

Menu Planning Policy

Policy

Menus will be planned to meet the nutritional needs of the residents in accordance with physician orders and, to the extent medically possible, will meet 100 percent of the daily recommended dietary allowance [RDA] as established by the Food and Nutrition Board of the National Research Council of the National Academy of Sciences. Menus will be planned in advance using the most current copy of the Simplified Diet Manual with menu guidance from Tufts food guide pyramid.

Procedure

1. Menus will be written in five-week cycles or more
2. Menus will be appropriate for the target age group represented.
3. Menus will be developed with consideration of available equipment and personnel, and budgetary allowances.
4. A variety of foods prepared in various ways will be included in the menus.
5. The same menu items will not be repeated on the same day of the following week unless per the preferences of the residents, consumers and clientele.
6. Menus will be adjusted as possible to suit any specific cultural preferences or resident-specific food preferences.
7. The most current edition of the Simplified Diet Manual will be used for menu guidance. In addition, the modified MyPyramid for Older Adults- *Tufts Food Guide Pyramid* will be used as a template for menu planning as follows:
 - 6 ounces (oz) of whole grains every day
 - 5 servings fruits/vegetables every day
 - 3 servings of dairy foods every day
 - 5-6 oz of meat and meat alternates every day
 - Foods other than those listed shall be included to meet daily energy requirements and to add to the total nutrients and variety of meals.
 - Each meal should offer contrast in flavor, texture and color
8. Once menu changes are completed, the licensed dietitian will review the nutrient analysis of the menus to ensure 100 percent of the RDA's are met. The nutrient analysis may include planned snacks offered to all residents in the facility. A copy of the nutrient analysis will be kept with dietary supervisor.
9. Menus are signed and dated by the licensed dietitian annually.
10. Menus will be prepared at least 7 days in advance and may be initiated a week after they have been approved by the licensed dietitian. The current menu will be posted in the kitchen and be easily accessible to dietary personnel who will be purchasing, preparing and serving the meals.
11. Any changes to the menu (e.g. substitutions, Resident Choice meals) will be of similar nutritional value and documented in dietary's substitution log.
12. Records of menus as served shall be filed and maintained for 30 days and shall be available for review by Department of Inspections and Appeals personnel when requested.
13. Resident input into menu development is encouraged. Input is sought through Resident Food Committee as well as solicited from residents at visits with Registered Dietitians and Dietary Managers.

14. Menus are posted (*state where*) and are posted at a height which can be read by both wheelchair-dependent and ambulatory residents.
15. Menus will be flexible for holidays and other special occasions.
16. Seasonal availability of food will be taken into account when planning menus.

Date effective: _____ **Date reviewed:** _____

Approved by: _____

SAMPLE