Cup Brown Gravy
1/2 Cup Rice	1/2 Cup Rice	1/2 Cup Rice
1/2 Cup Seasoned Greens	1/2 Cup Seasoned Greens	1/2 Cup Seasoned Greens
1 Each Biscuit (60ct)	1 Slice Wheat Bread	1 Each Biscuit (60ct)
3 Each Cookies	1/2 Cup JP Canned Fruit	3 Each Cookies
<b>SNACK</b>	1ea Meat & Cheese Sandwich 8 Fl Oz RC Fruit Drink	1ea Meat & Cheese Sandwich 8 Fl Oz Milk

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

85007169/DT07196

**Titus County— Week 3 Monday**

<b>Regular</b>	<b>Diabetic</b>	<b>Maternity</b>
1 Cup Sweetened Oatmeal	1 Cup Oatmeal	1 Cup Sweetened Oatmeal
3/4 Cup Pepper Gravy	None	3/4 Cup Pepper Gravy
1 Each Biscuit (60ct)	1 Slice Wheat Bread	1 Each Biscuit (60ct)
1 Oz Turkey Sausage Patty	3 Oz Scrambled Eggs	1 Oz Turkey Sausage Patty
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
<b>1 cup Beef Pot Pie</b>	<b>1 cup Beef Pot Pie</b>	<b>1 cup Beef Pot Pie</b>
<b>1/4 Cup Brown Gravy</b>	<b>None</b>	<b>1/4 Cup Brown Gravy</b>
<b>1/2 Cup Mashed Potatoes</b>	<b>1/2 Cup Mashed Potatoes</b>	<b>1/2 Cup Mashed Potatoes</b>
<b>1/2 Cup Seasoned Cabbage</b>	<b>1/2 Cup Seasoned Cabbage</b>	<b>1/2 Cup Seasoned Cabbage</b>
<b>1 Each Biscuit (60)</b>	<b>1 Slice Wheat Bread</b>	<b>1 Each Biscuit (60)</b>
<b>3 Each Cookies</b>	<b>1/2 Cup JP Canned Fruit</b>	<b>3 Each Cookies</b>
<b>8 Fl Oz Fruit Drink</b>	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz 2% Milk</b>
<b>3 Oz Fried Chicken Patty</b>	<b>3 Oz Chicken Breast</b>	<b>3 Oz Fried Chicken Patty</b>
<b>1/4 Cup Poultry Gravy</b>	<b>None</b>	<b>1/4 Cup Poultry Gravy</b>
<b>1/2 Cup Au gratin Potatoes</b>	<b>1/2 Cup Au gratin Potatoes</b>	<b>1/2 Cup Au gratin Potatoes</b>
<b>1/2 Cup Corn</b>	<b>1/2 Cup Carrots</b>	<b>1/2 Cup Corn</b>
<b>2 oz Dinner Roll</b>	<b>1 Slice Wheat Bread</b>	<b>2 oz Dinner Roll</b>
<b>1/2 Cup Pudding</b>	<b>1/2 Cup RC Pudding</b>	<b>1/2 Cup Pudding</b>
<b>8 Fl Oz Fruit Drink</b>	<b>8 Fl Oz Fruit Drink</b>	<b>8 Fl Oz Fruit Drink</b>
<b>SNACK</b>	<b>1ea Meat &amp; Cheese Sandwich</b>	<b>1ea Meat &amp; Cheese Sandwich</b>
	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz Milk</b>

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

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**Titus County-- Week 3 Tuesday**

Regular	Diabetic	Maternity
1 Cup Sweetened Grits	1 Cup Grits	1 Cup Sweetened Grits
3 oz Sausage & Egg	3 oz Sausage & Egg	3 oz Sausage & Egg
2 sl Bread	2 sl Wheat Bread	2 sl Bread
1 ea Jelly	1 ea RC Jelly	1 ea Jelly
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
<hr/>		
2 ea Tacos	2 ea Tacos	2 ea Tacos
1/2 cup Spanish Rice	1/2 cup Spanish Rice	1/2 cup Spanish Rice
1/2 Cup Pinto Beans	1/2 Cup Pinto Beans	1/2 Cup Pinto Beans
1 Each Corn Tortilla	1 Slice Wheat Bread	1 Each Corn Tortilla
1 Slice Cake (60ct)	1/2 Cup JP Canned Fruit	1 Slice Cake (60ct)
8 Fl Oz Fruit Drink	8 Fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
<hr/>		
3 Oz Chicken Fried Steak	3 Oz Hamburger Patty	3 Oz Chicken Fried Steak
1/4 Cup Brown Gravy	None	1/4 Cup Brown Gravy
1/2 Cup Cole Slaw	1/2 Cup Cole Slaw	1/2 Cup Cole Slaw
1/2 Cup Macaroni Salad	1/2 Cup Macaroni Salad	1/2 Cup Macaroni Salad
1 Slice Combread (60ct)	1 Slice Wheat Bread	1 Slice Combread (60ct)
3 Each Cookies	1/2 Cup JP Canned Fruit	3 Each Cookies
8 Fl Oz Fruit Drink	8 Fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
<hr/>		
<b>SNACK</b>	1ea Meat & Cheese Sandwich 8 Fl Oz RC Fruit Drink	1ea Meat & Cheese Sandwich 8 Fl Oz Milk

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

85007169/DT07196

**Titus County— Week 3 Wednesday**

Regular	Diabetic	Maternity
1 Cup Sweetened Grits	1 Cup Sweetened Grits	1 Cup Sweetened Grits
2 ea Pancakes	1 ea Pancakes	2 ea Pancakes
1/4 cup Syrup	1/4 cup Syrup	1/4 cup Syrup
1 Oz Turkey Sausage Patty	1 Oz Turkey Sausage Patty	1 Oz Turkey Sausage Patty
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
<hr/>		
1 Cup Spaghetti & Meatsauce	3/4 Cup Spaghetti & Meatsauce	1 Cup Spaghetti & Meatsauce
1/2 Cup Carrots	1/2 Cup Carrots	1/2 Cup Carrots
1/2 Cup Italian Slaw	1/2 Cup Italian Slaw	1/2 Cup Italian Slaw
1 Each Dinner Roll	1 Slice Wheat Bread	1 Each Dinner Roll
1/2 Cup Pudding	1/2 Cup RC Pudding	1/2 Cup Pudding
8 Fl Oz Fruit Drink	8 Fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
<hr/>		
3 Oz Pepper Steak	3 Oz Pepper Steak	3 Oz Pepper Steak
1/3 Cup Brown Gravy	None	1/3 Cup Brown Gravy
1/2 Cup Rice	1/2 Cup Rice	1/2 Cup Rice
1/2 Cup Mixed Greens	1/2 Cup Mixed Greens	1/2 Cup Mixed Greens
1 Slice Cornbread (60ct)	1 Slice Wheat Bread	1 Slice Cornbread (60ct)
1 Slice Cake (60ct)	1/2 Cup JP Canned Fruit	1 Slice Cake (60ct)
<hr/>		
<b>SNACK</b>	1ea Meat & Cheese Sandwich	1ea Meat & Cheese Sandwich
	8 Fl Oz RC Fruit Drink	8 Fl Oz Milk

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85007169/DT07196

**Titus County— Week 3 Thursday**

Regular	Diabetic	Maternity
<b>1 Cup Sweetened Grits</b> <b>3 oz Egg &amp; Potatoes</b> <b>2 ea Tortillas</b> <b>1 ea Taco Sauce</b> <b>1 Each Fresh Fruit</b> <b>8 Fl Oz 2% Milk</b>	<b>1 Cup Grits</b> <b>3 oz Egg &amp; Potatoes</b> <b>2 ea Corn Tortillas</b> <b>1 ea Taco Sauce</b> <b>1 Each Fresh Fruit</b> <b>8 Fl Oz 2% Milk</b>	<b>1 Cup Sweetened Grits</b> <b>3 oz Egg &amp; Potatoes</b> <b>2 ea Tortillas</b> <b>1 ea Taco Sauce</b> <b>1 Each Fresh Fruit</b> <b>8 Fl Oz 2% Milk</b>
<b>3 Oz Salisbury Steak</b> <b>1/2 Cup Brown Gravy</b> <b>1/2 Cup Mashed Potatoes</b> <b>1/2 Cup Seasoned Greens</b> <b>1 Each Cornbread (60ct)</b> <b>3 Each Cookies</b> <b>8 Fl Oz Fruit Drink</b>	<b>3 Oz Salisbury Steak</b> <b>None</b> <b>1/2 Cup Mashed Potatoes</b> <b>1/2 Cup Seasoned Greens</b> <b>1 Slice Wheat Bread</b> <b>1/2 Cup JP Canned Fruit</b> <b>8 Fl Oz RC Fruit Drink</b>	<b>3 Oz Salisbury Steak</b> <b>1/2 Cup Brown Gravy</b> <b>1/2 Cup Mashed Potatoes</b> <b>1/2 Cup Seasoned Greens</b> <b>1 Each Cornbread (60ct)</b> <b>3 Each Cookies</b> <b>8 Fl Oz 2% Milk</b>
<b>3 oz Sloppy Joe</b> <b>1/2 cup Macaroni Salad</b> <b>1/2 cup Green Beans</b> <b>2 sl Bread</b> <b>1/2 Cup Pudding</b> <b>8 Fl Oz Fruit Drink</b>	<b>3 oz Sloppy Joe</b> <b>1/2 cup Macaroni Salad</b> <b>1/2 cup Green Beans</b> <b>2 sl Wheat Bread</b> <b>1/2 Cup RC Pudding</b> <b>8 Fl Oz RC Fruit Drink</b>	<b>3 oz Sloppy Joe</b> <b>1/2 cup Macaroni Salad</b> <b>1/2 cup Green Beans</b> <b>2 sl Bread</b> <b>1/2 Cup Pudding</b> <b>8 Fl Oz 2% Milk</b>
<b>SNACK</b>	<b>1ea Meat &amp; Cheese Sandwich</b> <b>8 Fl Oz RC Fruit Drink</b>	<b>1ea Meat &amp; Cheese Sandwich</b> <b>8 Fl Oz Milk</b>

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

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**Titus County— Week 3 Friday**

Regular	Diabetic	Maternity
1 cup Sweetened Grits	1 cup Grits	1 cup Sweetened Grits
3/4 Cup Pepper Gravy	3 Oz Scrambled Eggs	3/4 Cup Pepper Gravy
1 Each Biscuit (60ct)	1 Slice Wheat Bread	1 Each Biscuit (60ct)
1 Oz Sausage Patty	1 Each RC Jelly	1 Oz Sausage Patty
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
<b>1 Cup Chili-Mac Casserole</b>	<b>3/4 Cup Chili-Mac Casserole</b>	<b>1 Cup Chili-Mac Casserole</b>
<b>1/2cup Pinto Beans</b>	<b>1/2cup Pinto Beans</b>	<b>1/2cup Pinto Beans</b>
<b>1/2 Cup Green Salad</b>	<b>1/2 Cup Green Salad</b>	<b>1/2 Cup Green Salad</b>
<b>1 Each French Dressing</b>	<b>1 Each RC French Dressing</b>	<b>1 Each French Dressing</b>
<b>2 Each Corn Tortillas</b>	<b>1 Slice Wheat Bread</b>	<b>2 Each Corn Tortillas</b>
<b>3 Each Cookies</b>	<b>1/2 Cup JP Fruit Cocktail</b>	<b>3 Each Cookies</b>
<b>8 Fl Oz Fruit Drink</b>	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz 2% Milk</b>
<b>3 Oz Fried Fish Fillet</b>	<b>3 Oz Baked Fish Fillet</b>	<b>3 Oz Fried Fish Fillet</b>
<b>1/4 Cup Brown Gravy</b>	<b>None</b>	<b>1/4 Cup Brown Gravy</b>
<b>1/2 Cup Rice</b>	<b>1/2 Cup Rice</b>	<b>1/2 Cup Rice</b>
<b>1/2 Cup Carrots</b>	<b>1/2 Cup Carrots</b>	<b>1/2 Cup Carrots</b>
<b>2 Slice Bread</b>	<b>2 Slice Wheat Bread</b>	<b>2 Slice Bread</b>
<b>1 Each Tartar Sauce</b>	<b>1 Each Tartar Sauce</b>	<b>1 Each Tartar Sauce</b>
<b>1/2 Cup Pudding</b>	<b>1/2 Cup JP Fruit Cocktail</b>	<b>1/2 Cup Pudding</b>
<b>8 Fl Oz Fruit Drink</b>	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz 2% Milk</b>
<b>SNACK</b>	<b>1ea Meat &amp; Cheese Sandwich</b>	<b>1ea Meat &amp; Cheese Sandwich</b>
	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz Milk</b>

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*  
85007169/DT07196

**Titus County-- Week 3 Saturday**

Regular	Diabetic	Maternity
1 Cup Sweetened Grits	1 Cup Grits	1 Cup Sweetened Grits
3 oz Egg & Potatoes	3 oz Egg & Potatoes	3 oz Egg & Potatoes
2 ea Tortillas	2 ea Corn Tortillas	2 ea Tortillas
1 ea Taco Sauce	1 ea Taco Sauce	1 ea Taco Sauce
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
<b>3 Oz BBQ Smoked Sausage</b>	3 Oz Smoked Sausage	3 Oz BBQ Smoked Sausage
<b>1/2 Cup Macaroni Salad</b>	1/2 Cup Macaroni Salad	1/2 Cup Macaroni Salad
<b>1/2 Cup Mixed Vegetables</b>	1/2 Cup Mixed Vegetables	1/2 Cup Mixed Vegetables
<b>1 ea Cornbread (60)</b>	1 Slice Wheat Bread	1 ea Cornbread (60)
<b>1 Slice Cake (60ct)</b>	1/2 Cup JP Canned Fruit	1 Slice Cake (60ct)
<b>8 fl Oz Fruit Drink</b>	8 fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
<b>3 Oz Burrito</b>	3 Oz Hamburger Patty	3 Oz Burrito
<b>1/2 Cup Pinto Beans</b>	1/2 Cup Pinto Beans	1/2 Cup Pinto Beans
<b>1/2 Cup Spanish Rice</b>	1/2 Cup Spanish Rice	1/2 Cup Spanish Rice
<b>2 Each Tortillas</b>	1 Slice Wheat Bread	2 Each Tortillas
<b>3 Each Cookies</b>	1/2 Cup JP Canned Fruit	3 Each Cookies
<b>8 fl Oz Fruit Drink</b>	8 fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
<b>SNACK</b>	1ea Meat & Cheese Sandwich 8 Fl Oz RC Fruit Drink	1ea Meat & Cheese Sandwich 8 Fl Oz Milk

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*  
85007169/DT07196

**Titus County— Week 3 Sunday**

<b>Regular</b>	<b>Diabetic</b>	<b>Maternity</b>
1 Cup Sweetened Grits 2 Each Pancakes 1/4 Cup Syrup 1 Oz Turkey Sausage Link 1 Each Fresh Fruit 8 Fl Oz 2% Milk	1 Cup Grits 1 Each Pancakes 1/4 Cup RC Syrup 1 Oz Turkey Sausage Link 1 Each Fresh Fruit 8 Fl Oz 2% Milk	1 Cup Sweetened Grits 2 Each Pancakes 1/4 Cup Syrup 1 Oz Turkey Sausage Link 1 Each Fresh Fruit 8 Fl Oz 2% Milk
2 Each Coney Dogs 1/2 Cup Potato Salad 1/2 Cup Seasoned Spinach 1 Each Mustard Relish 2 Slice Bread 1/2 Cup Pudding 8 Fl Oz Fruit Drink	2 Each Coney Dogs 1/2 Cup Potato Salad 1/2 Cup Seasoned Spinach 1 Each Mustard Relish 1 Slice Wheat Bread 1/2 Cup RC Pudding 8 Fl Oz RC Fruit Drink	2 Each Coney Dogs 1/2 Cup Potato Salad 1/2 Cup Seasoned Spinach 1 Each Mustard Relish 2 Slice Bread 1/2 Cup Pudding 8 Fl Oz 2% Milk
3 Oz Meatloaf 1/2 Cup Brown Gravy 1/2 Cup Mashed Potatoes 1/2 Cup Carrots 1 Slice Cornbread (60ct) 1 Slice Cake (60ct) 8 Fl Oz Fruit Drink	3 Oz Meatloaf None 1/2 Cup Mashed Potatoes 1/2 Cup Carrots 1 Slice Wheat Bread 1/2 Cup JP Canned Fruit 8 Fl Oz RC Fruit Drink	3 Oz Meatloaf 1/2 Cup Brown Gravy 1/2 Cup Mashed Potatoes 1/2 Cup Carrots 1 Slice Cornbread (60ct) 1 Slice Cake (60ct) 8 Fl Oz 2% Milk
<b>SNACK</b>	1ea Meat & Cheese Sandwich 8 Fl Oz RC Fruit Drink	1ea Meat & Cheese Sandwich 8 Fl Oz Milk

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*  
85007169/DT07196

**Titus County-- Week 4 Monday**

Regular	Diabetic	maternity
1 Cup Sweetened Oatmeal	1 Cup Oatmeal	1 Cup Sweetened Oatmeal
1 Oz Turkey Sausage Patty	1 Oz Turkey Sausage Patty	1 Oz Turkey Sausage Patty
3/4 Cup Pepper Gravy	1 Each Jelly	3/4 Cup Pepper Gravy
1 Each Biscuit	1 Each Biscuit	1 Each Biscuit
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
<b>1 Cup Beef &amp; Pintos</b>	3/4 Cup Beef & Pintos	1 Cup Beef & Pintos
<b>1/2 Cup Rice</b>	1/2 Cup Rice	1/2 Cup Rice
<b>1/2 Cup Seasoned Cabbage</b>	1/2 Cup Seasoned Cabbage	1/2 Cup Seasoned Cabbage
<b>1 Slice Cornbread (60ct)</b>	1 Slice Wheat Bread	1 Slice Cornbread (60ct)
<b>1 Slice Cake (60ct)</b>	1/2 Cup JP Canned Fruit	1 Slice Cake (60ct)
<b>8 Fl Oz Fruit Drink</b>	8 Fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
<b>3 Oz Fried Chicken Patty</b>	3 Oz Baked Chicken Patty	3 Oz Fried Chicken Patty
<b>1/4 Cup Poultry Gravy</b>	None	1/4 Cup Poultry Gravy
<b>1/2 Cup Macaroni &amp; Cheese</b>	1/2 Cup Macaroni & Cheese	1/2 Cup Macaroni & Cheese
<b>1/2 Cup Spinach</b>	1/2 Cup Spinach	1/2 Cup Spinach
<b>1 Each Dinner Roll</b>	1 Slice Wheat Bread	1 Each Dinner Roll
<b>3 Each Cookies</b>	1/2 Cup JP Canned Fruit	3 Each Cookies
<b>8 Fl Oz Fruit Drink</b>	8 Fl Oz Fruit Drink	8 Fl Oz Fruit Drink
<b>SNACK</b>	1ea Meat & Cheese Sandwich 8 Fl Oz RC Fruit Drink	1ea Meat & Cheese Sandwich 8 Fl Oz Milk

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

85007169/DT07196

**Titus County-- Week 4 Tuesday**

<b>Regular</b>	<b>Diabetic</b>	<b>Maternity</b>
<b>Cup Sweetened Grits</b>	1 Cup Grits	1 Cup Sweetened Grits
<b>3 oz Sausage &amp; Eggs</b>	3 oz Sausage & Eggs	3 oz Sausage & Eggs
<b>2 sl Bread</b>	2 sl Wheat Bread	2 sl Bread
<b>1 ea Jelly</b>	1 ea RC Jelly	1 ea Jelly
<b>1 Each Fresh Fruit</b>	1 Each Fresh Fruit	1 Each Fresh Fruit
<b>8 Fl Oz 2% Milk</b>	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
<b>1cup Turkey Pot Pie</b>	1cup Turkey Pot Pie	1cup Turkey Pot Pie
<b>1/4 cup Poultry Gravy</b>	none	1/4 cup Poultry Gravy
<b>1/2 cup Rice</b>	1/2 Cup Potato Salad	1/2 Cup Potato Salad
<b>1/2 Cup Green Beans</b>	1/2 Cup Cole Slaw	1/2 Cup Cole Slaw
<b>1 ea Biscuit (60)</b>	1 Slice Wheat Bread	1 ea Biscuit (60)
<b>1/2 Cup Pudding</b>	1/2 Cup RC Pudding	1/2 Cup Pudding
<b>8 Fl Oz Fruit Drink</b>	8 Fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
<b>3 Oz Pepper Steak</b>	3 Oz Pepper Steak	3 Oz Pepper Steak
<b>1/3 Cup Brown Gravy</b>	None	1/3 Cup Brown Gravy
<b>1/2 Cup Rice</b>	1/2 Cup Rice	1/2 Cup Rice
<b>1/2 Cup Carrots</b>	1/2 Cup Carrots	1/2 Cup Carrots
<b>1 Slice Cornbread (60ct)</b>	1 Slice Wheat Bread	1 Slice Cornbread (60ct)
<b>1 Slice Cake (60ct)</b>	1/2 Cup JP Canned Fruit	1 Slice Cake (60ct)
<b>8 Fl Oz Fruit Drink</b>	8 Fl Oz RC Fruit Drink	8 Fl Oz 2% Milk
<b>SNACK</b>	1ea Meat & Cheese Sandwich 8 Fl Oz RC Fruit Drink	1ea Meat & Cheese Sandwich 8 Fl Oz Milk

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

85007169/DT07196



**Titus County— Week 4 Wednesday**

Regular	Diabetic	Maternity
1 Cup Sweetened Oatmeal	1 Cup Oatmeal	1 Cup Sweetened Oatmeal
2 ea Pancakes	1 ea Pancakes	2 ea Pancakes
1/4 cup Syrup	1/4 cup RC Syrup	1/4 cup Syrup
1 Oz Turkey Sausage Patty	3 Oz Scrambled Eggs	1 Oz Turkey Sausage Patty
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
<b>3 Oz Salisbury Steak</b>	<b>3 Oz Salisbury Steak</b>	<b>3 Oz Salisbury Steak</b>
<b>1/2 Cup Brown Gravy</b>	None	<b>1/2 Cup Brown Gravy</b>
<b>1/2 Cup Rice</b>	<b>1/2 Cup Rice</b>	<b>1/2 Cup Rice</b>
<b>1/2 Cup Green Beans</b>	<b>1/2 Cup Green Beans</b>	<b>1/2 Cup Green Beans</b>
<b>1 Each Cornbread (60)</b>	<b>1 Slice Wheat Bread</b>	<b>1 Each Cornbread (60)</b>
<b>3 Each Cookies</b>	<b>1/2 Cup JP Canned Fruit</b>	<b>3 Each Cookies</b>
<b>8 Fl Oz Fruit Drink</b>	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz 2% Milk</b>
<b>3 oz Chicken Salad</b>	<b>3 oz Chicken Salad</b>	<b>3 oz Chicken Salad</b>
<b>1/4 cup poultry Gracy</b>	none	<b>1/4 cup poultry Gracy</b>
<b>1/2 Cup Mashed Potatoes</b>	<b>1/2 Cup Mashed Potatoes</b>	<b>1/2 Cup Mashed Potatoes</b>
<b>1/2 Cup Mixed Vegetables</b>	<b>1/2 Cup Mixed Vegetables</b>	<b>1/2 Cup Mixed Vegetables</b>
<b>1 Slice Cornbread (60ct)</b>	<b>1 Slice Wheat Bread</b>	<b>1 Slice Cornbread (60ct)</b>
<b>1/2 Cup Pudding</b>	<b>1/2 Cup RC Pudding</b>	<b>1/2 Cup Pudding</b>
<b>8 Fl Oz Fruit Drink</b>	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz 2% Milk</b>
<b>SNACK</b>	<b>1ea Meat &amp; Cheese Sandwich</b>	<b>1ea Meat &amp; Cheese Sandwich</b>
	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz Milk</b>

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

85007169/DT07196

**Titus County-- Week 4 Thursday**

Regular	Diabetic	Maternity
<b>1 Cup Sweetened Grits</b> <b>3 oz Egg &amp; Potatoes</b> <b>2 ea Tortillas</b> <b>1 ea Taco Sauce</b> <b>1 Each Fresh Fruit</b> <b>8 Fl Oz 2% Milk</b>	<b>1 Cup Grits</b> <b>3 oz Egg &amp; Potatoes</b> <b>2 ea Corn Tortillas</b> none <b>1 Each Fresh Fruit</b> <b>8 Fl Oz 2% Milk</b>	<b>1 Cup Sweetened Grits</b> <b>3 oz Egg &amp; Potatoes</b> <b>2 ea Tortillas</b> <b>1 ea Taco Sauce</b> <b>1 Each Fresh Fruit</b> <b>8 Fl Oz 2% Milk</b>
<b>3 oz Taco</b> <b>1/2 Cup Pinto Beans</b> <b>1/2 Cup Spanish Rice</b> <b>2 Each Corn Tortillas</b> <b>1 Slice Cake (60ct)</b> <b>8 Fl Oz Fruit Drink</b>	<b>3 oz Taco</b> <b>1/2 Cup Pinto Beans</b> <b>1/2 Cup Spanish Rice</b> <b>1 Slice Wheat Bread</b> <b>1/2 Cup JP Canned Fruit</b> <b>8 Fl Oz RC Fruit Drink</b>	<b>3 oz Taco</b> <b>1/2 Cup Pinto Beans</b> <b>1/2 Cup Spanish Rice</b> <b>2 Each Corn Tortillas</b> <b>1 Slice Cake (60ct)</b> <b>8 Fl Oz 2% Milk</b>
<b>3 Oz Meatloaf</b> <b>1/4 Cup Brown Gravy</b> <b>1/2 cup Mixed Greens</b> <b>1/2 Cup Carrots</b> <b>1 Each Cornbread (60ct)</b> <b>3 Each Cookies</b> <b>8 Fl Oz Fruit Drink</b>	<b>3 Oz Meatloaf</b> None <b>1/2 cup Mixed Greens</b> <b>1/2 Cup Carrots</b> <b>1 Slice Wheat Bread</b> <b>1/2 Cup JP Canned Fruit</b> <b>8 Fl Oz RC Fruit Drink</b>	<b>3 Oz Meatloaf</b> <b>1/4 Cup Brown Gravy</b> <b>1/2 cup Mixed Greens</b> <b>1/2 Cup Carrots</b> <b>1 Each Cornbread (60ct)</b> <b>3 Each Cookies</b> <b>8 Fl Oz 2% Milk</b>
<b>SNACK</b>	<b>1ea Meat &amp; Cheese Sandwich</b> <b>8 Fl Oz RC Fruit Drink</b>	<b>1ea Meat &amp; Cheese Sandwich</b> <b>8 Fl Oz Milk</b>

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**Titus County— Week 4 Friday**

<b>Regular</b>	<b>Diabetic</b>	<b>Maternity</b>
1 Cup Sweetened Grits	1 Cup Grits	1 Cup Sweetened Grits
3/4 Cup Pepper Gravy	None	3/4 Cup Pepper Gravy
1 Each Biscuit (60ct)	2 slice Wheat Bread	1 Each Biscuit (60ct)
1 Oz Turkey Sausage Patty	1 Oz Turkey Sausage Patty	1 Oz Turkey Sausage Patty
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
<b>1 Cup Rotini Meatsauce</b>	<b>3/4 Cup Rotini Meatsauce</b>	<b>1 Cup Rotini Meatsauce</b>
<b>1/2 Cup Italian Slaw</b>	<b>1/2 Cup Italian Slaw</b>	<b>1/2 Cup Italian Slaw</b>
<b>1/2 Cup Corn</b>	<b>1/2 Cup Corn</b>	<b>1/2 Cup Corn</b>
<b>1 Each Dinner Roll</b>	<b>1 Slice Wheat Bread</b>	<b>1 Each Dinner Roll</b>
<b>1 Slice Cake (60ct)</b>	<b>1/2 Cup RC Pudding</b>	<b>1/2 Cup Pudding</b>
<b>8 Fl Oz Fruit Drink</b>	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz 2% Milk</b>
<b>3 Oz Chicken Fried Steak</b>	<b>3 Oz Hamburger Patty</b>	<b>3 Oz Chicken Fried Steak</b>
<b>1/4 Cup Poultry Gravy</b>	<b>None</b>	<b>1/4 Cup Poultry Gravy</b>
<b>1/2 Cup Mashed Potatoes</b>	<b>1/2 Cup Mashed Potatoes</b>	<b>1/2 Cup Mashed Potatoes</b>
<b>1/2 Cup Carrots</b>	<b>1/2 Cup Carrots</b>	<b>1/2 Cup Carrots</b>
<b>1 Slice Cornbread (60ct)</b>	<b>1 Slice Wheat Bread</b>	<b>1 Slice Cornbread (60ct)</b>
<b>3 Each Cookies</b>	<b>1/2 Cup JP Canned Fruit</b>	<b>3 Each Cookies</b>
<b>8 Fl Oz Fruit Drink</b>	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz 2% Milk</b>
<b>SNACK</b>	<b>1ea Meat &amp; Cheese Sandwich</b>	<b>1ea Meat &amp; Cheese Sandwich</b>
	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz Milk</b>

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

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**Titus County-- Week 4 Saturday**

<b>Regular</b>	<b>Diabetic</b>	<b>Maternity</b>
1 Cup Sweetened Oatmeal 3 oz Eggs & Potatoes 2 ea Tortillas 1 ea Taco Sauce 1 Each Fresh Fruit 8 fl Oz 2% Milk	1 Cup Oatmeal 3 oz Eggs & Potatoes 2 ea Corn Tortillas 1 ea Taco Sauce 1 Each Fresh Fruit 8 fl Oz 2% Milk	1 Cup Sweetened Oatmeal 3 oz Eggs & Potatoes 2 ea Tortillas 1 ea Taco Sauce 1 Each Fresh Fruit 8 fl Oz 2% Milk
2 ea BBQ Franks 1/2 cup BBQ Beans 1/2 cup Macaroni Salad 1 ea Mustard 2 sl Bread 1/2 Cup Pudding 8 Fl Oz Fruit Drink	2 ea Franks 1/2 cup Pinto Beans 1/2 cup Macaroni Salad 1 ea Mustard 2 sl Wheat Bread 1/2 Cup JP Canned Fruit 8 Fl Oz Fruit Drink	2 ea BBQ Franks 1/2 cup BBQ Beans 1/2 cup Macaroni Salad 1 ea Mustard 2 sl Bread 1/2 Cup Pudding 8 Fl Oz 2% Milk
3 Oz Burrito 1/2 Cup Pinto Beans 1/2 Cup Spanish Rice 2 Each Corn Tortillas 1 Each Cake (60ct) 8 fl Oz Fruit Drink	3 Oz Hamburger Patty 1/2 Cup Green Beans 1/2 Cup Spanish Rice 1 Slice Wheat Bread 1/2 Cup JP Canned Fruit 8 fl Oz RC Fruit Drink	3 Oz Burrito 1/2 Cup Pinto Beans 1/2 Cup Spanish Rice 2 Each Corn Tortillas 1 Each Cake (60ct) 8 Fl Oz 2% Milk
<b>SNACK</b>	1 ea Meat & Cheese Sandwich 8 Fl Oz RC Fruit Drink	1 ea Meat & Cheese Sandwich 8 Fl Oz Milk

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

85007169/DT07196

**Titus County— Week 4 Sunday**

Regular	Diabetic	Maternity
1 Cup Sweetened Grits	1 Cup Grits	1 Cup Sweetened Grits
2 Each Pancakes	1 Each Pancakes	2 Each Pancakes
1/4 Cup Syrup	1/4 Cup RC Syrup	1/4 Cup Syrup
1 Oz Turkey Sausage Link	1 Oz Turkey Sausage Link	1 Oz Turkey Sausage Link
1 Each Fresh Fruit	1 Each Fresh Fruit	1 Each Fresh Fruit
8 Fl Oz 2% Milk	8 Fl Oz 2% Milk	8 Fl Oz 2% Milk
8 Fl Oz Coffee	8 Fl Oz Coffee	None
<b>3 oz Smoked Sausage</b>	<b>3 oz Smoked Sausage</b>	<b>3 oz Smoked Sausage</b>
<b>1/2 cup Potato Salad</b>	<b>1/2 cup Potato Salad</b>	<b>1/2 cup Potato Salad</b>
<b>1/2 cup Cole Slaw</b>	<b>1/2 cup Cole Slaw</b>	<b>1/2 cup Cole Slaw</b>
<b>2 oz Dinner Roll</b>	<b>1 slice Wheat Bread</b>	<b>2 Slice Bread</b>
<b>3 Each Cookies</b>	<b>1/2 Cup JP Canned Fruit</b>	<b>1 Slice Cake (60ct)</b>
<b>2 Each Mustard</b>	<b>2 Each Mustard</b>	<b>2 Each Mustard</b>
<b>8 Fl Oz Fruit Drink</b>	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz 2% Milk</b>
<b>3 Oz Smothered Steak</b>	<b>3 Oz Smothered Steak</b>	<b>3 Oz Smothered Steak</b>
<b>1/2 Cup Brown Gravy</b>	<b>None</b>	<b>1/2 Cup Brown Gravy</b>
<b>1/2 Cup Mashed Potatoes</b>	<b>1/2 Cup Mashed Potatoes</b>	<b>1/2 Cup Mashed Potatoes</b>
<b>1/2 Cup Corn</b>	<b>1/2 Cup Seasoned Greens</b>	<b>1/2 Cup Corn</b>
<b>1 Slice Cornbread (60ct)</b>	<b>1 Slice Wheat Bread</b>	<b>1 Slice Cornbread (60ct)</b>
<b>1/2 Cup Pudding</b>	<b>1/2 Cup RC Pudding</b>	<b>1/2 Cup Pudding</b>
<b>8 Fl Oz Fruit Drink</b>	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz 2% Milk</b>
<b>SNACK</b>	<b>1ea Meat &amp; Cheese Sandwich</b>	<b>1ea Meat &amp; Cheese Sandwich</b>
	<b>8 Fl Oz RC Fruit Drink</b>	<b>8 Fl Oz Milk</b>

Certified on: August 10, 2017

*Nylia Kreiner MS RDN LD*

85007169/DT07196

# **SAMPLE MENUS FOR SPECIAL OCCASIONS**

## ***THANKSGIVING MENU***

DINNER:  
BREAST OF WHITE TURKEY  
CORNBREAD DRESSING  
TURKEY GRAVY  
MASHED POTATOES  
CRANBERRY SAUCE  
SEASONED GREEN BEANS  
2 SLICES BREAD WITH MARGARINE  
PIE  
TEA

## ***CHRISTMAS MENU***

DINNER:  
BREAST OF WHITE TURKEY  
CORNBREAD DRESSING  
TURKEY GRAVY  
MASHED POTATOES  
CRANBERRY SAUCE  
SEASONED GREEN BEANS  
2 SLICES BREAD WITH MARGARINE  
PIE  
TEA

# COFFEE AND TEA SERVICE

## COFFEE AND TEA SERVICE PLAN

Coffee will be provided at the current locations 24 hours per day, 7 days a week. Five Star Correctional Services will furnish all coffee pots, coffee, cream, sugar, and artificial sweetener. All products will be made available on an as needed basis. The cost of this service is included in the meal price.

# AFFIRMATIVE ACTION PLAN

## EQUAL OPPORTUNITY POLICY STATEMENT

It is the policy of Five Star Correctional Services, Inc. to afford equal opportunity for employment to all individuals regardless of race, color, religion, sex or national origin in accordance with the law pursuant to the Civil Rights Act of 1964 and all other related executive orders. Therefore, Five Star Correctional Services, Inc. will take affirmative action to:

- 1) Recruit, hire and promote all job classifications without regard to race, color, religion, sex or national origin except where sex is a bona fide occupational qualification.
- 2) Base decisions regarding employment so as to further the principle of equal employment opportunity.
- 3) Ensure that promotion decisions regarding employment further the principles of equal employment opportunity.
- 4) Ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, and training will be administered without regard to race, color, religion, sex, or national origin, except where sex is a bona fide occupational requirement.
- 5) Ensure that all facilities of Five Star Correctional Services, Inc. are available to employees on a non-discriminatory basis.

Management is obliged to act as a guide by establishing and implementing affirmative procedures and practices that will achieve the objective of equitable employment opportunity for all. The successful achievement of a non-discriminatory employment program requires maximum cooperation among employees.



# STAFF REQUIREMENTS

## FOOD SERVICE MANAGER

Five Star Correctional Services on-site Food Service Manager will be trained, experienced, and knowledgeable of food service in Titus County's Jail facility. Our manager will be reviewed and accepted by the Sheriff and staff of Titus County. Personnel with decision-making authority are on duty from start to finish of all food production and service each day. Our manager insures that the entire food service and delivery areas are operated and maintained in a clean and sanitary condition and in complete compliance with all Federal, State, and local standards, as enforced by the State, County, and/or City Health Office.

## ASSISTANT MANAGER

In the event that the assigned Food Service Manager is absent due to sickness, vacation or any other reason, Five Star Correctional Services has furnished an acceptable Assistant Manager as a replacement. The Food Service Manager or Assistant adequately supervises all shifts of meal preparation and distribution.

## ON-SITE SUPERVISOR

1. Five Star Correctional Services provides on-site supervisors who are well trained, honest, and reliable. Our on-site personnel are responsible for preparing meals and the officers and Inmates are responsible for delivery.
2. All Five Star Correctional Services employees have a valid food handler's certificate from the City of Mt Pleasant Health Department. All costs associated with obtaining such certificates for Five Star Correctional Services employees are the responsibility of Five Star Correctional Services. Certificates are available for review upon request of County personnel.
3. Employees are subject to background checks. The staff of Titus County performs checks. Titus County retains the right to deny entry to any staff member of Five Star Correctional Services.

## **STAFF REQUIREMENTS**

4. Five Star Correctional Services provides in-service training to cover such areas as safety, sanitation, and food handling. Jail staff, in cooperation with Five Star Correctional Services, provides on-going, in-service training to cover such areas as security policies and procedures provided by Titus County at no cost to Five Star Correctional Services.
5. Salaries paid meet the minimum established by both State and Federal Laws. Full time employees also eligible for paid time off, health insurance and 401K .
6. Five Star Correctional Services provides for their employee's food handlers' gloves, plastic apron, hairnets, caps, and any other food service related clothing items necessary to meet jail or health standard requirements, as part of the contract.
7. Five Star Correctional Services provides Titus County with an adequate number of employees to provide efficient meal service within the performance requirements of these specifications.

### **AVAILABILITY OF DIETITIAN**

The Food Service Manager has a dietitian available to calculate those medical diets ordered and not covered in the Meal Plan. Our Dietitian is both registered and licensed to practice in Texas. Dietitian's credentials and ADA number are included with this proposal. All meals served are from pre-approved menus found in the various meal plans in the "MENU" section of the proposal. Our dietitian is knowledgeable of nutritional specifications required by authorities.

# RESUMES

RESUMES FOR THE YEAR 2000

RESUMES FOR THE YEAR 2000

## **ROBERT WAYNE AUSTIN, JR.**

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### **BACKGROUND SUMMARY:**

Over 40 years of successful experience and comprehensive knowledge in:

- Exemplary customer service.
- Intensive problem solving and issue resolution.
- Developing effective motivational programs for employees.
- Facilitating labor relations, training, and internal communications.
- Food service planning, development, and management.
- Preventive maintenance and equipment management.

### **CAREER HISTORY:**

**Five Star Correctional Services, Inc.**  
**President, CEO, Dallas, Texas**  
(March 2002 to Present)

Responsibilities include overseeing all aspects of the corporation.

**MID-STATES SERVICES, INC.**  
**Vice President of Food Service, Dallas, Texas**  
(January 1995 to March 2002)

Responsibilities included the overseeing and management of several multi-faceted, multi-unit, contract food service accounts. Contract accounts were in plant cafeterias, correctional facilities, and catering for approximately 500 accounts. Duties included hiring, training, and placement of both hourly and management personnel. Menus and labor were written and scheduled per contract needs and requirements. This position required both adaptability and quick response to all contract needs.

**WYATT CAFETERIAS, INC.**  
**Various Management Positions, Entire Southwest Region**  
(September 1971 to August 1994)

Began career as a management trainee and worked my way up through the company, holding several General and District Manager positions across the SW region. Responsibilities included employee and management training; inventory control; revenue projections; labor relations; maintenance, sanitation, and safety issues; customer relations; and direct communications between regional and corporate entities. Retired as a District Supervisor in August of 1994.

729 Forest Ridge  
Garland, Texas 75042  
Phone 972-272-8298

# Ron Stevens

- Work experience**
- April 2005-Present      Five Star Correctional Services, Inc.      Dallas, Texas  
**President of Food Services**
- April 2002-Present      Mid-America Services, Inc.      Dallas, Texas  
**Director of Food Services**
- Oversee daily operations of multiple correctional facilities in Texas, in addition to an onsite kitchen at our corporate office.
  - Responsible for producing weekly and monthly Profit & Loss statements.
- 2000-2002      Mid-States Services, Inc.      Dallas, Texas  
**Food Service Director**
- Responsible for daily food service operations of many correctional facilities in North Texas.
  - Frequent units to monitor sanitation, food preparation, presentation, employee and customer relations.
- 1996-2000      Mid-States Services, Inc.      Denton, Texas  
**Director of Food Services**
- Responsible for quality control, food preparation, ordering, inventory, and payroll.
  - Oversaw daily operations for main jail and juvenile facilities.
  - Jailer Certified
- 1986-1996      Wyatt's Cafeteria      Dallas, Texas  
**General Manager**
- Oversaw 1.5-2 million dollar annual sales units.
  - Responsible for hiring, quality control, inventory, purchasing, payroll, and community relations.
  - Operated training facility for manager trainees.
- Education**
- 1981-1985      Southwest Texas State University      San Marcos, Texas
- B.A., Business Administration
- References**
- Available upon request

# Patrick A. Templin

## Objective

To obtain a position with a company with which I can blend my professional goals with company objectives to further company growth as well as my own career goals.

## Experience

2004 – Present      ABL Management      Ft. Worth, TX

### Director of Operations

- Oversee 57 accounts in 13 States
- Have a staff of 6 District Managers, 46 food service directors, and 24 corporate support staff that report directly to me.
- Responsible for financial goals, opening of new business, Selling new business, and overall compliance of the division.
- Monitor contract compliance and client satisfaction.
- Negotiate new services with current clients to better address their needs.
- Oversee corporate support in payroll, Human Resources, billing and accounts receivable.

2002 – 2004      ABL Management      Ft. Worth, TX

### District Manager

- Oversee 11 accounts in four states.
- Handle recruiting, terminating and training for the employees on each account.
- Responsible for meeting financial goals, opening new business and sales of new accounts.

2001- 2002      Best Inc. / Correction Food Svc. Mgmt.      Little Rock, AR

### Senior Food Service Director

- Responsible for feeding 1200 clients and 75 staff meals per day.
- In charge of all the Human Resource functions for the account.
- Maintained good client relations throughout my tenure.
- Responsible for opportunity purchasing for the entire division.

1999–2001      Correctional Foodservice Management      Little Rock, AR

### District Manager

- Supervised two accounts with training and transition responsibilities through out Texas and Arkansas.
- Met and exceeded all budget objectives in the first six months of this year.
- Work closely with other DM's in the placement and training of all new managers.
- Responsible for making unit budgets and selling new business.

**Resume of Patrick A. Templin, Continued**

1998–1999      Correctional Foodservice Management      Goldsboro, NC

**Regional Manager**

- Responsibilities included overseeing seven accounts generating approximately \$11 million dollars in sales.
- Primary focus is on meeting budget objectives, training managers, and ensuring company documentation and policy is being followed.
- Traveled approximately 5 days a week and visited all accounts monthly.
- Responsible for implementation and use of the internal food tracking program at all units.

1997–1998      Correctional Foodservice Management      Little Rock, AR

**Unit Manager**

- Responsible for the meal service of three meals a day to approximately 1200 clients.
- Purchased and controlled an inventory of approximately \$23,000 dollars a week.
- Met all budget objectives set forth by District Manager.
- Served as a member of the computer training team that performed company-wide training and provided follow-up support.

1996–1997      Correctional Foodservice Management      Lubbock, TX

**Training and Transition Manager**

- Responsible for the opening of new accounts across the country and the training of new managers.
- Also assisted in the closing of accounts on an as need basis.

1994–1996      Correctional Foodservice Management      Lubbock, TX

**Unit Manager**

- Responsible for the meal service of three meals a day to approximately 850 clients, control of inventory levels, ordering and usage of product.
- Supervised a staff of 4 floor supervisors and met and exceeded all budget objectives.

**Education**

1989–1994      Texas Tech University      Lubbock, TX

- B.S., Restaurant, Hotel, Institutional Management.

# ANTONIO MAYIN

## PROFESSIONAL EXPERIENCE

2006 -present Five Star Correctional Services, Inc

Dallas, TX

### **Regional Director**

- Currently oversee 7 accounts in the state of Louisiana, Alabama, and Texas.
- Primary contact for Jail Administration and problem resolution.
- Maintain relationships with Managers.
- Handle recruiting, training, and ongoing support to all accounts.
- Budget controls and cost containment for accounts.
- Inventory Monitoring
- Vender relations and product development for more cost efficient operations.
- Manage all aspects of site liaison and customer support.

1994 - 2006 Twelve Oaks Catering

Dallas, TX

### **General Manager**

Managed day to day Child care Operation, on-site private schools and special events full size catering events.

- Menu Planning
- Budget Control
- Customer Relations
- Food Ordering and planning special catering events

1991 - 1994 Sizzler's Restaurant

Alhambra, Ca

### **Assistant Manager**

Managed day to day Child care Operation, on-site private schools and special events full size catering events.

- Day to Day Operations
- Food Purchase
- Dining Room Supervision
- Food Ordering and planning special catering events

1979 - 1991 Wyatt cafeteria

McAllen, TX

### **General Manager**

Managed day to day Child care Operation, on-site private schools and special events full size catering events.

- All aspects of operations
- Budget Control
- Customer Relations
- District Manager of the year 1984

5110 MILAM. • DALLAS, TX 75206

PHONE 214.828.1817 • CELL 214-566-5109 • E-MAIL wendy@crystalcave.cc



# STAFFING CHART



# Sample Staffing Chart

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Manager	X	3am-12am	3am-12am	7am-5pm	9am-7pm	9am-7pm	X	50
Shift Supervisor	3am-11am	X	X	3am-11am	3am-11am	3am-11am	3am-11am	40
Shift Supervisor	10am-7pm	10am-7pm	10am-7pm	10am-7pm	X	X	10am-7pm	40

**FIVE STAR CORRECTIONAL SERVICES PERSONNEL  
JOB DESCRIPTIONS**

**Five Star Correctional Services, Inc.**  
**Correctional Facilities**  
**Job Description**  
**Five Star Correctional Services Shift Supervisor**  
**A.M.**

- Uses good hygiene practices by always washing hands before going on duty, handling food, smoking, or after using restroom facilities.
- Responsible for the supervision of the A.M. shift. Duties include obtaining meal counts for breakfast and lunch meals, preparation of food for both meals, and the supervision and training of Inmates. Supervisor operates shift by policies and procedures established by Five Star Correctional Services.
- Shift Supervisor arrives at a scheduled time designated by the Project Manager.
- Shift Supervisor turns on kettles, starts the coffee, and reviews the Production Worksheet for any special instruction or information left by the Project Manager.
- Shift Supervisor calls for Inmates and tray counts for the breakfast meal. Tray counts are to be entered legibly on the Tray Count Sheet only.
- Shift Supervisor goes to walk-ins and records temperatures on the Temperature Chart. While in the walk-ins make any adjustments to menu by observing what is left from the previous meal. Milk inventory is also taken at this time.
- As Inmates arrive, Shift Supervisor has them sign in on the Inmate Sign-In Sheet, and assigns duties for the shift.
- Shift Supervisor communicates the menu and amounts to be prepared as stated on Production Worksheet to all production people.
- Shift Supervisor goes to warehouse and pulls product necessary to produce breakfast and lunch meals.
- Supervises the set up of the Inmate serving line.
- Communicates with the Dietary Inmate to insure accuracy in the production of their trays. Also makes sure Dietary Book stays current and makes changes as necessary.

**Five Star Correctional Services, Inc.**  
**Correctional Facilities**  
**Job Description**  
**Five Star Correctional Services Shift Supervisor**  
**A.M. (Cont'd)**

- At the start of the Inmate serving line, Shift Supervisor oversees line, directing and training Inmates on proper portions and appearance of the trays. Supervisor records temperatures of products on the Temperature Chart and produces a sample tray.
- Throughout the shift, the Supervisor is giving directions to the Inmates, rather it be sweeping, mopping, or taking out the trash. The Supervisor must monitor the Inmates and keep them busy. Being familiar with the Inmate Job Descriptions will help in getting this accomplished.
- At the finish of the breakfast meal, serving line is cleaned, and any leftover foods are wrapped, labeled, and put away.
- The process then starts again for the lunch meal.
- At the end of the shift, A.M. Supervisor and P.M. Supervisor communicate to each other to insure a smooth transition is shifts.
- Before A.M. Supervisor leaves, it is his/her responsibility to make sure that the office is neat and orderly for the P.M. shift.
- Uniform Policy: Shift Supervisors will wear uniforms as specified by Five Star Correctional Services. The uniform must be worn in its entirety, including hair restraint. Uniforms will be furnished by Five Star Correctional Services and maintained by the employee.

**Five Star Correctional Services, Inc.**  
**Correctional Facilities**  
**Job Description**  
**Five Star Correctional Services Shift Supervisor**  
**P.M.**

- Uses good hygiene practices by always washing hands before going on duty, handling food, after smoking, or after using restroom facilities.
- Responsible for the supervision of the P.M. shift. Duties include obtaining meal counts for the dinner meal, preparation of food for the meal, and training and supervision of the Inmates. Supervisor operates shift by policies and procedures established by Corrections and Five Star Correctional Services.
- Shift Supervisor arrives at a scheduled time designated by the Project Manager.
- Shift Supervisor communicates with the A.M. Supervisor to insure a smooth shift transition.
- Shift Supervisor has P.M. Inmates sign in on Inmate Sign-In Sheet.
- Shift Supervisor reviews Production Worksheet for preparation of the evening meal.
- Monitors serving line until the completion of the lunch meal that is already in progress.
- Goes to warehouse as time allows and pulls necessary product for the evening meal.
- At the completion of the lunch meal, serving line is cleaned and any left over foods are wrapped, labeled and put away.
- Shift Supervisor monitors evening production and organizes Inmates for the dinner meal.
- Shift Supervisor communicates with the Dietary Inmate to insure the accuracy in the production of their trays.

**Five Star Correctional Services, Inc.**  
**Correctional Facilities**  
**Job Description**  
**Five Star Correctional Services Shift Supervisor**  
**P.M. (Cont'd)**

- Just prior to serving time, Supervisor calls for the counts for the evening meal and writes them legibly on the Daily Count Sheet. Supervises the set up of the serving line. Makes sure that the line is stocked adequately with serving utensils, etc.
- At the start of the serving line, Supervisor records temperatures of food product on the Temperature Chart and produces a sample tray.
- Throughout the meal and the shift, the Supervisor is monitoring and giving direction to the Inmates. Serving line must be monitored during serving, as proper portions and appearance are very important.
- After the meal is served, serving line is cleaned. All left over foods are wrapped, labeled, and put away.
- Supervisor organizes evening clean up and gives instruction to the Inmates.
- After evening cleanup is complete, Supervisor makes a final walk through inspection to make sure everything is done to Five Star Correctional Services standards.
- Before leaving facility, P.M. Supervisor makes sure that kitchen is secure, all applicable doors and gates are locked, and that office is neat and organized for the A.M. shift.
- Uniform Policy: Shift Supervision will wear a uniform as specified by Five Star Correctional Services. The uniform must be worn in its entirety, including hair restraint. Uniforms will be furnished by Five Star Correctional Services and maintained by the Employee.

# INMATE SUPERVISION

## PHILOSOPHY OF INMATE SUPERVISION

The Food Service Manager treats Inmate labor with authority and respect. Profanity and vulgarity should never be used when giving directives. This lessens respect and puts the manager on the Inmate's level.

Managers and supervisors should not encourage, or sympathize with, Inmate complaints and should refrain from giving Inmates any advice about personal or family matters. In these circumstances, the manager should report the complaints or problems to the appropriate correctional officer.

Your Food Service Manager will never act as correctional officer or deputy. However, the manager must be alert to problems that might develop within the facility and be responsive to feedback about them.

Although members of Five Star Correctional Services management are not correctional officers, their authority should be evident to Inmates. While authority must be handled cautiously, an honest, firm and fair approach will establish authority without imposing it.

Rules and regulations should be established and always upheld. The Manager should be aware that Inmates, given the opportunity, will take advantage of any situation.

All Five Star Correctional Services personnel working with Inmate labor must meet the minimum requirements for licensing as Texas Jailers. Five Star Correctional Services will supervise all Inmates who serve portions in trays in a ratio, at a minimum of one supervisor to every ten trustees. Inmates are not permitted to supervise other Inmates. There will be a minimum of ten Inmates working per shift.

To insure a safe and orderly environment, it is necessary to develop and implement a system of rules, which are fair, reasonable, and easy to understand. Inmates then know what is expected of them and how they will be dealt with, if they choose to violate rules.

Any acts or attempted acts which violate established rules or pose a threat to the safe and orderly operation of the facility will immediately be reported to the Administration of Titus County.



# INMATE SUPERVISION

The four steps of training, apply to Inmates as well as to any other employees.

- 1) Prepare the Inmate for training.
- 2) Present the job.
- 3) Try out the Inmate's performance.
- 4) Follow-up with additional instruction and observation of performance.

Our food service staff will train all Inmates involved in the food service operation on a regular basis. Areas of training will include:

- 1) Food handling
- 2) Sanitation
- 3) Food preparation
- 4) Safety
- 5) First aid procedures
- 6) Accident prevention techniques for scalds, falls, and related injuries common in food service.
- 7) Proper storage techniques for food

Correctional food service using Inmate labor must:

- 1) Practice rigid enforcement of rules and regulations.
- 2) Monitor Inmate behavior.
- 3) Closely supervise Inmate workers to ensure maximum productivity and deter theft. Without constant supervision, contraband increases and a disorganized food service results.

For a new Inmate, we supplement the routine sheet with verbal instructions and demonstrations. Most Inmates have never worked in food service; some are illiterate and need help in getting started. Routines, however, can help them stay on track. The time preparing these routines is well spent.

## INMATE PRE-SERVICE MEETING

A pre-service meeting with the Inmate workers will be held before serving each meal. A sample tray of food placement should be prepared by management prior to service and reviewed during the pre-service meeting, so each Inmate server knows where to place each item. The sample tray should also be visible from the line. Use of the sample tray reduces confusion when more than one item is in a tray compartment. It shows where each item is placed and which item shall be on top.

# INMATE SUPERVISION

## INMATE PRE-SERVICE MEETING (CONTINUED)

During this meeting, temperatures of each item will be checked and, if necessary, corrections made. Those restocking the line during service will check product temperature and correct any deficiencies before adding foods to the line. Inmate workers will be shown the appropriate serving utensils, which are reviewed during the meeting. When service is done by hand, as when serving bread, margarine, meat, etc., a plastic glove is to be used. The gloved hand is not to come in contact with anything but the food being served.

## GIVING ORDERS

When instructing Inmates, be sure all directions are clear and simple. The following steps should result in the best possible Inmate performance.

- 1) Assign jobs according to the Inmate's ability.
- 2) Give brief, clear instructions.
- 3) Be certain the Inmate understands; do not assume.
- 4) Never use abuse or sarcasm, or address an Inmate in anger.
- 5) Don't give too many instructions at one time and after giving directions, do not nag.
- 6) Monitor and correct what the Inmate does.

## PROPER PORTIONING BY INMATES

Five Star Correctional Services Management will instruct Inmate workers in the correct portioning of food. Over-sized portions cause waste, and under-sized portions will not meet approved dietary standards. This responsibility requires constant Inmate supervision through spot-checking. A Five Star Correctional Services employee who works at the end of the serving line during meal service will monitor portion control.

# INMATE JOB DESCRIPTIONS

**Five Star Correctional Services, Inc.**  
**Correctional Facilities**  
**Job Description**  
**Inmate Trustee Kitchen Sanitation**  
**A.M./P.M.**

- Uses good hygiene practices by always washing hands before going on duty, handling food, smoking, or after using restroom facilities.
- Duties include working with Shift Supervisor in the cleanliness of the kitchen food service area.
- Sweeps and mops floor as needed to eliminate debris and water.
- Empties trash cans, relines them, and places them back in strategic locations as specified. Hoses out trash cans daily at the end of the P.M. shift
- Sweeps out and mops all walk-ins, office, and food storage areas daily. Cleans office windows as necessary.
- Hoses down back dock and under hydraulic lift daily.
- Cleans Kitchen Trustee restroom daily.
- Wipes down all shelving in food storage areas with a damp towel as needed. Folds down all box lids and straightens as needed.
- Performs related tasks assigned by Five Star Correctional Services or an Officer of the facility.
- Uniform Policy: Must wear specified uniform and appropriate footwear provided by facility. No open toe shoes, thongs, or sandals will be allowed. Uniform will be worn in the manner that it is intended. Pant legs and sleeves will not be rolled up.
- Gloves and hairnets or paper hats must be worn as specified by Supervision.

**Five Star Correctional Services, Inc.**  
**Correctional Facilities**  
**Job Description**  
**Inmate Trustee Dining Room Sanitation**  
**A.M./P.M.**

- Uses good hygiene practices by always washing hands before going on duty, handling food, or after using restroom facilities.
- Duties include working with Shift Supervisor in cleaning.
- Wipes down tables with a clean towel immersed in sanitizing solution. This is done before, during, and after each meal period.
- For lunch and dinner meals only: Trustee fills pitchers with ice water to be placed on each table. During meal periods he refills them as necessary and places them back on table. After the meal period they are removed, cleaned and stored in their designated area.
- Floors are mopped and swept as necessary during meal periods to eliminate debris and water on the floor.
- After each meal period, dining areas are swept and mopped with a hot cleaning solution as specified.
- Assists in tray wash room after his specified duties are completed at the end of each meal period.
- Performs related tasks assigned by Five Star Correctional Services Management, or an Officer of the facility.
- Uniform Policy: Must wear specified uniform and appropriate footwear provided by facility. No open toe shoes, thongs, or sandals will be allowed. Uniform will be worn in the manner that is intended. Pant legs and sleeves will not be rolled up.
- Gloves and hairnets or paper hats must be worn as specified by supervisor.

**Five Star Correctional Services, Inc.**  
**Correctional Facilities**  
**Job Description**  
**Inmate Trustee Tray Washer**  
**A.M./P.M.**

- Uses good hygiene practices by always washing hands before going on duty, handling food, smoking, or after using restroom facilities.
- Duties include working with Shift Supervision to maintain cleanliness of the Inmate Trays and the tray wash areas.
- Scrapes food from the trays into the trash can, pre-rinses, loads trays into racks, and inserts into the dish machine for washing and sanitizing. Note that all trays are washed on each shift.
- Unloads trays from the end of the dish machine and stacks trays on carts or skids in an inverted position for drying.
- Takes trays from dish room to kitchen on carts for Inmate feeding. Stacks trays on skids in an inverted position to eliminate wet trays.
- Keeps work area free of all debris on walls and floors. Sweeps and mops as necessary to keep debris and water off floor.
- At the end of each shift, breaks down dish machine, removes screens, hoses out dish machine, cleans screens, and refills the dish machine with water for the next shift.
- Empties trashcans as needed at the end of each shift.
- Performs related tasks as assigned by Five Star Correctional Services Management, or an Officer of the facility.
- Uniform Policy: Must wear specified uniform and appropriate footwear provided by facility. No open toe shoes, thongs, or sandals will be allowed. Uniform will be worn in the manner that is intended. Pant legs and sleeves will not be rolled up.
- Gloves and hairnets or paper hats must be worn as specified by supervisor.

**Five Star Correctional Services, Inc.**  
**Correctional Facility**  
**Inmate Trustee Cook**  
**A.M./P.M.**

- Uses good hygiene practices by always washing hands before going on duty, handling food, after smoking, or after using restroom facilities.
- Duties include working with Shift Supervisor in preparing all meats, vegetables, hot cereals, sauces, gravies, syrups, and other related kettle products.
- Each Shift Cook works closely with the Shift Supervisor and checks production worksheet to see what is scheduled to be prepared. Supervisor on duty determines any changes that need to be made.
- Works closely with Shift Supervisor and prepares items to recipe as stated on production worksheet to obtain proper yield and amounts of food.
- Keeps work area clean and organized. Keeps all boxes, full or empty, off the floor. Keeps floor clean of debris and water by sweeping and mopping as necessary.
- Worktables and all kitchen equipment are to be wiped, cleaned, and sanitized as necessary.
- Performs related tasks assigned by Five Star Correctional Services Management, or an Officer of the facility.
- Uniform Policy: Must wear specified uniform and appropriate footwear provided by facility. No open to shoes, thongs, or sandals will be allowed. Uniform will be worn in the manner that is intended. Pant legs and sleeves will not be rolled up.
- Gloves and hairnets or paper hats must be worn as specified by Supervision.

**Five Star Correctional Services, Inc.**  
**Correctional Facilities**  
**Job Description**  
**Inmate trustee Baker**  
**A.M./P.M.**

- Uses good hygiene practices by always washing hands before going on duty, handling food, after smoking, or after using restroom facilities.
- Duties include working with Shift Supervision in the baking or preparing of breads, cakes, puddings, gelatins, etc.
- Each shift Baker works closely with Shift Supervision and checks production worksheet to see what is scheduled to be prepared.
- Prepares items to recipe as instructed by Shift Supervision and production worksheet to obtain the proper yield to prepare.
- Keeps work area clean and organized. Keeps floor clean of all debris and water by sweeping and mopping as necessary. Wipes and sanitizes worktables as necessary.
- Performs related tasks as assigned by Five Star Correctional Services Management or an Officer of the facility.
- Uniform Policy: Must wear specified uniform and appropriate footwear provided by facility. No open to shoes, thongs, or sandals will be allowed. Uniform will be worn in the manner that is intended. Pant legs and sleeves will not be rolled up.
- Gloves and hairnets or paper hats must be worn as specified by Supervision.



**Five Star Correctional Services, Inc.**  
**Correctional Facilities**  
**Job Description**  
**Inmate Trustee Staff Dining Room**  
**Attendant-Cook**  
**A.M./P.M.**

- Uses good hygiene practices by washing hands before going on duty, handling foods, after smoking, or after using restroom facilities.
- Duties include working with Shift Supervision in the preparation and serving of the food.
- Prepares specified amounts of food as instructed by Five Star Correctional Services Management. This may be production worksheet, verbal, or both.
- Keeps work area clean and organized by cleaning as you go. Keeps floors clean of all debris and water by sweeping and mopping as necessary.
- Serves Officers as they place their orders and marks them down on the Five Star Correctional Services count form.
- Keeps serving line pans clean by changing them as necessary and replenishes food as needed.
- Trustee returns all food to the kitchen, properly wraps, labels, and puts it away.
- Cleans serving line, counter, ice bin, and reach-in. Sweeps and mops floor, empties trash as necessary. Cleans beverage counter and coffee urn.
- Performs related tasks assigned by Five Star Correctional Services Management, or an Officer of the facility.
- Uniform Policy: Must wear specified uniform and appropriate footwear provided by facility. No open to shoes, thongs, or sandals will be allowed. Uniform will be worn in the manner that is intended. Pant legs and sleeves will not be rolled up.
- Gloves and hairnets or paper hats must be worn as specified by Supervision.

**Five Star Correctional Services, Inc.**  
**Correctional Facilities**  
**Job Description**  
**Inmate Trustee Dietary**  
**A.M./P.M.**

- Uses good hygienic practices by always washing hands before going on duty, handling food, after smoking, or after using restroom facilities.
- Duties include working with Shift Supervision in the proper accounting and preparation of Diet Trays, Snacks, etc., as established by Five Star Correctional Services, and the Corporate Dietitian.
- Reviews diet list daily to make any changes necessary to meals for the Inmates.
- Works closely with Shift Supervision on tray line during the time diet trays are being produced to insure accuracy of trays.
- Works closely with Shift Supervision and prepares diet snacks according to Infirmary Instructions.
- Performs related tasks assigned by Five Star Correctional Services Management, or an Officer of the facility.
- Uniform Policy: Must wear specified uniform and appropriate footwear provided by facility. No open toe shoes, thongs, or sandals will be allowed. Uniform will be worn in the manner that is intended. Pant legs and sleeves will not be rolled up.
- Gloves and hairnets or paper hats must be worn as specified by Supervision.

**Five Star Correctional Services, Inc.**  
**Correctional Facilities**  
**Job Description**  
**Inmate Trustee Line Server**  
**A.M./P.M.**

- Uses good hygienic practices by always washing hands before going on duty, handling food, after smoking, or after using restroom facilities.
- Duties include working with Shift Supervision in the preparation of Inmate trays in accordance with the standards set by Five Star Correctional Services. Places proper portions on trays in a neat and orderly fashion without excessive noise.
- Turns on heat to specified temperature to aid in the holding of food.
- Fills ice bins on serving line with ice if needed for that meal.
- Stocks serving line with adequate supplies of:
  - a. Serving Utensils
  - b. Spoons
  - c. Paper Plates
  - d. Cups
  - e. Gloves
  - f. Hairnets or paper hats
  - g. Condiments (if applicable)
- Keeps serving line clean during meal.
- At the completion of each meal, left over food is wrapped, labeled, and put away.
- Serving line and area around it is cleaned, organized and made ready for the next meal.
- Performs related tasks assigned by Five Star Correctional Services Management or an Officer of the facility.
- Uniform Policy: Must wear specified uniform and appropriate footwear provided by facility. No open to shoes, thongs, or sandals will be allowed. Uniform will be worn in the manner that is intended. Pant legs and sleeves will not be rolled up. Gloves and Hairnets must be worn as specified by Supervision.

**Five Star Correctional Services, Inc.**  
**Correctional Facilities**  
**Job Description**  
**Pot Washer**  
**A.M./P.M.**

- Uses good hygiene practices by always washing hands before going on duty, handling food, smoking, or after using restroom facilities.
- Duties include working with Shift Supervisor in the washing of pots, pans, and utensils using three-step method: Wash, Rinse, and Sanitize.
- Keeps both sink areas clear of dirty pots, pans, and utensils. Uses three step method for washing and places them on the pot rack or their designated storage areas.
- Organizes pot rack daily making sure that all pots and pans are inverted for proper venting and drying.
- Keeps area around pot sink area clean. Sweeps and mops floors as necessary to keep it clear of debris and water.
- Performs related tasks assigned by Five Star Correctional Services Management or an Officer of the facility.
- Uniform Policy: Must wear specified uniform and appropriate footwear provided by facility. No open toe shoes, thongs, or sandals will be allowed. Uniform will be worn in the manner that is intended. Pant legs and sleeves will not be rolled up.
- Gloves and hairnets or paper hats must be worn as specified by supervisor.

# RESPONSIBILITIES OF TITUS COUNTY

## Titus County Responsibilities

1. Accurate and timely orders for the number of meals to be served to inmates, correctional officers, and staff within two (2) hours of the time for meals to be served.
2. Proved adequate ingress and egress to all production facilities.
3. Adequate heat, light, ventilation and other utilities, and telephone service for business use only.
4. Extermination Services and removal of trash and garbage from loading dock areas.
5. General maintenance to the Jail facility, including but not limited to gas, water, sewer, ventilation, lighting, refrigeration, air conditioning, duct work, flooring and wall ceiling surfaces. Day to day cleaning operations in the Kitchen Area shall be Vendors responsibility.
6. Adequate preparation, storage, and holding equipment and maintenance of same.
7. Adequate number of Inmates for kitchen duties.
8. Security, control, and limitation of Inmate movement in, to, and from the food service area, including physical security of employees, suppliers and other authorized visitors.
9. Maintain kitchen appliances and equipment, except that which is not normal wear and tear.

## BILLING AND PAYMENT

Five Star Correctional Services shall submit comprehensive weekly certified statements to the Sheriff's Office stating the exact number of meals served on a daily basis to the Titus County Auditor. The statements will reflect the preceding week's food services and will show the following:

1. Actual number of Adult Inmate Meals
2. Actual number of Staff Member Meals
3. Actual number of Trustee Meals

In addition, Five Star Correctional Services will submit a comprehensive weekly invoice to the Titus County Auditor. After verification and approval, invoice will be paid by:

Titus County Auditor  
100 W 1st St #202,  
Mt Pleasant, TX 75455

Payment will be made within 30 days after receipt of a proper invoice by the authority listed above in accordance with the provisions of Texas Government Code, Chapter 2251.

## BID PRICE

The prices per meal stated in this proposal are firm for the first twelve months of the contract. Unit prices for the subsequent years shall be re-determined every twelve months. Unit prices per meal may increase or decrease, but shall remain firm for the entire re-determination period.

The base period for comparison for price re-determination will be an annual average, to be effective the first day of the new contract based upon the consumer Price Index, All Urban Consumer \_ (CPS-'1), U.S. City Average and Food Award From Home Index published by U.S. Department of Labor. In order to re-determine the basic meal prices for any subsequent years, the following procedures will apply:

- a. Such adjustments shall be calculated using a percentage in which the numerator is the Index for the second month preceding the beginning of the New Year or contract period and the denominator which is the Index for the second month preceding the beginning of the old year or contract period.
- b. The percentage shall be applied to the previous per meal price to determine the subsequent year of contract period price.

NOTE: All calculations will be carried to three places only, with no rounding off to the next digit.

- c. Each re-determination of prices shall be established through issuance of a modification of this contract, signed by the Contractor and the Titus County stating re-determined prices that will apply during the re-determination period.
- d. Each price re-determination shall be established through issuance of a modification to this contract, signed by the Contractor and Titus County stating prices that will apply during the re-determination period.


# BID PRICE

**Five Star Correctional Services, Inc. is proposing the following pricing for Meals provided to both inmates and on duty officers:**

Meal Prices are as follows:

Inmate Meals	\$1.52
Officer Meals	\$1.52
Trustee Meals	\$1.77
<b>Trustee Meals, Double Entre Only</b>	

Medical Ordered Snacks	\$0.65
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Bob Austin, CEO



## CONCLUSION

We at Five Star Correctional Services hope that you have seen in our proposal a myriad of reasons why you should choose us as your Food Service provider. We are sure that our highly qualified staff of professionals will meet all of your needs.

Five Star Correctional Services can offer you many benefits. Here are just a few:

- Our company officers have more than 30 years of correctional food service experience.
- We are a privately owned Dallas based company.
- We will not sub-contract out any services pertaining to the operation of the service outlined in proposal.
- We will be responsible for all taxes, licenses, insurance, and other expenses pertaining to this operation.
- We will furnish proof of liability insurance to the satisfaction of Titus County and agree to indemnify and hold harmless Titus County and all its officers, agents, and employees from all suits, actions or claims of any character name and description brought for or on account of any property on account of the operations of Five Star Correctional Services; or on account of any negligent act or fault of Five Star Correctional Services, its agents or employees, in the execution of said contract; and will be required to pay any judgment, with the cost, which may be obtained against Titus County out of such injury or damage.
- Five Star Correctional Services will purchase and maintain the minimum insurance coverage during the term of the contract
- Five Star Correctional Services shall name Titus County as additional insured as their interest may appear.
- Five Star Correctional Services shall provide Titus County ten days' notice of insurance cancellation or material change to policy.
- All employees will be in uniforms provided by Five Star Correctional Services.

## **CONCLUSION**

- Another well-trained person will immediately fill any on-site staff vacancies that might occur.
- Five Star Correctional Services will comply with all laws, ordinances, rules, and regulations of Federal, State, County, and City Health Offices.
- We will meet or exceed the guidelines set forth in the Titus County Food Service Proposal.
- We will provide a comprehensive contingency plan for production and delivery of meals.
- Results of testing samples will be produced and delivered when necessary.
- We believe we have developed a program that offers Titus County a superior food service operation for the best price.

**We look forward  
to doing business with Titus County.**

## APPENDIX

All information and data contained in the Proposal shall be considered confidential with the exceptions of the "BID PRICE" section. Titus County shall not use this Proposal for anything other than evaluations of the material contained within. It shall be neither disclosed nor duplicated unless the contract for which this Proposal is submitted is awarded to Five Star Correctional Services, Inc. Only then shall Titus County have the right to disclose or duplicate this Proposal to the extent that it sees fit.