



*State of North Carolina
Department of Public Safety
Prisons*

Chapter: M
Section: .1200
Title: Fiscal Administration
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POLICY AND PROCEDURE

.1201 PURPOSE

To establish a uniform policy within the Food and Nutrition Management Section of North Carolina Department of Public Safety (NCDPS), Prisons for procurement of food items and supplies and inventory management.

.1202 POLICY

It is the policy of the Food and Nutrition Management section of the North Carolina Department of Public Safety (NCDPS), Prisons that all facility Food Management Departments within the NCDPS, Prisons will be proficient in the procurement of food items and supplies, maintain accurate inventories and perform scheduled inventories as indicated in the Department of Public Safety Fiscal Administration Policy and Procedure Manual.

.1203 PROCUREMENT

The facility Food Service Manager/Supervisor or designee, will be responsible for the procurement of food products and supplies. Food products and supplies shall be purchased in sufficient quantities to facilitate master menu compliance and meet operational needs of the respective food management operation. To ensure sufficient quantities are procured the Food Service Manger shall utilize the Food Management System (FMS) Item Requirement Report which details exact quantities of each item required by the menu considering the facility's current census.

All food products and supplies shall be purchased from the Department of Public Safety Central Warehouse, Correction Enterprise Meat Plant, Correction Enterprise Produce Distribution Center, and Correction Enterprise Cannery. In the event required food products and/or supplies are unavailable from the Department of Public Safety Central Warehouse, Correction Enterprise Meat Plant, Correctional Enterprise Produce Distribution Center, and Correctional Enterprise Cannery purchases of those items may be made in accordance with the Department of Public Safety Fiscal Policy and Procedure as outlined in the Accounts Payable and Procurement Policy, Section .2600. Commodities may be obtained through the USDA Food Distribution Program when available.

All food products and supplies purchased from the Department of Public Safety Central Warehouse, Correction Enterprise Meat Plant, and Correctional Enterprise Produce Distribution Center and Correctional Enterprise Cannery shall be procured utilizing the North Carolina

Accounting System (NCAS) in accordance with the Fiscal Policy and Procedure as outlined in the Controller's Accounts Policy.

.1204 RECEIVING PROCEDURES

The Food Service Manager/Supervisor or designee should attempt to resolve any vendor delivery or supply problems. The Facility Administrative Officer and/or Region Dietitian may assist in resolving these issues. The Food Service Manager/Supervisor or designee, is responsible for receiving and inspecting all orders at the time of delivery and before accepting goods. This includes all goods from the Department of Public Safety Central Warehouse, Enterprise Meat Plant, and Produce Distribution Center. If the products are damaged or have unacceptable quality, the items shall be returned for credit. All food items must be dated using the mm/dd/yy format upon receipt and stored appropriately as soon as possible. All Food Management employees must follow the first-in-first-out (FIFO) rule to ensure proper issuance of stock.

.1205 SCHEDULED INVENTORIES

Each facility shall establish inventory control, as outlined in the Fiscal Administration Policy and Procedure Manual, Section .2000, utilizing NCAS to purchase items from the Correction Enterprises Meat Plant, Produce Distribution Center and the Department of Public Safety Central Warehouse. To assure proper inventory on-hand balances, the Correctional Food Service Manager/Supervisor or designee shall ensure that a physical inventory is conducted at least once weekly using the NCAS inventory reports.

(a) Electronically Entering Receipts and Issues

- (1) All receipts and issues shall be electronically entered into the system on the day received or on the day issued.
- (2) In the instances where it is not possible to enter receipts or issues on the day of the transaction, then receipts or issues shall be entered into the system no later than three days from receipt or issue.
- (3) Prior to initiating a cycle count, all receipts and issues must be electronically entered.

(b) Cycle Counts

- (1) The Correctional Food Service Manager/Supervisor or designee shall request the cycle count.
- (2) Two persons other than the Food Service Manager/Supervisor or designee shall be utilized in taking the inventory to ensure separation of duties. The count team may include the Clothes House Officer, the Armory Officer or the Canteen Supervisor.
- (3) The inventory count shall be entered into NCAS by one of the employees taking actual inventory. Both members of the count team shall verify the counts entered into NCAS, and if the counts are correct, the count team shall initial each count sheet.

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- (4) Any discrepancy of 10% or more (overage or shortage) in the count shall cause the Correctional Food Service Manager/Supervisor, along with the count team, to recount items. The verified quantity shall be entered into NCAS. Any remaining discrepancies shall be explained in writing and signed by the Correctional Food Service Manager/Supervisor or designee and the Facility Head or designee.
 - (5) Signatures of the Facility Head or designee and the Correctional Food Service Manager/Supervisor or designee are required on the Inventory Cycle Count Audit Report. After the Cycle Count Audit Report has been signed, the Correctional Food Service Manager/Supervisor or designee shall close out the cycle count.

(c) **Timing of Cycle Counts**

- (1) The physical counting of the inventory items shall be conducted on the morning after the cycle count is requested. The inventory count should be completed as expeditiously as possible.
- (2) The cycle count shall remain open no longer than three days.

(d) **Record Retention**

- (1) For auditing purposes, a hard copy of the following forms will be kept on file chronologically by fiscal year:
 - DC-578 Direct Issues
 - DC-582 Direct Returns
 - DC-712 Direct Transfers
 - DC-714 Request for Inventory Level Change
 - DC-754 Returns to Central Supply Warehouse
 - DC-773 Adding Inventory
 - DC-774 Deducting Inventory
- (2) A hard copy of the completed Cycle Count Request, along with the completed copy of the Cycle Count Audit Report signed by the Correctional Food Service Manager/Supervisor and the Facility Head or designee shall be kept on file.

.1206 OVERAGES AND SHORTAGES

Any overages or shortages, which are identified upon physical inventory count should alert the Food Service Manager of either inadequate daily record keeping or possible improper usage of items. Reasons for overage or shortages noted shall be documented on the monthly cycle count report.

.1207 MEALS PURCHASED

- (a) Employees of the NCDPS, Prisons are authorized to purchase meals at the current approved price. Official guests and visitors approved by the Facility Head or designee may purchase

meals at the same price as employees. To preserve the integrity of the policy, approved visitors shall normally be on an infrequent basis. No meals shall be served free to employees for training or other reasons except those approved by the Facility Head or designee during emergency occurrences. Employees and visitors will receive meals prepared in accordance with the regular menu.

- (b) The NCDPS, Prisons provides meals to populations housed in outside governmental agencies such as county jails and juvenile detention centers. A current Memorandum of Understanding (MOU) outlining the agreement between the prison facility and the outside agency for meal provision will be maintained and kept on file at the facility. Outside agencies are billed on a monthly basis for meals provided at the current approved price. All billing is handled by the Controller’s Office.

Each facility providing this service shall report the total number of meals served to the Controller’s Office by the 5th of the following month using form DC-873 (Report on Meals Delivered). These forms shall be signed by the Facility Head or designee.

.1208 MEAL COUNT

Facilities serving populations other than those assigned to a prison facility shall enter a meal count for meals served in the FMS system on the “Update Non-Inmate Meal Count History” screen.

.1209 EMERGENCY OCCURANCES

When an emergency condition occurs the Facility Head or designee will determine if the food management department will prepare and serve meals to Department of Public Safety staff on duty, emergency personnel and victims. The facility Food Service Manager/Supervisor or designee shall keep an accurate count of the total meals provided. As soon as practical after the emergency has ended, the Facility Head shall forward a memorandum to the Controller, or designee, and the Region Director reporting the specific number of meals furnished at the department’s expense. A Form DC483 (Incident Report) or other documentation of the emergency must be included with this report.



Commissioner of Prisons
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June 1, 2020
Date