ATTENTION!

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June 30, 2011

Dear Colleagues:

This Standard Operating Procedures manual was first developed in 1997 as the result of a three-year partnership between the Los Angeles County Area Agency on Aging and Consulting Nutritional Services (CNS). This revision reflects current regulatory standards based on the 2005 Food Code and regulations outlined in the Older Americans Act.

This manual serves as a critical step in standardizing the protocol that ensures food safety and sanitation throughout the senior nutrition program. As we know, the older adult population has been identified as one of the critical risk populations and requires stringent adherence to all safe food handling and preparation procedures.

These Standard Operating Procedures are designed to be used daily. It is our goal to assure that these standards are achieved in all areas of the program. This goal will be met through continual training and support of senior nutrition program staff and volunteers.

We look forward to working with you to achieve the highest level of standards that will result in a high quality program for the older adults throughout the County of Los Angeles.

Sincerely,

Marilyn Petersen, MBA
President
Consulting Nutritional Services

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Enriching Lives Through Effective And Caring Service

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css.lacounty.gov

February 24, 2016

Dear Colleagues:

According to the 2014 U.S. Census estimate, Los Angeles County (LAC) is home to more than 10 million residents and is the most populous county in the United States. Older adults comprise 11.4% of the LAC population. According to the California Department of Aging, over 148,000 older adults in LAC are living below the Federal Poverty Guidelines (FPG). That is roughly one out of every 8 older adults living below FPG.

Studies have shown that poor diet quality is due, in part, to limited funds to purchase food. Older adults living below FPG do not have enough money to make ends meet. As a result, they are at risk of facing food insecurity due to the lack of sufficient resources for basic expenses, such as food and shelter, and must choose between paying for food and paying for medicine or medical care. For older adults, there is a significant relationship between food insecurity and poor health. Older adults with food insecurity are at a higher risk of experiencing negative nutrition and health consequences. They have a profound impact on the demand for social services, especially the need for adequate and culturally appropriate nutrition services. Having access to nutritious, affordable, and quality food is essential to the well-being of individuals, particularly the elderly. Given these facts, the importance of nutritional safety nets like the Older Americans Act Title IIIC Elderly Nutrition Program (ENP) to older adults' health and well-being cannot be overestimated.

The Los Angeles County Area Agency on Aging (AAA) ENP utilizes the Hazard Analysis and Critical Control Points (HACCP), an internationally recognized system for reducing the risk of safety hazards in food. Serving this "at-risk" population wholesome, safe food that meets the most recent Dietary Guidelines for Americans and Dietary Reference Intakes, the California Retail Food Code and the Older Americans Act is crucial to the success of our program and the health and well-being of the seniors in ENP.

Our HACCP Program features ongoing education, continual review, updating policies and procedures, quality control monitoring, and awards in recognition of excellence. All of these activities help maintain high levels of food safety and sanitation and ensure that the older adults we serve have nutritious and safe meals.

Thank you for your ongoing support of HACCP and your commitment to ENP.

Sincerely,

Anna Avdalyan, Program Manager
Area Agency on Aging Division

AA:CK:LF:dw

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES

PROGRAM MEMO

Number: AAA 15-06 Revised	Date: December 18, 2015

SUBJECT: ELDERLY NUTRITION PROGRAM (ENP) CONGREGATE MEAL, CENTRAL KITCHEN, AND CATERER SITE PEST CONTROL POLICIES AND PROCEDURES

PURPOSE

The purpose of this Program Memo is to provide clarification on timeframes for pest control policies and procedures regarding the Elderly Nutrition Program (ENP) Congregate Meal, Central Kitchen, and Caterer sites in order to ensure a pest free environment.

BACKGROUND

Community and Senior Services (CSS) has a zero tolerance for pests (cockroaches, rodents, etc.) at all ENP Congregate Meal, Central Kitchen, and Caterer sites. Pests that come in contact with food or food areas that are used for human consumption can cause an adverse health effect. Problems associated with pests, like cockroaches, include contamination of food and utensils used to handle food, production of unpleasant odors, and transmission of bacteria (e.g., Salmonella and Shigella) which can lead to food poisoning. In response to the increased occurrences of pests over the last six (6) months at our ENP Congregate Meal sites, CSS is implementing the following policies and procedures in an effort to proactively address this matter.

POLICY

All ENP Congregate Meal, Central Kitchen, and Caterer sites shall be operated and maintained at all times to prevent the entrance and harborage of animals, birds, vermin, rodents, and insects.

All ENP Congregate Meal, Central Kitchen, and Caterer sites are required to perform monthly pest control activities as mandated in the ENP Standard Operating Procedures manual. ENP Congregate Meal, Central Kitchen, and Caterer sites shall have an approved Weekly Pest Control Waiver on file in order to continue monthly pest control activities. A licensed Pest Control Operator is the only person that can use products or chemicals in the facility that are deemed acceptable for a commercial kitchen or foodservice facility. Staff without a pest control license cannot use any types of pesticides, traps, bait, or other unauthorized methods in the facility for pest control.

If an ENP Congregate Meal, Central Kitchen, or Caterer site has a pest control issue, the Contractor will be responsible and required to ensure that weekly pest control activities are performed until a Weekly Pest Control Waiver (Attachment I) is granted by CSS. To eliminate pest issues, the Department of Public Health states that Integrated Pest Management (IPM) is the most effective means of controlling infestation and preventing reoccurrence.

PROCEDURES

General IPM practices shall be done to ensure a pest free environment:

- Keep garbage tightly covered and remove it from kitchen and dining area quickly and properly.
- Properly store all food and supplies.
- Check all food and supplies entering the building.
- Eliminate plumbing leaks and correct other sources of moisture.
- Increase ventilation where condensation is a problem.
- Seal cracks and other openings to the outside.
- Remove trash, large debris, and stored items outside of the building, such as stacks of lumber or firewood that provide hiding places for cockroaches and rodents.
- Vacuum cracks and crevices to remove food and debris.
- Be sure surfaces where food or beverages have been spilled are cleaned up immediately.
- Keep cleaning equipment (mops, sponges, and cloths) dry and properly stored.
- Keep toilets and restrooms clean and sanitized.
- Keep break areas clean and store personal food in closed containers.
- Report building maintenance issues such as holes in walls, torn window screens, or openings in door jams to management or Project Director for repair.
- Use traps and baits to monitor the pest population.

General procedures when pests are discovered:

- All ENP Congregate Meal, Central Kitchen, or Caterer sites that currently have pest issues shall ensure that the site is fumigated upon notification of the pest sighting to resolve the issue and shall conduct regular IPM practices and weekly pest control activities thereafter. Weekly pest control activities are to be completed on Friday after meal service, or Saturday to ensure that regular meal services resume on Monday with no disruption in meal services.

- Immediately inform the Project Director if a pest or pest infestation is found.

- The Project Director, or their designee, will contact the ENP Congregate Meal, Central Kitchen, or Caterer site staff (park supervisor, site manager, etc.) and request that they contact a certified (licensed) pest control company for fumigation services.

- All ENP Congregate Meal, Central Kitchen, or Caterer staff shall work with the certified (licensed) pest control company to determine the best fumigation method to use for each ENP Congregate Meal, Central Kitchen or Caterer site based upon the products or chemicals used and severity of the infestation.

- The Project Director, or their designee, will notify their Contract Compliance Monitor, Contract Analyst, Program Analyst and designated Registered Dietitian (RD) of the Dietary Administrative Support Services (DASS) program.

- The kitchen will be immediately closed and pre-packaged meals will be served to seniors until the ENP Congregate Meal, Central Kitchen or Caterer site is fumigated, cleaned, sanitized, and reinspected by the DASS RD. Regular meal service cannot resume until the DASS RD has granted clearance.

- All ENP Congregate Meal, Central Kitchen, or Caterer sites that have pest control issues shall keep a weekly log of their pest control activities using the IPM approach until a waiver is granted to reinstate monthly fumigation and pest control services.

- The Contractor shall keep Pest Control Reports and weekly pest control activity logs on file in their ENP Standard Operating Procedures manual located at each ENP Congregate Meal, Central Kitchen, and Caterer site. Copies shall also be kept on file at the Contractor's Administrative Office. All Pest Control Reports and weekly pest control activity logs shall be available for review by CSS and the DASS RD upon request.

Timeframes for Weekly IPM Activities and Requests for Waivers:

To request a waiver to reinstate monthly fumigation and pest control activities. Contractors shall submit an ENP Congregate Meal, Central Kitchen, and Caterer site Weekly Pest Control Waiver (Attachment I) to the CSS Area Agency on Aging (AAA) Program Analyst based upon the requirements listed below:

- If no pest is found during the reinspection, all repairs and conditions are met, and the ENP Congregate Meal, Central Kitchen, or Caterer site is approved by the DASS RD to resume regular meal service, the Contractor may request a waiver to reinstate monthly fumigation and pest control activities.

- If a pest is observed by the DASS RD during the reinspection, and/or requested repairs have not been made, the Contractor shall ensure that the ENP Congregate Meal, Central Kitchen, or Caterer site is re-fumigated and weekly pest control activities are conducted for a period of three (3) months or 90 days. The 90-day period begins the date the site is successfully reinspected and approved by the DASS RD to resume regular meal service. The Contractor may ask for a waiver to reinstate monthly fumigation and pest control activities after the 90-day waiting period if there are no additional pest sightings and all other IPM activities are met.

- If a pest is observed at any time for a period of three (3) months or 90 days after a successful reinspection and approval by the DASS RD, the Contractor shall resume weekly pest control activities for a period of three (3) months or 90 days. The 90-day period begins the date the ENP Congregate Meal, Central Kitchen, or Caterer site is successfully reinspected and approved to resume regular meal service. The Contractor may ask for a waiver to reinstate monthly fumigation and pest control activities after the 90-day waiting period if there are no additional pest sightings and all other IPM activities are met.

- ENP Congregate Meal, Central Kitchen, or Caterer sites that fail multiple inspections are considered to have severe infestations if they continue to have pest sightings after weekly IPM activities and three (3) or more fumigations. The Contractor shall ensure that these sites continue weekly pest control activities for a period of six (6) months or 180 days after the site has been reinspected and approved by a DASS RD to resume regular meal service. The Contractor may ask for a waiver to reinstate monthly fumigation and pest control activities after the 180-day waiting period if there are no additional pest sightings and all other IPM activities are met.

DASS RD Inspection Scores and CSS Sanctions:

- The DASS RD will deduct twenty (20) points from the DASS site audit inspection score and immediately close the kitchen if evidence of pests is observed during monthly site inspections. The DASS RD will provide recommendations for necessary repairs and other remedies to resolve pest issues.

- The DASS RD, as part of their monthly ENP Congregate Meal, Central Kitchen, or Caterer site audit inspections, will review pest control reports to confirm that pest control fumigations or related repairs are completed as required. If reports for pest control activities are not completed, six (6) points will be deducted from the monthly DASS site audit inspection score.

- Timely completion of the repairs identified by the DASS RD to walls, doors, window screens, etc., that may be entry points for pests shall be remedied within

thirty (30) days. If repairs are not completed within thirty (30) days, deducted points will be doubled.

- Double points will be deducted on the DASS site audit inspection score for repeated offenses or findings. If the audit inspection score falls below the acceptable level outlined in the Food Service Standard Operating Procedures manual, financial sanctions or suspension of payments may be imposed until the related findings are resolved.

- In cases of continued inability or unwillingness to comply with these requirements, CSS will impose financial sanctions, which may include but are not limited to suspension of payments or termination.

Questions regarding these policies and procedures may be directed to Denise Ward, Program Analyst, at (213) 639-6353 or dward@css.lacounty.gov.

Anna Avdalyan (ck)

Anna Avdalyan, Program Manager
Area Agency on Aging Division

AA:CK:dw

Attachment

cc: Otto Solórzano
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Attachment I

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES

ELDERLY NUTRITION PROGRAM (ENP) CONGREGATE MEAL, CENTRAL KITCHEN, AND CATERER SITE WEEKLY PEST CONTROL WAIVER

I, _____, acting on behalf of _____ request a Weekly Pest Control
(Project Director) (Agency/Legal Name of Contractor)

Waiver for the following Congregate Meal, Central Kitchen or Caterer site:

_____
(Name of Congregate Meal Site, Central Kitchen Catering Site)

Please check reason for waiver request:

☐ I confirm and verify that the above site has not had any pest control issues (i.e. rodents, cockroaches, etc.) within the last 90 days and request to continue monthly pest control activities.

☐ I confirm this site passed the Dietary Administrative Support Services (DASS) Registered Dietitian (RD) re-inspection and hereby request to reinstate monthly pest control activities. All repairs and conditions were met and the DASS RD approved the site to resume regular meal service.

☐ I confirm and verify that it has been 90 days since this site passed the DASS RD re-inspection and hereby request to reinstate monthly pest control activities. During this 90-day period, weekly pest control activities were conducted, there were no additional pest sightings, all repairs and conditions were met, and the site was approved to resume regular meal service.

☐ I confirm and verify that it has been 180 days since this site passed the DASS RD reinspection and hereby request to reinstate monthly pest control activities. During this 180-day period, weekly pest control activities were conducted, there were no additional pest sightings, all repairs and conditions were met, and the site was approved to resume regular meal service.

I hereby acknowledge that the above mentioned site remains responsible and under the mandated requirement to perform monthly pest management activities. I understand that if at any time the above ENP Congregate Meal, Central Kitchen, or Caterer site is reported or discovered to have pest control issues, this waiver shall be voided. The ENP Congregate Meal, Central Kitchen, or Caterer site will then be required and responsible to adhere to weekly pest management activities until the conditions for another waiver are met and the waiver is approved by CSS.

Please send signed copy of weekly waiver request to dward@css.lacounty.gov.

_____
Signature

_____
Title

_____
Date

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES

ELDERLY NUTRITION PROGRAM (ENP) CONGREGATE MEAL, CENTRAL KITCHEN, AND CATERER SITE WEEKLY PEST CONTROL WAIVER APPROVAL

_____
(Name of Congregate Meal Site, Central Kitchen, Catering Site)

☐ **Waiver Denied.** This site did not meet the conditions or timeframes outlined above.

☐ **Waiver Approved.** This site did meet the conditions and timeframes outlined above.

Comments: _____

_____

_____

_____

_____

_____

_____

_____
Name

_____
Title
County of Los Angeles Community and Senior Services

_____
Date

Questions regarding this waiver may be directed to Denise Ward, Program Analyst at (213) 639-6353 or dward@css.lacounty.gov.

FOODSERVICE STANDARD OPERATING PROCEDURES

4th Edition

Developed by Los Angeles County
Area Agency on Aging
in Association with
Consulting Nutritional Services

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Rev. 6/11

ADMINISTRATION
Policies and Procedures
Los Angeles County Area Agency on Aging
Community & Senior Services

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ADMINISTRATION: MISSION OF SENIOR NUTRITION PROGRAMS

Subject:	**MISSION OF SENIOR NUTRITION PROGRAMS**	**Page:** 1 of 1
Issued by:	AAA	**Date:** June 2011

POLICY: The mission of the _____ Nutrition Project is consistent with our guiding documents: The Older Americans Act and the Older Californians Act. The mission of our Nutrition Project reflects the mission of the Los Angeles County Area Agency on Aging.

PROCEDURES:

A. Write Mission Statement for your agency based on the following examples:

1. Example A:

Mission Statement, California Department of Aging

To provide leadership at the local level in developing systems of home and community-based services that maintain individuals in their own homes or the least restrictive home-like environments. In particular, emphasis shall be placed on coordination with local systems to enable individuals to live out their lives with maximum independence and dignity in their own homes and communities through the development of comprehensive and coordinated systems of home and community-based care.

Example B.

Mission Statement, County of Los Angeles

To enrich lives through effective and caring service.

Example C:

Mission Statement, Los Angeles County Area Agency on Aging

To stimulate progress toward the creation of a home and community-based long-term care system that maximizes consumer independence and dignity and is responsive and accessible to Los Angeles County's diverse populations of older adults and functionally-impaired adults, as well as their families and caregivers.

B. 1. Mission Statement for our Agency is:_____

_____

2. Mission Statement, _____ **agency or Nutrition Project**

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Subject:	ORGANIZATION CHART	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: **Keep an accurate, up-to-date organization chart of your program.**

PROCEDURE:

A. Draw your organization chart.

ORGANIZATION CHART

Agency: _____

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ADMINISTRATION: LIST OF SITES AND ROUTES

Subject:	SITES AND ROUTES	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: **Keep a list of sites and routes.**

LIST OF SITES AND ROUTES

Agency: _____

PROCEDURE:

A. **List sites including site address and phone number.**

B. **List routes, including route name or number, average number of participants per route, type of route (hot or frozen), and area served.**

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ADMINISTRATION: FOOD SAFETY POLICY

Subject:	FOOD SAFETY POLICY AGREEMENT	Page: 1 of 1
Issued by:	AAA	Date: June 2011

It is the policy of the Los Angeles County Area Agency on Aging Senior Nutrition Congregate/Home Delivered Meal Program to operate with complete assurance that senior participants, volunteers and employees will receive the optimum nourishment and will never be made ill from the meals or be injured by a foreign object in the food.

In order to achieve this operating standard, the Senior Nutrition Program will be guided by the Food and Drug Administration's Food Code, the California Uniform Retail Food Facilities Law, Title 22 California Code of Regulations, the Los Angeles County Health Department, and this Hazard Analysis Critical Control-based Foodservice Standard Operating Procedures Manual.

All persons will follow the four-step Quality Assurance cycle. This means that in performing all tasks, all employees and volunteers will first learn the hazards and specify valid food safety controls.

They will then PLAN what they do and how it can be done safely.

Secondly, they will ORGANIZE and learn to do each task correctly.

Third, they will OPERATE, doing tasks according to the procedures and standards of this manual, and will immediately check that they have met standards at each step in the tasks they perform. If a person does not know how to do a food preparation task safely, he or she will stop, ask, and then be taught to do it correctly by his/her supervisor.

Fourth, they will MONITOR their work. In case of a mistake, they will take any necessary action immediately to assure that senior participants, volunteers or other employees are not injured.

Everyone must stop and report potentially hazardous food handling practices, potentially hazardous conditions, or potentially hazardous foods to the supervisor immediately. Management must be notified as soon as possible if the situation is not corrected and there is still a hazard.

These policies, procedures, and standards can always be improved. Employees and volunteers are encouraged to make suggestions to management as to how tasks and steps can be improved, with a higher degree of Quality Assurance in the next operating cycle.

_____ _____

Director Signature Date

_____ _____

Site Manager Signature Date

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Subject:	SYSTEM DESCRIPTION	Page: 1 of 2
Issued by:	AAA	Date: December 2012

A. Clientele to be served:

1. Senior participants are considered at risk, often immune-compromised.
   a. Congregate Meals
      1. Any person aged 60 or over; or
      2. The spouse of any person aged 60 or over; or
      3. A disabled person under age 60 who resides in housing facilities occupied primarily by older persons at which congregate services are provided; or
      4. A disabled individual who resides at home with and accompanies an older individual eligible under the OAA.
   b. Home-Delivered Meals (when applicable)
      1. Any person aged 60 or over who is frail, homebound by reason of illness or incapacitating disability or otherwise isolated, shall be given priority; or
      2. A spouse of a person as described above, regardless of age or condition, if the AAA criteria conclude that it is in the best interest of the homebound person; or
      3. A disabled individual who resides at home with older individuals eligible under the OAA.
   c. Volunteer, Guest and Staff Meals
      1. A volunteer of any age who provides services during program hours may be offered a meal and the opportunity to contribute to the meal cost.
      2. A guest under age 60 may purchase a meal if doing so will not deprive an older person of a meal. The guest will be charged full cost of the meal.
      3. Nutrition service staff may receive a meal if it will not deprive an eligible person of one and if the meal cost is recovered either in cash or budgeted as employee fringe benefits.
2. Meals should not be ordered for non-senior staff or guests.
3. The facility is open _____ hours a day, _____ days a week.

B. Menus

1. Goal: Serve meals that are nutritious, appetizing, health promoting, safe, of good quality, and are at the lowest reasonable cost.
2. Menus shall be planned for five (5) to six (6) weeks, and approved by the agency dietitian and Dietary Administration Support Systems (DASS) registered dietitian prior to submission for certification by the AAA Nutritionist.
3. In addition to lunch, menus may be written for regularly scheduled breakfast and dinner meals.
4. Menus shall include meals for holidays, picnics, special events, and substitute meals for variety.

5. Menus shall be submitted once yearly for certification.
6. Each Title III-C meal shall contain a minimum of one-third (1/3) of the Dietary Reference Intakes (DRI).
7. The meal pattern will include the following components:
   a. 3 oz. cooked, edible portion of whole meat, fish, poultry or 2 oz. protein in casserole dishes, salads, sandwiches or mixed dishes.
   b. Two to three ½ cup servings (drained) vegetables or fruits or their juices.
   c. One or two servings starch or starch substitute; 3 of the 6 servings per week must be whole grains (3 gms fiber per serving).
   d. Milk/milk alternate – 8 oz. Vitamin A and D fortified 1% or nonfat.
   e. Dessert – ½ cup serving, such as fruit, pudding, gelatin dessert, ice cream, ice milk, or sherbet.
   f. Optional – 1 serving trans-fat free margarine
8. The use of monosodium glutamate (MSG) shall be discouraged.
9. Sodium shall be averaged over the week to provide no more than 750-1000 mg per meal.

C. Type of Service:

1. Congregate Meals
   a. A meal is served in a strategically located site (senior center, church hall, recreational facility or senior housing). Although these meals are usually lunch; breakfast and dinner meals are served on occasion.
2. Home Delivered Meals
   a. Prepared meals (hot or frozen) are delivered to the home of persons who are unable to prepare their own meals.
   b. Some programs deliver a hot meal five days a week, while others deliver five to seven frozen meals on one day each week or divide the deliveries into two or more days. Still other projects serve five hot meals during the week and two frozen meals for the weekends (usually delivered towards the end of the week).

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Subject:	FACILITY PREREQUISITES	Page: 1 of 3
Issued by:	AAA	Date: December 2012

POLICY: The facility shall be designed and maintained to facilitate cleanliness, minimize cross-traffic from high pathogen areas to low pathogen areas, control pest infestation, and minimize any other hazards which could lead to food contamination.

PROCEDURES:

A. Facility Design

1. The design of the kitchen shall function to promote the appropriate movement of food from delivery through holding, preparation, service and disposal.
2. Aisles and working spaces shall be adequately wide and unobstructed.
3. The building, fixtures and other physical facilities shall be maintained in a sanitary condition and kept in repair sufficient to prevent food from becoming adulterated.
4. The Facilities Director will be responsible for appointing person(s) to clean the center.
5. The facilities shall be cleaned and maintained on an adequately scheduled basis.

B. Floors, Walls, Hoods and Ceilings

1. Floors shall be cleaned and maintained by sweeping and mopping according to the cleaning schedule.
2. There shall be no sweeping or mopping when there is uncovered food in the area.
3. Walls and ceilings shall be cleaned and maintained by washing according to the cleaning schedule.
4. Hoods and filters shall be cleaned and maintained according to the cleaning schedule.

C. Lighting

1. Light bulbs, fixtures or other glass suspended over or close to exposed food during preparation or storage shall be safety-coated or provided with safety shields and be properly maintained.

D. Plumbing

1. Plumbing shall be maintained to carry sufficient quantities of water to required locations throughout the facility.
2. Plumbing shall properly convey sewage and liquid disposable waste from the facility.
   a. Utility sinks or sewage drains shall be provided for this purpose. Sewage and liquid disposable waste shall not be discarded down preparation or hand sinks, or onto pavement outside the building that may flow into the ocean via street gutters.

b. Oil or grease skimmed off the top of prepared foods or left in pans following serving must be discarded in the trash container and not down sink drains or sewer lines.

3. Plumbing shall avoid constituting a source of contamination to food, water, supplies, equipment or utensils, or creating an unsanitary condition.
   a. A backflow prevention device, such as a vacuum breaker, shall be contained in or be attached to any faucet to which a hose is attached.
   b. Air Gaps: Drainage pipes shall be anchored one inch to two inches (1"-2") above floor drains between the pipe opening and the flood level (floor level).
   c. Adequate floor drainage shall be provided in all areas where floors are subject to flooding-type cleaning or where normal operations release or discharge water or other liquid waste onto the floor.
   d. Plumbing shall be designed so that there is no backflow from, or cross-connections between, piping systems that discharge wastewater or sewage and piping systems that carry water for food.

E. Hand Sinks

1. Separate hand sinks may only be used for hand washing.
2. Hand sinks shall have a single-use paper towel dispenser and a soap dispenser adjacent to them that are maintained stocked..
3. The sinks must operate with a flow of 2 gallons of water per minute and provide both cold and hot water that reaches at least 100°F.
4. Hand sinks shall be cleaned and maintained on a daily basis, or more often if necessary.
5. Paper towel dispensers shall be constructed so that the supply of paper towels can be viewed and replenished when empty.
6. Sinks must have refuse receptacles near them.
7. Readily understandable signs regarding hand washing shall be posted near the hand sink and maintained. Sign available in CS Section (CS-28).

F. Utility Sinks

1. Utility sinks shall be used to supply water for cleaning and for disposal of cleaning and sanitizing solutions.

G. Garbage

1. All garbage containers (food waste cans) shall be kept covered and cleaned, and sanitized according to the cleaning schedule.
2. All garbage containers shall be provided with clean liners at the beginning of each work shift and discarded in the dumpster at the end of the work shift.
3. An enclosure of sufficient size shall be used to contain all refuse equipment or garbage and refuse materials.
4. The garbage and refuse storage area shall be maintained clean and free of odors and litter.
5. Garbage and refuse containers shall be durable, easily cleanable, insect and rodent proof, non-leaking and fire resistant.

H. Restrooms

1. Hand washing sinks, soap dispensers, paper towel dispensers, and all related fixtures shall be clean and maintained.
2. An adequate supply of toilet tissue and non-absorbent waste receptacles shall be provided in the restrooms.
3. An additional non-absorbent covered waste receptacle shall be provided in the women's restroom.
4. Restrooms shall be vented to the outside air by a screened window that can be opened, an air shaft, or a light switch-activated exhaust fan.
5. Restroom doors must accommodate wheel chairs.

I. Entrance & Exits

1. Building and Dining Room entrance must accommodate wheel chairs.
2. Exits must be clearly identified with signs, and passageways through these exits kept free of any obstructions.

J. Inspections

1. Dietary Administrative Support Services (DASS) registered dietitians shall inspect monthly to ensure food safety and sanitation standards are met.
2. AAA Nutritionist shall inspect annually.

K. Remodeling

1. If a Center or Kitchen is remodeled, plans must be reviewed by the AAA Nutritionist.
2. **Plans must be submitted and approved by the Health Department.**

Subject:	SUPERVISORY PERSONNEL QUALIFICATIONS	Page: 1 of 2
Issued by:	AAA	Date: June 2011

POLICY: Responsibility for assuring compliance by all personnel shall be assigned to competent supervisory personnel. There shall be at all times at least one supervisory level person on duty during all operating hours trained in the prevention of foodborne illness and injury.

PROCEDURES:

A. General Qualifications for All Management personnel:

1. Managers who are responsible for identifying sanitation failures or food contamination shall have a background or education and/or experience to enable them to produce clean, safe food.
2. Training shall include proper food handling techniques and food protection principles, and danger of poor personal hygiene and unsanitary practices.

B. Nutrition Services Director

1. Shall be a Registered Dietitian (RD) with emphasis in foodservice management, or have no less than a bachelor's degree with emphasis in foodservice management, business administration, personnel and/or human resource management or gerontology, or be approved by the AAA Nutritionist.
2. Preferably, has no less than 2 years experience with increasing responsibility and an emphasis on management ability.
3. Certified Safe Foodhandler – has taken or will take the ServSafe® class and has passed the ServSafe® exam within six (6) months of employment. If the Director fails the ServSafe® exam, he/she may repeat the ServSafe® class when it is next offered.
4. Has taken or will take a nationally certified HACCP course and has passed the HACCP course exam, or DASS HACCP exam equivalent. If he/she does not pass the HACCP exam, the course/exam may be taken again when it is next offered.
5. Has had foodservice management training through college classes or AAA inservice training.

C. Program Dietitian

1. Has Registration with the Commission on Dietetic Registration.
2. Has two years professional experience in nutrition or dietetics, preferably foodservice management (administrative dietetics), geriatric nutrition, or community nutrition. Completion of one year of dietetic internship may be substituted for one year of experience.
3. Certified Safe Foodhandler – has taken or will take the ServSafe® class and has passed the ServSafe® exam
4. Has taken or will take a nationally certified HACCP course and has passed the HACCP course exam. If he/she does not pass the HACCP exam, the course/exam may be taken again when it is next offered.

D. Congregate Site Coordinator

1. Certified Safe Foodhandler – has taken or will take the ServSafe® class and has passed the ServSafe® exam.
2. If the Coordinator fails the ServSafe® exam, he/she may repeat the ServSafe® class when it is next offered.
3. Attends all quarterly inservice training sessions provided by the Project Dietitian.
4. Attends and participates in monthly Quality Assurance (QA) meetings.

E. Congregate Site Manager

1. Certified Safe Foodhandler – has taken or will take the ServSafe® class and has passed the ServSafe® exam, within six (6) months of employment.
2. If the Site Manager fails the ServSafe® exam, he/she may repeat the ServSafe® class when it is next offered.
3. Attends all quarterly inservice training sessions provided by the Project Dietitian.
4. Attends monthly QA meetings.

F. Home Delivered Meal Coordinator

1. Has taken or will take the ServSafe® class and has passed the ServSafe® exam.
2. If the HDM Coordinator fails the ServSafe® exam, he/she may repeat the ServSafe® class when it is next offered.
3. Attends all quarterly inservice training sessions provided by the Project Dietitian.
4. Attends monthly QA meetings.

G. Food Service Manager

1. Has taken or will take the ServSafe® class and has passed the ServSafe® exam, within six (6) months of employment.
2. If the Food Service Manager fails the ServSafe® exam, he/she may repeat the ServSafe® class when it is next offered.
3. Has taken or will take a nationally certified HACCP course and has passed the HACCP course exam, or the CNS HACCP Exam equivalent. If he/she does not pass the HACCP exam, the course/exam may be taken again when it is next offered.
4. Attends monthly QA meetings.

Subject:	TRAINING REQUIREMENTS	Page: 1 of 1
Issued by:	AAA	Date: December 2012

POLICY: All employees and volunteers working for Nutrition Projects will receive training on safety, sanitation and other topics annually.

PROCEDURES:

A. **The Nutrition Project Director will plan the training schedule for employees for each fiscal year.**
   1. At least one class will cover emergency preparedness
   2. **The Nutrition Project Director, working with the Dietary Administrative Support Services (DASS) registered dietitian (RD), will plan a training schedule for employees and volunteers for each fiscal year.** The training plan shall identify who is to be trained, who will conduct the training, training topics, and when it is scheduled.
   3. Nutrition Director shall coordinate training with DASS Registered Dietitian.

B. **All staff, paid and volunteer, shall be oriented and trained to perform their assigned responsibilities and tasks.** Training, at a minimum, shall include:
   1. Food safety, prevention of foodborne illness, and HACCP organization.
   2. Disaster preparedness.
   3. Accident prevention, instruction on fire safety, first aid, choking, and other emergency procedures.

C. **The DASS RD will present a minimum of four (4) hours of staff training to paid and volunteer foodservice staff, congregate site staff, and home delivered meal staff.**

D. **Training shall be evaluated by those receiving the training.**

E. **Attendance lists and evaluations conducted by DASS RD's shall be filed in the central office.**

F. **ServSafe® Training: DASS RD will provide the National Restaurant Association (NRA) Educational Foundation ServSafe® training twice each year for new staff members or staff who need to renew their "Food Handlers Certificate" or to retake the ServSafe® examination.**

G. **HACCP Training: DASS RD will provide a nationally certified HACCP course every one to two years for Nutrition Project Directors, Food Service Managers and Registered Dietitians, depending on demand.**

Subject:	GRIEVANCE PROCEDURES	Page: 1 of 3
Issued by:	AAA	Date: June 2011

Subject: **GRIEVANCE PROCEDURES**

BACKGROUND

The California Department of Aging (CDA) and the Los Angeles County Area Agency on Aging AAA require that all service providers establish a written grievance process for the disposition of complaints by older individuals or persons authorized to act on behalf of older individuals against the AAA's programs and employees or volunteers of such programs. The AAA further requires that the grievance process shall apply to all programs including the State Community Based programs, ie., Linkages, and the Integrated Care Management program which serves functionally impaired adults 18+ older.

This Program Instruction is to provide instruction on the grievance process as outlined in Title 22 as follows:

GRIEVANCE PROCESS

- Service Providers must establish a written grievance process for reviewing and attempting to resolve complaints of older individuals and functionally impaired adults 18+ and older.
- Service Providers must provide time frames within which a complaint will be acted upon.
- Service Providers must provide a written notification to the complainant of the results of the review, including a statement the complainant may appeal to the AAA Director if dissatisfied with the results of the Service Providers' review.
- Service Providers shall ensure confidentiality provisions to protect the complainant's rights to privacy. Only information relevant to the complaint may be released to the responding party without the individual's consent.
- Service Providers are to notify all older individuals and functionally impaired adults 18+ and older of the grievance process available to them.
- Service Providers must include procedures to accept both oral and written complaints. All complaints must be in writing.

COMPLAINTS

Complaints may involve, but are not limited to any of the following:

- Amount or duration of a service.
- Denial or discontinuance of a service.
- Dissatisfaction with the service being provided or with the Service Provider. If the complaint involves an issue of professional conduct that is under the jurisdiction of another entity, such as the California Medical Board or the State Bar Association, the complaint shall be referred to the proper entity.
- Failure of the Service Provider to comply with any of the requirements set forth in the California Department of Aging regulations or in the contract or subgrant agreement with the Area Agency on Aging.

NOTIFICATION

Service Providers are to notify older adults and functionally impaired adults of the grievance process in the following manner:

- Intake
  - Service providers must inform all participants and clients of the AAA grievance procedures when they are first enrolled in the program.
  - The grievance procedures must be written in both English and the primary language of a substantial number of non-English speaking recipients at their site and/or area. A "substantial number" is equivalent to 25% of non-English speaking persons, at their site and/or area.
- Posting
  - Service Providers should post notification of the grievance procedures in visible and accessible area at all sites where they provide services, such as bulletin boards in Multi-purpose Senior Centers.
  - The posting should be in at least 14 point type to assist the older individual for easy reading.
  - Service Providers must post the grievance procedures in the primary language of non-English speaking individuals where 25% are located at their site and/or in their area.
  - Service Providers should also post the grievance procedures in the main offices of the Service Provider if services are provided at that site.
- Homebound Clients
  - Service Provider must provide notification of grievance procedures at the time of intake.
  - Service Providers are to distribute notification of the grievance procedures at least once a year to homebound recipients.

CONTENT OF COMPLAINT

- Complaints can be made by a service recipient or by an individual authorized to act on the recipient's behalf.
- Complaints should be in writing and include the following information:
  - The name, address and telephone number, if any, of the complainant or the person authorized to act on behalf of the claimant.
  - The type of service and the Service Provider involved.
  - The names of the individuals involved.
  - The issue of concern or dispute.
  - The date, time and place that the issue of concern or dispute occurred.
  - The names of witnesses, if any.
- If any oral complaint is made or if a complainant cannot submit a written complaint, the Service Provider shall take all of the following actions:
  a. Verbally accept the complaint.
  b. Prepare a written complaint.
  c. Have the complainant sign the written complaint, although not necessarily prior to the commencement of the informal administrative review.

COMPLAINT PROCESS

- A complaint may be filed with the site manager or the Project Director of the agency.
- An impartial investigation of the complaint and an attempt to resolve the issues must be conducted by the Service Provider.
- Written notification must be sent to the complainant of the results of the review, including the appeal procedures within 10 days.
- The Service Provider may include a second review of the complaint by the Service Provider Board of Directors or by their City Council. The second review must issue a written notification of the results of their review within 15 days.
- If the issue is still not resolved, the complainant may appeal to the Area Agency on Aging Director within 10 days of receiving the results of the review.
- The AAA Director will review the complaint and issue a written response within 10 days.

If the complainant is still not satisfied with the results of the review conducted, they shall have 30 days from the receipt of the report to request a hearing to present his/her complaint orally before an impartial hearing office/panel. The request shall be made either orally or in writing to the Director of the AAA.

HEARING

The AAA Director upon receipt of a hearing request will notify the complainant and the other party(ies) involved in the following:

- The date, time and location of the hearing.
- The complainant's and other party(ies) right to be present at the hearing and/or to have another person act on their behalf, including the right to have legal counsel present.

The hearing shall be:

- Conducted by an impartial hearing officer/panel selected by the Los Angeles County Commission for Older Adults; and
- Conducted in an informal manner with testimony being restricted to the issues requiring resolution. All parties shall have the right to the following:
  - Be present at the hearing.
  - Present evidence and witnesses.
  - Examine witnesses and other sources of relevant information and evidence.
- Be recorded verbatim, either electronically or stenographically.
- Technical rules of evidence and procedure shall not apply to the hearing.

From receipt of the hearing request, the holding of the hearing shall be no later than 45 days from the receipt of the hearing request.

A final written decision shall be issued by the impartial hearing officer/panel.

It is mandatory that all Service Provider distribute and post the grievance procedures at all sites where services are provided. If you have any questions, you may call your Contract Monitor.

Subject:	GRIEVANCE PROCEDURES - SPANISH	Page: 1 of 3
Issued by:	AAA	Date: January 2014

Asunto: **PROCEDIMIENTOS DE AGRAVIO**

ANTECEDENTE
El Departamento de California de Envejecimiento (CDA) y la Agencia de Envejecer (AAA) de el Area de el Condado de Los Angeles requiere que todos los provedores de servicios establecen un proceso escrito de agravio para la disposición de quejas hechas por individuos mayores o personas autorizadas para actuar en el nombre de los individuos mayores contra los programas de AAA y empleados o voluntarios de esos programas. El AAA más allá requiere que el proceso de agravio aplicará a todos los programas incluso programas Basados en la Comunidad Estatal, por ejemplo, Uniones, y el programa de Manejo de Cuidado Integrado que sirve a los adultos funcionalmente dañados de 18 años o más.

Esta Instrucción del Programa es para proveer instrucción en el proceso de agravio como perfiló en Título 22 como sigue:

PROCESO DE AGRAVIO

- Provedores de Servicios deben establecer un proceso de agravio escrito para repasar e intentar de resolver quejas hechas por individuos mayores y adultos funcionalmente dañados de 18 años o mas.
- Provedores de Servicios deben proveer horarios dentro de los que una queja se efectuara.
- Provedores de Servicios deben proveer una notificación escrita a la persona con la queja de los resultados de la revisión, incluso una declaración que la persona puede atraer al Director de AAA si no esta de acuerdo con los resultados de la revisión de los Provedores de Servicios.
- Provedores de Servicios asegurarán aprovisiones de confidencialidad para proteger los derechos de la persona demandante. Sólo información pertinente a la queja puede ser dada al participante respondiendo sin el consentimiento del individuo.
- Provedores de Servicios deben notificar a todos los individuos mayores y los adultos funcionalmente dañados de 18 años o más del proceso de agravio disponible para ellos.
- Provedores de Servicios deben incluir procedimientos para aceptar quejas oral y escritas. Todas las quejas deben ser escritas.

QUEJAS
Las quejas pueden involucrar, pero no se limita a cualquiera de lo siguiente:

- Aumento o duración de un servicio.
- Rechazo de o interrupción de un servicio.
- Descontento con el servicio proveido o con el Provedor de Servicios. Si la queja involucra un problema de conducta profesional que está bajo la jurisdicción de otra entidad, como la Tabla Médica de California o la Asociación de la Barra Estatal, la queja se enviará a la entidad correspondiente.

- Fracaso del Provedor de Servicios para obedecer cualquiera de los requisitos en las regulaciones de la Sección de el Departamento de Envejecimiento de California o en el contrato o de acuerdo con el subtítulo con la Agencia del Area de Envejecimiento.

NOTIFICACIÓN

Los Provedores de Servicios deben notificar a los adultos mayores y los adultos funcionalmente dañados del proceso agravio de la manera siguiente:

- Recibiendo
  - Provedores de Servicios deben informar a todos los participantes y clientes de los AAA los procedimientos agravios cuando ellos son inscritos por primera vez en el programa.
  - Los procedimientos de agravio deben ser escritos en ambos inglés y el idioma primario de un número sustancial de los destinatarios que no hablan ingles en su sitio y/o área. Un "número sustancial" es equivalente a 25% de personas que no hablan ingles, en su sitio y/o área.

- Anunciando
  - Provedores de Servicios deben anunciar los procedimientos de agravio en una área visible y accesible en los sitios donde ellos proveen servicios, como los boletines de anuncios en los Centros para las Personas Mayores.
  - El anuncio debe ser por lo menos 14 puntos en tamaño para ayudar al individuo mayor leer más fácil.
  - Provedores de Servicios deben anunciar los procedimientos de agravio en el idioma primario de individuos que no hablan ingles donde 25% localizados a su sitio y/o en su área.
  - Provedores de Servicios también deben anunciar los procedimientos de agravio en las oficinas centrales del Provedor de Servicios si se proveen servicios en ese sitio.

- Clientes A Domicilio
  - Provedores de Servicios debe provear notificación de procedimientos de agravio en el momento de recibir.
  - Provedores de Servicios deben distribuir por lo menos una vez al año notificación de los procedimientos a los clientes que estan en casa.

CONTENIDO DE LA QUEJA

- Quejas pueden ser hechas por un destinatario de servicio o por un individuo autorizado de actuar en nombre de los destinatarios.
- Quejas deben ser escritas y deben incluir la información siguiente:
  - El nombre, dirección y número de teléfono, si cualquiera, la persona con la queja o la persona autorizada para actuar en nombre del demandante.
  - El tipo de servicio y el Provedor de Servicios involucrado.
  - Los nombres de los individuos involucrados.
  - El problema o disputa.
  - La fecha, tiempo y lugar que el problema o disputa ocurrió.
  - Los nombres de los testigos, si lo hay.

- Si cualquier queja oral se hace o si la persona con la queja no puede someter una queja escrita, el Provedor de Servicios tomará todas las acciones siguientes:
  a. Verbalmente aceptar la queja.
  b. Preparar una queja escrita.
  c. Obtener la firma de la persona con la queja la queja escrita, aunque no necesariamente antes del comienzo de la revisión administrativa informal.

PROCESO DE LA QUEJA

- Una queja puede ser archivada con el gerente del sitio o el Director del Proyecto de la agencia.
- Una investigación imparcial de la queja y un esfuerzo por resolverse los problemas debe ser dirigida por el Provedor de Servicios.
- La notificación escrita debe ser enviada a la persona con la queja los resultados de la revisión, incluso los procedimientos incuridos dentro de 10 días.
- El Provedor de Servicios puede incluir una segunda revisión de la queja hecha por la Tabla de Provedores de Servicios de Directores o por el Concilio de la Ciudad. La segunda revisión debe emitir una notificación escrita de los resultados de su propia revisión dentro de 15 días.
- Si el problema no se resuelve, la persona con la queja puede incurir al Director de la Agencia del Area de Envejecimiento dentro de 10 días de haber recibido los resultados de la revisión.
- El Director de AAA repasará la queja y remitirá una contestación escrita dentro de 10 días.

Si la persona con la queja todavía no esta satisfecha con los resultados de la revisión dirigida, ellos tendrán 30 días de haber recibido el reporte para pedir una audiencia para presentar queja oralmente enfrente de una oficina/panel imparcial. La demanda se hará oralmente o por escrito al Director del AAA.

LA AUDIENCIA

El Director de AAA en cuanto recibe una noticia de audiencia notificara la persona con la queja y las otras personas involucradas en lo siguiente:

- La fecha, tiempo y local de la audiencia.
- La persona con la queja y las otras personas involucradas tienen el derecho para estar presentes en la audiencia y/o tener otro acto de la persona en su nombre, incluso el derecho para tener presente consejo legal.

La Audiencia Sera:

- Conducida por un oficial/panel imparcial de audiencias seleccionado por el Concilio Asesor de el Condado de Los Angeles; y
- Conducido de una manera informal con testimonio que se restringe a los problemas que requieren resolución. Todas personas tendrán el derecho a lo siguiente:
  - Estar presente en la audiencia.
  - Presentar evidencia y testigos.
  - Examinar el testimonio de y otras fuentes de información pertinente y evidencia.

- Ser grabado literalmente, electrónicamente o estenograficamente.
- Reglas Técnicas de evidencia y procedimiento no aplicarán en la audiencia.

A partir de la fecha que fue recibida la notificación para la audiencia, la audiencia no sera pospuesta más tarde que 45 días de haber recibido la notificación de la audiencia.

Una decisión final escrita será emitida por el official/panel imparcial de la audiencia.

Es obligatorio que todos los Provedores de Servicios distribuyan y anuncien en todos los sitios los procedimientos de agravio para el **15 de Abril de 2002** donde los servicios son proviados. Si tiene cualquier pregunta, puede llamar su Especialista del Contrato o Louie Cole, Supervisor de los Contratos, a teléfono (213) 738-2697.

Subject:	RECORD REVIEW AND RETENTION	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: The Nutrition Project Director shall be responsible for reviewing and retaining quality assurance and safety records and reports for up to two (2) years, and fiscal records for up to five (5) years.

PROCEDURES:

A. **Site Managers will turn in to the central office all temperature records and DASS audit forms at the end of each month.**

B. **The Site Coordinator, the Dietary Administrative Support Services (DASS) Registered Dietitian (RD) or the Project Director will review, initial and file the records.**

C. **If a problem is noted, it will be discussed in the next Quality Assurance (QA) meeting.**

D. **Site Managers and Home Delivered Meal Coordinators will bring daily comment logs and meal quality evaluations to the QA meeting for review, discussion and possible action. After the QA meeting, the records will be filed in the Central Office.**

E. **Temperature records, DASS monthly reports, menus, QA materials, menus, menu substitution lists, training records, logs of equipment repairs will be filed and held for up to two (2) years.** At the end of each fiscal year, the Project Director may discard records from the prior year, e.g., in July 2011, the Director may discard records from FY 2008-2009, keeping records from 2009-2010.

F. **The Project Director will keep fiscal records for five (5) years.** Fiscal reports for the last three (3) years should be readily available for auditors.

G. It is not necessary to save cleaning schedules.

Subject:	HEALTH AND FIRE INSPECTIONS	Page: 1 of 2
Issued:	AAA	Date: June 2011

POLICY: Nutrition service providers shall comply with all state and local fire, health, sanitation, and safety regulations applicable to foodservice operations.

PROCEDURES:

A. **Nutrition Project Director shall obtain Health Permits from the Health Department annually for all congregate sites and agency central kitchens.**

B. **The site shall be inspected annually by the Health Department and the Fire Department.**

C. **Health Inspections:** The local Health Department will make a minimum of one inspection annually.
   1. Health Inspection Certificates and the last inspection scores will be posted at all sites and kitchens. Copies will be on file in the Project Director's office.
      a. The Project Director is responsible for scheduling the inspections. The Project Director shall call the inspecting agency 6-8 weeks before inspection is due.
      b. If the agency is slow to respond, the Project Director will write requesting inspections and place a copy of the letter in the Project inspection file.
   2. The Project Dietitian will check that the Health Inspection Certificates are in place as part of the kitchen/site monitor report.
   3. The Project Dietitian will review the last inspection scores and assist the agency in correcting any violations.

D. **Fire Inspections:** Inspections by local fire officials will be secured for each congregate site and central kitchen prior to beginning service and annually thereafter.
   1. It is the responsibility of the Nutrition Project Director to schedule Fire Department inspections.
   2. If the Fire Department is slow to respond to requests for inspection, the Nutrition Project Director shall write a letter requesting an inspection and keep a copy of the letter in the inspection file.
   3. If the inspection is done and no report is issued, the Site Manager will notify the Nutrition Project Director in Writing using the "Letter Re: Fire Inspection" on page A-18 stating that an inspection has occurred.
   4. The Nutrition Project Director may also direct Site Managers or Center Managers to keep an Inspection Record on file at the Center stating date of inspection, any or no problems noted, and the inspector's phone number. The Site Manager or Center Manager will ask the inspector to sign it at the time the inspection is done.
   5. Fire officials will inspect and certify the fire extinguisher annually. The Project Dietitian will check the fire extinguisher tag monthly as part of the kitchen/site monitor report.

6. Fire officials will post an occupancy sign for all dining areas. The Project Dietitian will check that the sign is in place as part of the monthly site monitor report.

Subject:	**LETTER RE: FIRE INSPECTIONS**	**Page:** 1 of 1
Issued:	AAA	**Date:** June 2011

TO: Nutrition Project Director

From: _____ , Site Manager

Date: _____

The fire department representative, _____ (name) inspected today and did not leave a report. No discrepancies were found.

Subject:	APPLICANT, EMPLOYEE AND VOLUNTEER INTERVIEW	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: An interview shall be conducted for all prospective employees and volunteers which is designed to furnish applicants with essential job related information and which clarifies the applicant's qualifications and attitudes which are deemed necessary for successful job performance. Fair Employment Practice laws will be observed to insure hiring decisions that are fair and unbiased.

PROCEDURES:

A. Employee Interviews:

Based on the technical expertise required for the position, employees will receive one of the following types of interview:

1. The Project Director will arrange personal interviews with all applicants in order to assess their capabilities and select the most qualified individual. This type of interview is for all positions not requiring extensive educational background or experience.
2. An impartial panel of persons considered expert in their field will conduct a personal interview for positions which require a specific educational background and experience.
   a. Based on the position being filled, applicants may be asked to submit an application listing educational background, past employment record, and job related experience. The panel will review this application prior to the interview and may ask questions relative to its content.
   b. Following the interview, the Panel will summarize their findings and rate the applicant according to their predicted job success.
   c. The Program Director will interview applicants receiving the highest Panel scores and select the most qualified individual.

B. Volunteer Interviews:

Volunteers will be interviewed by Nutrition Project Director or the Site Coordinator or the Site Manager to review requirements of the position.

ADMINISTRATION:

Subject:	OPENING A NEW CONGREGATE SITE	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: The Area Agency on Aging will approve the opening of new congregate sites serving Elderly Nutrition Program meals to seniors age 60 and older with preference given to those in greatest economic or social need and to low-income multi-ethnic individuals.

PROCEDURES:

A. Identifying a new congregate site

1. The Nutrition Project Director will look for congregate sites in locations where underserved seniors may gather, such as a senior or community center, a senior housing project, a place of worship.

2 After seeing the site and discussing it with site personnel, the Nutrition Project Director will notify the AAA Nutritionist.

3. The AAA Nutritionist will inspect the site, and send a written report to the AAA Director and the Nutrition Project Director stating what must be done to the site to make it eligible for the Elderly Nutrition Program.

B. Approving the new congregate site

1. The Nutrition Project Director will send a letter to the AAA Director detailing the site's name, location, days of operation, description of seniors to be served, and number of meals requested.

2. The AAA Nutritionist will approve the site based on suitability of the site and availability of meals requested, with analysis from the AAA.

3. The AAA Nutritionist will notify the Nutrition Project Director and AAA Program Monitor when the site is approved.

ADMINISTRATION:

Subject:	CLOSING A CONGREGATE SITE	Page: 1 of 2
Issued by:	AAA	Date: June 2011

POLICY: The Area Agency on Aging will approve closure of a congregate site serving elderly nutrition program meals provided that effort has been made to increase participation at the site, and it is no longer economically feasible to keep the site open.

PROCEDURES:

A. Lower senior participation

1. The Nutrition Project Director will identify congregate sites routinely serving lunch to fewer that twenty (20) seniors per day.

2 The Nutrition Project Director will work with the Site Manager to advertise the meal program to try to build participation.

3. The Nutrition Project Director will discuss low participation with the seniors at the site, and ask for their help building participation.

4. The Nutrition Project Director will discuss the low participation and plans for increasing participation with the AAA Nutritionist.

5. If participation is still low after a minimum of one month of effort, the AAA Nutritionist will proceed with site closure plans.

B. Site Closure

1. The Nutrition Project Director will write a letter to the AAA Director with a copy to the AAA Nutritionist asking to close the site; detailing efforts made to keep it open; and stating plans for helping participants relocate to a new site.

2. The AAA Nutritionist will review plans and make suggestions if necessary.

3. The Nutrition Project Director will announce the site closure at the dining center, giving participants two weeks notice of plans to close and provide for seniors to transition to another congregate site.

4. The Nutrition Project Director will provide all participants with written materials listing nearby dining centers.

5. If possible, the Nutrition Project Director will arrange transportation to take the seniors to the closest congregate site, and will arrange to have the seniors welcomed at the new site by the Site Manager and volunteers.

6. The AAA Director will review actions taken and give permission for the site to close.

7. The AAA Director will inform the CSS Director, the AAA Nutritionist, and the appropriate Board Office of the upcoming closure, along with details of how the agency will mitigate closure impact.

8. The AAA Nutritionist will inform the MIS Supervisor, Contracts Management Division, Budget, DASS Program Manager, and the AAA Advisory Board Nutrition Committee of action taken.

ADMINISTRATION:

Subject:	CONGREGATE SITE CLOSURE AND CANCELING HOME DELIVERED MEAL ROUTES	Page: 1 of 2
Issued by:	AAA	Date: June 2011

POLICY: The Area Agency on Aging Director will give permission for any planned or emergency closing of Congregate Sites or canceling of Home Delivered Meal deliveries.

PROCEDURES:

A. Planned Closure of Dining Centers for Upgrades or Maintenance

1. The Nutrition Project Director will notify the AAA Nutritionist in writing of plans to close or move a dining center one month in advance of the closure.
2. The notification should contain the reason for the dining center closure, the length of time the dining center will be closed, and plans made to serve meals to the seniors who normally come to the dining center during the time it will be closed.
3. The AAA Nutritionist will inform the Project Director of the dining center closure plans.

B. Planned Canceling of Homebound Routes

1. Do not cancel Homebound Routes. If a delivery truck needs prolonged maintenance, or if other problems arise, make suitable arrangements for meal delivery.
2. Suggestions for other arrangements include sending out frozen meals ahead of time covering the day(s) that delivery is not possible; arranging for vehicle rental so the meals can be delivered; and, if batch cooking is available, having a driver deliver two routes in one day.

C. Emergency Closure of Dining Centers

1. Dining Centers may need to be closed because of emergencies including earthquakes, other natural disasters, or urban unrest.
2. In addition to planning how to respond to an emergency, plan how you will feed senior participants and how you will notify the participants of a change in venue during the site closure.
3. Immediately inform the AAA Nutritionist of your plans when you are considering closing the site(s). Send both e-mails and phone messages.
4. The AAA Nutritionist will return your calls and grant approval for the closures.

D. Emergency Closure of Homebound Meal Routes

1. Homebound meal routes should be cancelled only if streets are made impassible by a natural disaster or urban unrest.

2. If it is necessary to cancel a homebound meal route, make alternative plans to get meals to participants. Plans could include rerouting meal routes; serving frozen meals for the period in question; asking other agencies to contribute meals or equipment or personnel on a short-term basis. Also, plan how you will inform participants of the changes in meal delivery.
3. Immediately inform the AAA Nutritionist of your plans when you are considering canceling the route(s). Send both e-mails and phone messages.
4. The AAA Nutritionist will return your calls and grant approval for the cancellation.

ADMINISTRATION:

Subject:	AREA AGENCY ON AGING NUTRITIONAL ASSESSMENTS	Page: 1 of 2
Issued by:	AAA	Date: June 2011

POLICY: **The Area Agency on Aging Nutritionist will audit nutrition projects annually, and will submit reports of findings to the AAA management and to the Nutrition Project Directors.**

PROCEDURES:

A. Scope of audit:

1. The AAA Nutritionist will interview the Nutrition Project Director to discuss current problems and future plans.
2. The AAA Nutritionist will review written records at Agency Headquarters, including but not limited to training documentation; Health and Fire Department Inspections; Quality Assurance records; DASS and Enhance reports; temperature records and emergency plans.
3. The AAA Nutritionist will visit one or more congregate sites during meal service; observe operations; and interview seniors.
4. The AAA Nutritionist will observe home delivered meal packaging if done by the nutrition project, and go on a Home Delivered meal route.
5. The AAA Nutritionist will inspect the nutrition project's central kitchen, if the agency has one, during food preparation.

B. Nutritional Assessment Report

1. The AAA Nutritionist will issue the Nutritional Assessment Report of observations within thirty days of the audit.
2. **If the audit includes a FINDING, the report will be issued within fifteen days of the AAA Nutritionist's visit. A FINDING is a serious violation of regulations that must be corrected as soon as possible.**

C. Nutrition Project Response to a FINDING

1. **The agency will have fifteen (15) days from the date of receipt to respond in writing with a CORRECTIVE ACTION PLAN.**
2. The Corrective Action Plan should include steps taken to correct the finding; the person(s) responsible for steps takes; and a time line for making necessary changes.
3. The Corrective Action Plan should be sent to the AAA Nutritionist.

D. AAA Nutritionist response to the Corrective Action Plan

1. The AAA Nutritionist will follow up with the Nutrition Project Director if the Corrective Action Plan is not received when due, and ask again for the Plan to be submitted. If the Corrective Action Plan is still not received, the agency will be subject to sanctions
2. The AAA Nutritionist will approve the Corrective Action Plan, or modify the Plan with input from the Nutrition Project Director.

3. The AAA Nutritionist will revisit the Nutrition Project to ensure that corrections have been made. If the situation has not improved, the agency will be subject to sanctions.

E. Sanctions

1. **If the Corrective Action Plan has not been submitted, or if the Finding has not been corrected, the AAA Nutritionist, with the approval of the AAA management, will recommend sanctions.**

2. **The agency will be informed of the sanctions, and will have one last chance to make corrections. If no corrections are made, sanctions will be instigated.**

3. **The severity of the sanction will be determined by the severity of the Finding. In all cases, funds will be withheld until the Corrective Action Plan has been received or until the Finding has been corrected.**

ADMINISTRATION: CORRECTIVE ACTION PLAN REPORTS

Subject:	CORRECTIVE ACTION PLAN REPORTS – CENTRAL KITCHEN/CATERERS	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: When Central Kitchens/Caterers fail to meet AAA performance standards for meal preparation and sanitation, a Corrective Action Plan directive will be issued to initiate a prompt resolution to the problems.

PROCEDURES:

A. Initiating the Corrective Action Plan

1. When meal preparation and sanitation performance standards are not met, such as after noting recurring issues, critical issues, or overall poor performance below 80%, the Agency or Caterer will be asked to submit an Action Plan to the Dietary Administrative Support Services (DASS) Project Manager and the County AAA Nutritionist.
2. The Corrective Action Plan Form (Page A-29) will list all standards that the AAA Nutritionist or the Project Dietitian request to be corrected.
3. This plan of action will list the steps that must be taken by the kitchen management and staff to correct the issues noted.
4. This plan must be submitted within one week of the request.

B. Project Dietitian's Role

1. When a Corrective Action Plan is necessary, the Project Dietitian must contact the DASS Project Manager who will, in turn, contact the AAA Nutritionist.
2. The Project Dietitian must submit the request to the DASS Project Manager, who will then forward it to the Agency's Project Director and to the caterer or central kitchen.
3. When the Agency or Caterer sends the completed Corrective Action Plan to the DASS office, the RD for that central kitchen or caterer will receive a copy to take with them to the next audit for follow-up.
   a. A summary must be included in the next DASS caterer monthly report to note the follow-up that occurred.
   b. This summary will be placed at the end of the report and will begin with "A Corrective Action Plan was requested for the following issues.....and the results are as follow....."
4. If another Corrective Action Plan is needed due to continued poor performance, the same steps must be followed as above.

CATERER/CENTRAL KITCHEN
CORRECTIVE ACTION PLAN FORM

Central Kitchen/Caterer_____ **Date** _____

Submitted by: _____

Standard Not Met

Line Item: _____

Issue: _____

Due Date: _____

Corrective Action: _____

_____

_____

Standard Not Met

Line Item: _____

Issue: _____

Due Date: _____

Corrective Action: _____

_____

_____

Standard Not Met

Line Item: _____

Issue: _____

Due Date: _____

Corrective Action: _____

_____

_____

Mail to: **DASS Project Director**

QUALITY ASSURANCE
Policies and Procedures

Los Angeles County Area Agency on Aging
Community & Senior Services

A. Quality Assurance

Quality Assurance Program....QA-1
Quality Assurance Tracking Grid....QA-3
Quality Assurance Tracking Grid Form....QA-4

B. Self-Evaluation

Daily Meal and Quality Assurance Evaluations....QA-5
Congregate Sites Daily Meal Comments Form....QA-6
Hot HDM Meals Daily Meal Comments Form....QA-7
Quality Assurance Evaluation Form....QA-8
"Got a Moment? Please Rate Today's Meal" Form....QA-9

C. Zero Defects

Zero Defects Inspections....QA-10

D. Awards Program....QA-11

Distinguished Site Form....QA-13
Distinguished Site Guidance Document....QA-15

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QUALITY ASSURANCE: QUALITY ASSURANCE PROGRAM

Subject:	QUALITY ASSURANCE PROGRAM	Page: 1 of 2
Issued by:	AAA	Date: June 2011

POLICY: A Quality Assurance program shall be incorporated into both the congregation and home delivered meal programs for problem prevention and constant quality improvement. The goal of this program is to ensure that proper food preparation and meal service procedures are being followed, that the quality of the food is consistent, and that participant satisfaction is being measured. Corrective action shall be taken for any issues identified.

PROCEDURES:

A. A Quality Assurance Committee shall be appointed by the Nutrition Project Director.

B. Membership:

1. Members shall include the Project Director, Site Coordinator, Site Managers, Home Delivered Meals Coordinator, Food Service Manager or Caterer, senior representatives from the Congregate site(s), and the Dietary Administrative Support Services (DASS) Project RD.
   a. The Project Director shall chair the meeting, update matters affecting meal service and announce future events.
   b. The Project RD shall provide technical assistance, answering questions concerning menus and pointing out areas needing improvement, such as portion control, hand washing, food quality, etc.
   c. The Project Director shall appoint a member to take minutes and act as Secretary.
   d. Senior members may be appointed by the Nutrition Project Director or may be elected or appointed by the Project Advisory Board.
   e. The Food Service Manager from the caterer or Central Kitchen must attend QA meetings.

C. Records:

1. Minutes detailing each Committee meeting shall be kept on file for one (1) year. Minutes shall include date, time, members in attendance, and a brief summary of the month's QA meal evaluations and Congregate Sites Daily Meal Comments (Page QA-6). Minutes shall be read at the beginning of each QA meeting.
2. The focal point of the minutes shall be the resolution of problems related to quality food production and service. Problems shall be presented and solutions proposed, tested and evaluated. Problems will be followed on the Quality Assurance Tracking Grid form (Page QA-4), or in minutes.
3. Records shall also be kept of individual QA audits done by committee members.

D. Meetings shall be held at least every month, or more frequently if desired.

E. QA Evaluations – Congregate Sites:

1. Committee members or other assigned senior participants shall conduct meal evaluations at least every two weeks or more frequently if desired. Problem meals, or those that are outstanding, may warrant unplanned, on-the-spot evaluations.
2. These evaluations, along with written comments on caterer/CK delivery slips, and the Congregate Site Daily Meal Comments Form (Page QA-6), provide important data for the problem-solving process.
3. A sample QA Evaluation form to be used for congregate sites follows (Page QA-8).

F. QA Evaluations – HDM Routes:

1. HDM route drivers shall complete a simple QA evaluation (Page QA-7) at the same time temperatures are monitored, two times per month.
2. Each time, the driver shall be assigned a different day to conduct the temperature monitor and evaluation so that all HDM routes and meals are tested.
3. An extra meal shall be included on this route and shall be evaluated after the last participant has received a meal.

G. Other Issues:

1. Quality Assurance meetings can also be used to discuss the following:
   a. Site audits
   b. HDM audits
   c. Caterer audits
   d. Central Kitchen audits
   e. Menu changes
   f. Problems occurring at Senior Centers

QUALITY ASSURANCE: QUALITY ASSURANCE TRACKING GRID

Subject:	QUALITY ASSURANCE TRACKING GRID	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Quality Assurance Committees shall track problems and suggested corrective actions that are identified during the monthly Quality Assurance meetings. The goal is to identify ongoing problems and ensure timely resolutions when possible. Problems and follow up may be tracked in minutes. Using the tracking grid is optional.

PROCEDURES:

A. **The Project Dietitian or designated committee member shall complete one tracking grid for each newly identified problem.**
   1. Note the date the problem was first reported.
   2. Write out the problem completely and any identified consequences if not resolved.
   3. Specify the corrective action to be taken and the person or group responsible for its implementation.

B. **During all subsequent Quality Assurance Meetings, each tracking grid shall be reviewed to determine whether the problem has been resolved or whether further tracking is required.**
   1. Note the follow-up date (date of current QA meeting).
   2. Record whether or not the problem has been corrected.
   3. Resolved problems:
      a. Keep these grids on file for six months to one (1) year and periodically review to assess the effectiveness of corrective actions in preventing recurrences of the problems.
      b. Discard grids after one (1) year if no recurrences have been noted.
   4. Ongoing Problems:
      a. **Recommended corrective action was not implemented –** determine reason for noncompliance. If the initial corrective action is feasible and can be initiated in the near future, write "Implement Initial Resolution" in the resolution column.
      b. **Recommended corrective action was implemented but failed to resolve the problem –** the committee must decide upon an alternative corrective action and note this in the resolution column.
      c. Grids for ongoing problems shall remain active and shall continue to be reviewed at each subsequent Quality Assurance Meeting until resolved.

C. **Each Nutrition Project shall determine a reasonable time allowance for the resolution of identified QA issues, and also, the consequences for failure to meet these time allotments.**

QUALITY ASSURANCE TRACKING GRID

Agency _____ Date: _____

Issue	Date Reported	New Yes/No	Resolution	Corrected Yes/No

QUALITY ASSURANCE: DAILY MEAL AND QUALITY ASSURANCE EVALUATIONS

Subject:	DAILY MEAL AND QUALITY ASSURANCE EVALUATIONS	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Congregate and hot home-delivered meals shall be evaluated daily as part of the Quality Assurance Program.

PROCEDURES:

A. Congregate Site Manager:

1. The Congregate Site Manager shall sample each meal and poll participants every day to judge meal satisfaction.
2. The Manager will fill out the Congregate Sites Daily Meal Comments Form (see Page QA-6) on a daily basis based on the above.
3. The Manager will bring the Daily Meal Comments Form to QA meetings for review.

B. Home Delivered Meal Coordinator:

1. The HDM Coordinator shall sample a hot HDM once each week.
2. The HDM Coordinator will fill out the Hot HDM Meals Daily Meal Comments Form (Page QA-7) on a weekly basis, based on the above.

C. Quality Assurance Evaluations:

1. The Site Manager will assign a senior participant to complete a Quality Assurance Evaluation form a minimum of four times a month (Page QA-8). More evaluations are encouraged.
2. The HDM Coordinator will assign each driver to complete a quality assurance meal evaluation a minimum of once per month (Page QA-7).
3. The completed forms will be brought to the QA meeting for review.

D. Daily Participant Meal Evaluations

1. "Got a Moment? Please Rate Today's Meal" forms (QA-9), Quality Assurance Evaluation forms (QA-8), shall be placed in a convenient location in the dining room.
2. Participants shall use these forms to communicate positive and negative comments about meal quality.
3. These forms will be reviewed monthly during the QA meetings.

County of Los Angeles
CONGREGATE SITES
Daily Meal Comments Form

Site: _____ **Month:** _____

DATE	ENTRÉE	COMMENTS

Site Manager: _____

County of Los Angeles
HOT HDM MEALS
Daily Meal Comments Form

Site: _____ **Month:** _____

DATE	ENTRÉE	COMMENTS

HDM Coordinator: _____

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QUALITY ASSURANCE EVALUATION

Agency: _____ Evaluator Name: _____

Site: _____ Date: _____

Meal followed certified menu, or substitution approved/notified: Yes _____ No _____

If not, please list changes: _____

_____

Temperature of food OK? Yes _____ No _____

If not, please list temperature and action taken: _____

_____

Please list menu here and rate each item on a scale of 1 to 5 (with 1 being the lowest score and 5 being the highest score).

	Soup	Entree	Starch	Vegetable	Salad	Dessert
List Menu						
Appearance						
Taste						
Texture						
Aroma						

How can this meal be improved: _____

_____

_____

_____

Comments? (Portion size, amount of salt, temperature in mouth, client acceptance, etc.)

_____

_____

_____

_____

GOT A MOMENT? Please Rate Today's Meal

Your comments are very important to help us serve you better. How would you rate the meals that you receive? Please use the space below and rate your meal. Do not forget to complete the name of the nutrition site and the date. Please return this survey to your nutrition site manager when it is completed.

	Excellent	Good	Average	Fair	Poor
Today's Meal: _____	❍	❍	❍	❍	❍

Comments: _____

_____

Suggestion for Improvement: _____

_____

Suggestions for new menu ideas _____

_____

Nutrition Site _____ Date _____

GOT A MOMENT? Please Rate Today's Meal

Your comments are very important to help us serve you better. How would you rate the meals that you receive? Please use the space below and rate your meal. Do not forget to complete the name of the nutrition site and the date. Please return this survey to your nutrition site manager when it is completed.

	Excellent	Good	Average	Fair	Poor
Today's Meal: _____	❍	❍	❍	❍	❍

Comments: _____

_____

Suggestion for Improvement: _____

_____

Suggestions for new menu ideas _____

_____

Nutrition Site _____ Date _____

QUALITY ASSURANCE: ZERO DEFECTS

Subject:	ZERO DEFECT INSPECTIONS	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Project RDs shall conduct a monthly audit that includes a 'Zero Defect' inspection at congregate sites, central kitchens and caterers.

PROCEDURES:

A. The Project RD shall conduct a monthly audit including the 'Zero Defect' inspection at congregate sites, central kitchen and caterer. The Project RD or Nutrition Educator shall conduct an audit of each Home Delivered Meal route once per year. Then the following points shall be deducted for each Zero Defect observed:

Home Delivered Meals = six (6) points
Sites = six (6) points
Central Kitchens/Caterer = five (5) points

B. Zero Defects for congregate sites include:

1. Appropriate handwashing and correct use of gloves.
2. Temperatures of food taken on delivery and, if necessary, before service.

C. Zero Defects for Central Kitchens and Caterer Kitchens include:

1. Appropriate handwashing and correct use of gloves.
2. Temperatures of food taken at the end of cooking and before distribution.

D. Zero Defects for Home Delivered Meal Routes include:

1. Ending meal temperatures: Hot food must be above 135°F and cold food must be below 45°F.
2. Hot Meal Routes must not last more than 2 hours 30 minutes.

E. Zero Defects Consequences:

1. The Project RD shall notify the Project Director immediately of Zero Defect noted on inspection of sites or Central Kitchen/Caterer.
2. The Project RD and the Project Director shall determine what remedies are required to solve the Zero Defect problem, including additional RD technical assistance, if necessary.
3. The problem shall be discussed at the next QA meeting.
4. The problem and solution will be documented in the RD report to the Project Director and in the QA Committee minutes.
5. The score of the Congregate Site inspection will count as "below 95%" in the Silver Thermometer Award Program.
6. The score of the Central Kitchen or Caterer inspection and Home Delivered Meal Route will count as "below 90%" in the Silver Thermometer Award Program.

F. Evidence of dry lab on food temperatures will result in up to double point deductions.

G. Double points will be deducted if a violation is repeated the next month.

QUALITY ASSURANCE: AWARDS PROGRAM

Subject:	AWARDS PROGRAM	Page: 1 of 2
Issued by:	AAA	Date: February 2016

POLICY: The Area Agency on Aging shall recognize those Congregate Sites, Central Kitchens, Caterers, and Home Delivered Meal Programs who diligently follow HACCP procedures.

PROCEDURES:

1. **GOLDEN APPLE AWARD**
   - A. **Annually, the DASS RD shall present four in-service training sessions to congregate site staff and volunteers.**
   - B. **Criteria for Golden Apple Award include:**
     1. Staff/volunteers must have attended all four training sessions.
     2. Staff/volunteers must score 75% (9 out of 12 questions) on the Golden Apple quiz.

2. **SILVER THERMOMETER AWARD**
   - A. **The Dietary Administrative Support Services (DASS) Project Registered Dietitian (RD) shall conduct a Site Facility Audit/Kitchen Facility Audit monthly at each congregate site and monthly or every other month at each kitchen and caterer.**
   - B. **The DASS RD or Nutrition Educator shall conduct a HACCP safety and sanitation inspection annually for each Home Delivered Meal Route.**
   - C. **The inspection shall note any problems observed and shall be scored.**
   - D. **Criteria for Silver Thermometer Award include:**
     1. Congregate Sites:
        - a. 95% or better on inspections by the DASS RD on 11 of 12 inspections from July through the following June.
        - b. Two scores of 100% shall erase one score below 95%.
        - c. The Site Manager must have passed the ServSafe® course.
        - d. For Sites that are inspected only four (4) times per year the following criteria applies: 95% or better on inspections by DASS RD's on all 4 inspections done on congregate sites from July 1 to June 30 of each Fiscal year. One (1) score of 100% shall erase one (1) score below 95%.
     2. Central Kitchens:
        - a. 90% or better on inspections by DASS RD on 5 of 6 or 11 of 12 inspections from July through the following June.
        - b. Two scores of 95% or higher shall erase one score below 90%.
        - c. Central Kitchen Manager shall have passed the ServSafe® course and have taken HACCP.

3. Caterers:
   a. 90% or better on inspections by DASS RD on 5 of 6 or 11 of 12 inspections from July through the following June.
   b. Two scores of 95% or higher shall erase one score below 90%.
   c. Caterer's Foodservice Manager must have passed the Servsafe® course and have passed a HACCP course.

4. Home Delivered Meal Programs:
   a. A score of 90% or better – with all DASS RD (or Nutrition Educator) route inspection scores averaged from July through the following June.

   b. Two scores of 95% or higher shall erase one score below 90%.
   c. The Home Delivered Meal Coordinator must have passed the ServSafe® course.

3. DISTINGUISHED SITE AWARD

A. **The Distinguished Site Award is given to sites that exceed basic requirements and Site Managers that demonstrate friendliness and hospitality.**

B. **Distinguished Site Criteria**
   1. The site may apply if it meets the following criteria:
      a. Nutrition site manager has a current ServSafe® certification.
      b. Nutrition site was awarded the Silver Thermometer Award the previous year.

   2. The review will focus on the following areas:
      a. Hospitality
      b. Ambiance/Enhancements
      c. Meal Enhancements
      d. Product Quality
      e. Service
      f. Program Enhancements

      The site must earn eighty (80) points of the one hundred (100) available to be eligible for the Award.

C. **Awards shall be presented to the Agency at the end of the fiscal year.**
   1. Special recognition shall be given to Nutrition Projects with all congregate sites and central kitchens qualifying for the award at the annual awards and training program.

DISTINGUISHED SITE AWARD - Audit Form

Agency _____ Date: _____

Site _____

Completed By _____ Signature _____

PERFORMANCE STANDARDS MET	WT	PTS Awarded	Comments
Section 1 - Hospitality		**21 Points max**	
A. Signage for nutrition program outside the building	3	0 3	
B. Nutrition program is easy to find once indoors	3	0 3	
C. A host is available who is helpful and friendly	3	0 1 2 3	
D. Registration assistance is available and sign-in is easy	3	0 1 2 3	
E. General feel (sociability, friendliness, welcoming, cheerful)	3	0 1 2 3	
F. Site director or manager easily accessed by patrons	3	0 3	
G. Group addressed prior to start of lunch	3	0 3	
	Total:		
Section 2 - Ambience/Enhancements		**26 Points max**	
A. Background music before or during mealtime (daily)	3	0 3	
B. Live music during lunch (twice monthly)	3	0 3	
C. Table Set-up (centerpieces, décor, tablecloths)	3	0 1 2 3	
D. Site Decorations / Art / Plants	1	0 1	
E. Celebrations: Birthdays (once monthly)	3	0 3	
Holidays (once monthly)	3	0 3	
Special events (3-4 annually)	3	0 3	
F. Environment during meal (social, welcoming, engaging)	3	0 1 2 3	
G. Intimate setting (round table, arranged table groupings)	3	0 3	
H. Accessibility: Adequate parking or public transportation	1	0 1	
	Total:		
Section 3 - Meal Enhancements		**10 Points max**	
Condiments: 1. Salt/Pepper shakers or packets on tables	1	0 1	
2. Other condiments available (greater than 3 choices)	1	0 1	
3. Condiments easily accessed by patrons (handicapped)	1	0 1	
B. Choice of entree (once weekly)	1	0 1	
C. Entrée Salad: (once monthly)	1	0 1	
D. Soup: (twice or more per week)	1	0 1	
E. Crackers offered with soup	1	0 1	
F. Beverage Choices:			
1. Other beverage choices available (coffee, tea)	1	0 1	
2. Choice of non-fat or 1% milk (or milk alternative)	1	0 1	
3. Iced Tea / Lemonade (summer months)	1	0 1	
	Total:		

Comments:

Total Points Page 1: *CONTINUED ON PAGE 2*

DISTINGUISHED SITE AWARD - Audit Form

CONTINUED
PAGE 2 OF 2

Site:_____

PERFORMANCE STANDARDS MET	WT	PTS Awarded	Comments
Section 4 - Product Quality		**12 Points max**	
A. Meal Taste: Good flavor, quality, visual appeal, texture	2	0 1 2	
B. Attractive plating	3	0 1 2 3	
C. Reusable or biodegradeable plates and/or utensils	1	0 1	
D. Non-compartmentalized plates used	1	0 1	
E. High quality napkins	1	0 1	
F. Cups or straws provided along with the milk in cartons	1	0 1	
H. Customer comment cards readily available	3	0 3	
		Total:	
Section 5 - Service		**16 Points max**	
A. Site cleanliness	3	0 1 2 3	
B. Meals served on time	3	0 3	
C. Meals served at the table (no standing in line)	3	0 3	
D. Meal cleanup (do not rush patrons)	1	0 1	
E. Teamwork (staff/volunteers work together to improve service)	3	0 1 2 3	
F. Staff/volunteer presentation (uniforms, clean, neat, professional)	3	0 1 2 3	
		Total:	
Section 6 - Program Enhancements		**15 Points max**	
A. Nutrition education materials (posted or available)	3	0 3	
B. Activities offered prior to or directly after meal (3 times weekly)	3	0 3	
C. Health screenings/health programs at the site (quarterly)	3	0 3	
D. Informational fliers posted/available (bi-lingual, as needed)	3	0 3	
E. Agency Newsletter/ Menu (available, bi-lingual-as needed)	3	0 3	
		Total:	

Comments:

	Total Points - Page 1:
	Total Points - Page 2:
	Total Points Passed:
	(Must earn 80 points to be eligible for award)
	(Total points possible: 100)

County of Los Angeles Department of Community and Senior Services
Senior Nutrition Program

DISTINGUISHED SITE AWARD GUIDANCE DOCUMENT

The purpose of this document is to detail the criteria on the audit form in order to ensure that all evaluators are auditing the sites with the same understanding of guidelines.

In order to provide the best possible review, all auditors must comply with the following:

- Arrive early to the site in order to interview staff and seniors.
- Obtain the newsletter, menu, and other printed materials in order to develop an understanding of the site and programs.
- Interview the site manager in order to learn about special programs, events and offerings.
- Interview a minimum of 3 senior participants in order to better understand the site operations, service and events from their point of view. If negative comments are obtained, be sure to talk to others to determine if the negative comment is in general agreement.
- Bring a calculator in order to determine final scoring. Scoring is completed independently by all of the auditors participating (i.e., the auditors do not need to agree).
- If CNS staff is at the review, give them your signed audit form at the conclusion of the audit. If not, fax to the CNS office at 818-874-9228.

Scoring:

- Some of the items on the audit are considered to be subjective and this is where a sliding scale of 0-3 is provided. The score of zero (0) always indicates that the item is not met. The scores of 1 to 3 are identified below under each area.
- Some items have a total value of one (1) point and others are three (3) points. Three (3) points are assigned to those in which the site has more control (as opposed to the caterer or funding), or are considered highly important.

1. Hospitality

A. Signage for nutrition program outside the building
   - Ability to find the nutrition building easily.
   - Could a senior new to the program find this location easily

B. Nutrition program is easy to find, once indoors
   - This is of particular importance at large sites with many rooms. Signage must be available to direct seniors to the program if it is not easily visible.

C. Host is available who is helpful and friendly
   - A staff person or volunteer who welcomes people as they arrive and makes them feel comfortable and welcome

     1=available but not very helpful or friendly;
     2=generally welcoming;
     3=warm, friendly and helpful in every way possible

D. Registration assistance is available and sign-in is easy
   - Staff/volunteers available to register seniors for the program in a comfortable setting with assistance available, as needed.

- This process may not be observed during the audit. However, interview the site manager or registration person for details.
  1=assistance available, but not very easy;
  2-=assistance is available and somewhat easy;
  3=assistance available and very easy to understand

E. General feel (sociability, friendliness, welcoming, cheerful)
- This is a review of the atmosphere of the site upon entering. If the auditor arrives early prior to many people being on site, this may need to be revisited as more people arrive.
  1=somewhat social;
  2-=social and friendly;
  3=extremely social, friendly and welcoming

F. Site director or manager easily accessed by patrons
- The site director/manager should be available and conversing with seniors, not back in the kitchen for long durations or otherwise unavailable

G. Group is addressed prior to start of lunch
- This would include any type of announcements, pledge, etc. that indicates the start of the meal program and provides a personal touch to the lunch
- Interview seniors to be sure that this is a regular occurrence and not just on the "Distinguished Site audit" day

2. Ambience/Enhancements

A. Background music before or during mealtime (daily)
- This helps set the mood for a nice and pleasant environment.
- The volume and type of music should be appropriate for the room/occasion

B. Live music during lunch (twice monthly)
- This can be prior to meal service and/or during the meal
- Includes, but not limited to: piano, guitar, live band, etc.

C. Table Set-up (centerpieces, decor, and tablecloths)
- A table set-up that is above and beyond the normal expectations with centerpieces or other related décor
- More than just a placemat
  1=one item, such as small centerpiece;
  2-=two items such as centerpiece and table cloth;
  3=centerpiece, decorations and table cloth

D. Site decorations /art /plants
- Used to further create a pleasant environment for the meal

E. Celebrations
- Birthdays - must be once monthly/interview staff and seniors
- Holidays - must be once monthly/interview staff and seniors
- Special Events (3-4 annually) - credit is given even if the events are at another location, but must be well advertised at this site with transportation provided

F. Environment during meal (social, welcoming, engaging)
- The environment should be a social atmosphere that makes seniors feel a part of the group and want to come back

1=slightly social;
2-=somewhat social;
3=extremely social and welcoming

G. Intimate setting (round tables, arranged table groups)
   - The tables need to be arranged to encourage socialization

H. Accessibility: Adequate parking or public transportation
   - Interview the staff to determine public transportation availability
   - Consider the area/neighborhood the site is in; availability of parking or public transport should be appropriate for the area

3. Meal Enhancements

A. Condiments
   1. Salt and pepper shakers/packets on each table
   2. Other condiments available (greater than 3 choices)
      - Includes, but not limited to: ketchup, mustard, oil & vinegar, hot sauce, salad dressings, etc.
   3. Condiments easily accessed by patrons
      - They must be easily accessed, either on each table or near meal service, and not at the discretion of the site manager

B. Choice of entree (once weekly)
   - This indicates there is a double entrée meal one time every week

C. Salad Bar or Entrée Salad (once monthly)
   - Refer to the monthly menu if this does not occur on the review day

D. Soup (twice or more per week)
   - Refer to the monthly menu

E. Crackers offered with soup
   - May need to interview seniors if soup is not served on the day of the review

F. Beverage Choices
   1. Other beverage choices available (coffee, tea)
      - These can be offered for a small donation/fee
   2. Choice of Non-fat or 1% milk (or milk alternative)
      - This would include such alternatives as soy or rice milk
      - This would not meet the standard if a choice is not offered (only have one type)
   3. Iced Teas/Lemonade
      - Offered at least during summer months

4. Product Quality

A. Meal Taste: Good flavor, quality, visual appearance, texture

1=somewhat good;
2-=very good

B. Attractive Plating
   - Items plated in a visually pleasing manner
   - Not put on plate carelessly

1=somewhat good;
2-=very good;
3=extremely good

C. Reusable or biodegradable plates and/or utensils
   - Includes plastic, Melmac or ceramic dishware that are washed and reused
   - Metal silverware or biodegradable utensils

D. Non-compartmentalized plates used
   - The meal does not appear to be from an "institution"

E. High quality napkins
   - Thick, plush, and not "standard issue"

F. Cups or straws provided along with the milk cartons
   - Can be available on each table, provided with the utensils, or offered when the milk is distributed

G. Customer Comment Cards readily available
   - The senior can access comment cards without having to ask for them
   - Can be on each table or in one location, such as the sign-in table
   - Ask participants if they notice any follow through based on the comment cards

5. Service

A. Site cleanliness
   - No debris in or around site/dining area
   - Bathrooms are reasonably clean
     1=somewhat clean;
     2-=very clean;
     3=extremely clean

B. Meals served on time
   - Notice when meals are begun to be served
   - Considered served "on time" within a ten-minute grace period of the announced or posted service time

C. Meals served at the table (no standing in line)
   - If meals are being served at the table, interview seniors to be sure that this is a daily occurrence

D. Meal cleanup (do not rush patrons)
   - The seniors can finish their meals in a leisurely manner without the clean-up staff hovering over them to finish

E. Teamwork
   - Opportunities are available for seniors to volunteer and participate
   - Staff and volunteers work together to improve services
   - Tasks are completed in an organized manner
     1=average teamwork;
     2-=above average teamwork;
     3=staff and volunteers create a dynamic team

F. Staff/volunteer presentation (uniforms, clean, neat, professional)
   - All staff and volunteers are clean and neat, including hairnets, aprons and gloves, as well as clothing
   - A name tag, special shirt or some other accessory is provided that identifies the person as a staff or volunteer and adds a professional look
     1=good presentation;

2-=above average presentation;
3=excellent presentation, very easily identified as staff/volunteer

6. Program Enhancements

A. Nutrition education materials (posted or available)
- Can be current or past nutrition education
- Available in other languages, as necessary for the site population

B. Activities offered prior to or directly after meal (3 times weekly)
- The activity does not need to be in the same room as the meal program
- These include, but are not limited to: games, Bingo, presentations/lectures, exercise classes, group meeting (knitting/quilting/? groups)
- Should end just before meal service, or begin just after meal service
- Must be at least 3 times per week to meet the standard

C. Health screenings/health programs at the site (quarterly)
- Can include: blood pressure screenings, diabetic counseling, etc

D. Informational fliers posted or available (bi-lingual, as needed)
- For events on-site or off-site, within the community or area
- Includes: classes, excursions, lectures, promotional activities, special events, etc

E. Agency newsletter/menu (available, bi-lingual, as needed)
- Ask the site manager or sign-in table if the monthly calendar or other monthly newsletter is available from the agency

SCORING: TOTAL POINTS AVAILABLE IS **100**. SITE MUST ACHIEVE **80%** IN ORDER TO ACHIEVE THE DISTINGUISHED SITE DISTINCTION.

FOODBORNE ILLNESS REPORT
Policies and Procedures
Los Angeles County Area Agency on Aging
Community & Senior Services

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BIOLOGICAL FOODBORNE ILLNESS

Subject:	INVESTIGATION AND REPORT	Page: 1 of 2
Issued by:	AAA	Date: February 2016

POLICY: The Nutrition Project Director shall investigate any report of foodborne illness and shall report findings to appropriate agencies.

PROCEDURES:

A. **The person receiving the complaint shall IMMEDIATELY (with 5 minutes) refer the call to the Site Manager, HDM Coordinator, or the Nutrition Project Director.**

B. **The Site Manager or HDM Coordinator shall IMMEDIATELY (within one hour):**
   1. Collect data and record on Foodborne Incident Report forms (see Congregate or HDM Report forms, Pages FBI-3 and 5).
      a. Who and how many people were involved?
      b. When (day and time) was the illness first noted?
      c. What site(s) was/were involved?
      d. What meal was served?
   2. Immediately impound all implicated leftovers if available. Cover, label, date and freeze all items.
   3. Collect and copy all relevant time/temperature documentation:
      a. Delivery time/food temperatures
      b. Serving times/food temperatures
   4. Inform Nutrition Project Director.

C. **Nutrition Project Director shall IMMEDIATELY (within one hour):**
   1. Verify the complaint, review the data, supplementing as needed. If necessary, make appointments to interview seniors reporting the problem.
   2. If more than one person reports similar illness, contact Project Dietitian, the Central Kitchen Foodservice Manager or Caterer, and the AAA Nutritionist, requesting immediate consultation and investigation.
   3. Impound suspected food from Central Kitchen or Caterer. Cover, label, date and freeze. Send or direct the Caterer to send the sample to a lab for analysis (plate count and coliform count, with additional tests to follow if preliminary tests show high counts).
   4. Collect and copy all relevant time/temperatures documentation from the congregate site(s), including food delivery time, temperatures; food serving time/ temperatures.
   5. Collect and copy all relevant time/temperature and product documentation from the Central Kitchen or Caterer, including product specifications; preparation and holding time/temperatures; shipping time and temperatures.
   6. Record all available data on Foodborne Illness Incident Project Director's Report (refer to Page FBI-7).

D. Nutrition Project Director shall, over the course of the investigation:

1. If deemed necessary, discuss the problem with all seniors at affected sites.
2. Assist the Project Dietitian with interview of affected seniors.
3. Discuss findings with Central Kitchen Foodservice Manager or Caterer and Project Dietitian.
4. Bring an assessment of the problem, the data involved, procedures that worked, and procedures to change to the next QA meeting. Implement recommendations and evaluate to see how new procedures are working.
5. Keep AAA Nutritionist informed of progress of investigation.
6. Inform seniors involved of outcomes of the investigation.
7. Complete Foodborne Illness Incident Project Director's Report (page FBI-7).

E. The Project Dietitian shall IMMEDIATELY (within one hour):

1. Review available data with Project Director, providing advice as necessary.

F. The Project Dietitian shall, as soon as possible (within 24 to 48 hours):

1. Conduct individual interviews with affected seniors with help from the Project Director, if necessary. The interview should determine what the senior ate for the last three days prior to become ill, what symptoms the senior had, when the symptoms occurred, and the medical treatment, if any, the senior received for the illness.
2. With Project Director and Central Kitchen Foodservice Manager or Caterer, review documentation available. Recommend changes to existing procedures if necessary.

G. The Project Dietitian shall, over the course of the investigation:

1. Observe Central Kitchen or Caterer procedures as necessary and report findings to Project Director and Central Kitchen Foodservice Manager or Caterer.
2. Attend the QA meeting where incident shall be discussed.

H. The AAA Nutritionist shall:

1. Report the event to the AAA Management immediately (within one hour).
2. If it appears likely that the event is actually a foodborne illness, report the event to the CDA Nutritionist and, report to the Department of Health.
3. Follow the progress of the investigation, giving advice as necessary.
4. Forward the Project Director's QA report to AAA Management, Contracts Management and the CDA Nutritionist.

* Please note that for valid results, the initial report and presentation of blood, stool and urine samples must be received within 72 hours following consumption of the suspect meal. A blood test alone is not sufficient to identify the pathogen.

FOODBORNE INCIDENT REPORT
CONGREGATE SITE QUESTIONNAIRE
(Complete within 1 hour of reported complaint)

Location: Agency/Site: _____
Site Manager completing report: _____
Date/Time complaint(s) reported: _____
Total number of people involved: _____ **Time Project Director notified:** _____

Individual Complainant's Data

Name/Phone #	Illness 1st Noted Date/Time	Symptoms Noted	Suspect Meal/Foods Eaten	Was a doctor consulted?	If yes, were specimens taken?
	/				
	/				
	/				
	/				
	/				
	/				
	/				

Any leftovers available from implicated meal? _____

***If yes, foods must be collected, placed in covered containers, labeled, dated, and placed in the freezer.**

Date and time completed _____

***Collect and copy all relevant Time/Temperature documentation and attach to this report.**

A. Copy of Delivery sheet with arrival times and temperatures.

B. Serving times and temperatures-added to delivery sheet or listed on separate form.

FOODBORNE INCIDENT REPORT
HDM ROUTE QUESTIONNAIRE
(Complete within 1 hour of reported complaint)

Location: Agency/Name of Route: _____
Manager completing report: _____
Date/Time complaint(s) reported: _____
Total number of people involved: _____ **Time Project Director notified:** _____

Individual Complainant's Data

Name/Phone #	Illness 1st Noted Date/Time	Symptoms Noted	Suspect Meal/Foods Eaten	Was a doctor consulted?	If yes, were specimens taken?
	/				
	/				
	/				
	/				
	/				
	/				
	/				

Name	Frozen or Hot Meal?	Approx. time of delivery	Approx. Time Food was Eaten	Frozen Meals Placed in Freezer by HDM Staff?	How were Meals Held if Not Eaten Immediately	Method of Reheating

Any leftovers available from implicated meal? _____

***If yes, foods must be collected, placed in covered containers, labeled, dated, and placed in the freezer.**

Date and time completed _____

***Collect and copy all relevant Time/Temperature documentation and attach to this report. Include temperature of food prior to transport.**

FOODBORNE ILLNESS INCIDENT
Project Director's Report

Complete the following form as information becomes available.

1. Verification of complaint

   A. Congregate site(s) or HDM route(s) involved _____

   _____

   B. Total number of people involved _____

   C. A list of names and phone numbers has been obtained?_____

   D. Date/Time incident reported _____

   E. Date(s)/Time(s) symptoms first appeared _____

   F. Symptoms reported _____

   _____

   G. Did affected persons seek medical attention?_____

   _____

   H. Were any specimens obtained by physicians? _____

   _____

   I. What foods were eaten in common? _____

   _____

   J. Were any foods left over at the site?_____

   at the central kitchen? _____

   at the caterer? _____

   K. Were these foods appropriately placed in covered containers, labeled, dated and frozen? _____

2. Date/Time the following individuals were notified:

   A. Project Dietitian _____

   B. Central Kitchen/Caterer-Food Service Manager _____

   C. AAA Nutritionist _____

3. When directed by Project Dietitian or AAA Nutritionist, send or direct caterer to send food samples to the lab for analysis.

   Date submitted to lab _____.

4. Obtained copies of all relevant time/temperature documentation from:
   A. Congregate site(s) _____ (date).
   B. Central Kitchen or Caterer _____ (date).
5. Obtained from Main Kitchen or Caterer-product specification for all foods implicated in FBI incident _____ (date).
6. Results of lab analysis
   A. Specimens from doctor _____
   B. Food Sample Analysis _____
7. Quality Improvement Analysis
   A. Food suspected as causing FBI _____
   B. Uncontrolled Hazard identified as _____

   _____

   C. Critical limit (standard) implemented to control identified hazard in future

   _____

   D. Monitoring procedure implemented to ensure critical limit is met. _____

   _____

   E. Corrective action in place to safely handle food should this critical limit not be met in the future._____

   _____

   F. Verification procedure in place to ensure that the critical limit is consistently met.

   _____

   _____

Los Angeles County Senior Nutrition Program

Nutrition Site Response Guide:

Foodborne Illness Complaints

This project is funded, in part, by the
Los Angeles County Area Agency on Aging
through the Older Americans Act of 1965, as amended.

Provided by: CNS/RQA/CA, Inc.
www.foodsafe.com

Responding to a Foodborne Illness Complaint

Follow these steps:

1. *Take all participant complaints seriously.*

Express your concern and be sincere, but do not admit responsibility or accept liability.

2. *Direct the complaint.*

a. *If the complaint is by phone*

— Transfer the call to the ***Site Manger*** or ***HDM Coordinator.*** If needed, take a message including their name and phone number. The Site Manager or HDM coordinator will then inform the Project Director.

b. *If the complaint is in person:*

At the site - Refer the participant to the Site Manger who will then inform the Project Director. If the Site Manager is not available, inform the Project Director.

At the HDM participant's home - Assure the participant that the HDM coordinator will call them that afternoon for information. As soon as the driver arrives back to the facility, they must give the HDM coordinator the participant's name and any pertinent details. After talking to the participant, the HDM Coordinator will inform the Project Director.

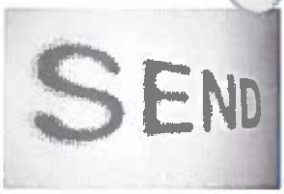
3. *Fill out the report.*

The Site Manager, HDM Coordinator or Project Director must fill out the Foodborne Illness Incident Report Questionnaire within 1 hour of the complaint. Be sure to be as thorough as possible.

See SOP manual page FBI–3 or FBI-5.

4. *Send in temperature logs.*

The Site Manger and/or HDM Coordinator must send all time and temperature logs to the Project Director. *This includes the delivery invoice from the caterer or central kitchen and monthly temperature records.*



The Project Director will contact the Project Dietitian and AAA Nutritionist to further review the information and help with the investigation.

FOOD CONTAMINANT GUIDELINES

Subject:	INVESTIGATION AND REPORT	Page: 1 of 2
Issued by:	AAA	Date: October 2015

POLICY: The Nutrition Project Director shall investigate any complaint of an alleged food contaminant.

PROCEDURES:

A. **The person receiving the complaint shall IMMEDIATELY (with 5 minutes) refer the call to the Site Manager, HDM Coordinator, or the Nutrition Project Director.**

B. **The Site Manager or HDM Coordinator shall IMMEDIATELY (within one hour):**
   1. Collect data and complete the Food Contaminant Incident Report:
      a. Who and how many people were involved?
      b. When (day and time) was the contaminant found?
      c. What site(s) was/were involved?
      d. What meal/meal component was the contaminant found in.
   2. Immediately secure the contaminant. Cover, label and date. If possible, take a photograph of the item.
   3. Inform Nutrition Project Director (provide the written information and the contaminant).

C. **Nutrition Project Director shall IMMEDIATELY (within one hour):**
   1. Verify the complaint, review the information, supplementing as needed. If necessary, make appointments to interview senior(s) reporting the incidence.
   2. Inform the Foodservice Director and/or manager of the Caterer/Central Kitchen, Project Dietitian.
   3. Obtain the contaminant from the meal site or the Home Delivered Meal participant.

D. **Nutrition Project Director shall, over the course of the investigation:**
   1. If deemed necessary, discuss the problem with all seniors at affected sites.
   2. Assist the Project Dietitian with interview of affected seniors.
   3. Discuss findings with Central Kitchen Foodservice Manager or Caterer and Project Dietitian.
   4. Bring an assessment of the problem, the data involved, procedures that worked, and procedures to change to the next QA meeting. Implement recommendations and evaluate to see how new procedures are working.
   5. Keep LA County CSS and Project Dietitian informed of progress of investigation.
   6. Inform senior(s) involved of outcomes of the investigation.
   7. Complete Food Contaminant Incident Project Director's Report.

E. **The Project Dietitian shall IMMEDIATELY (within one hour):**
   1. Review available data with Project Director, providing advice as necessary.
   2. Provide notification to the CNS office of the incident and the status of the reporting.

F. The Project Dietitian shall, as soon as possible (within 24 to 48 hours):

1. Conduct individual interviews with affected senior(s) with help from the Project Director, if necessary.
2. Continue to provide a status of the reporting process to the CNS office and the LA County CSS.

G. The Project Dietitian shall, over the course of the investigation:

1. Observe Central Kitchen or Caterer procedures as necessary and report findings to Project Director and Central Kitchen Foodservice Manager or Caterer.
2. Attend the QA meeting where incident shall be discussed.

H. The LA County CSS shall:

1. Report the event to the AAA Management immediately (within one hour).
2. Follow the progress of the investigation, giving advice as necessary.

FOOD CONTAMINANT COMPLAINT

REPORTING PROCEDURES & MANAGEMENT RESPONSIBILITIES

STEP ONE:
(IMMEDIATELY-CONTACT SITE MANAGER)
AGENCY LEVEL
SITE MANAGER (WITHIN ONE HOUR)

USE THE FOOD CONTAMINANT INCIDENT REPORT-MEAL SITE QUESTIONAURE

A. Collect the following information:
   - The name of the senior participant that made the complaint
   - The date and time of incident
   - The food contaminant
   - The menu for the day and the food that the contaminant was found in
   - Note if a doctor was consulted

B. Immediately impound the contaminant and food that it was found in. Place it in a container, then cover, label and date. *If possible, take a photograph of the item.*

C. Inform the Site Manager (If they are not the first person receiving the complaint).

D. Inform the Nutrition Director.

STEP TWO
(WITHIN ONE HOUR):
AGENCY LEVEL
NUTRITION DIRECTOR

USE THE FOOD CONTAMINANT INCIDENT – NUTRITION DIRECTOR'S REPORT

A. Verify the complaint- review data and supplement as needed.

B. Verify impounding of the contaminant according to the above procedure.

C. Contact the Caterer or Central Kitchen, inform LA County CSS and CNS Project Dietitian.

D. If this is from a home delivered meal participant, obtain all of the required information, as above.

FOOD CONTAMINANT INCIDENT
Project Director's Report

Complete the following form as information becomes available.

I. **VERIFICATION OF COMPLAINT**

A. Congregate Meal Site(s) or Home Delivered Client / Route involved.

_____

B. Total number of people involved. _____

C. Has a list of names and phone numbers been obtained? **Yes or No**

D. Date/Time incident reported. _____

E. Did affected persons seek medical attention? _____

_____

F. Was the contaminant impounded, covered, labeled and dated? **Yes or No**

II. **DATE/TIME THE FOLLOWING INDIVIDUALS WERE NOTIFIED:**

A. Central Kitchen/Caterer-Food Service Manager _____

B. LA County CSS _____

C. Project Dietitian/CNS _____

III. **DATE AND TIME THE FOLLOWING CONTACTS/PROCEDURES WERE MADE AND/OR COMPLETED:**

A. Picture of contaminant taken? **Yes or No**

B. Contaminant sent to the Caterer or Central Kitchen? **Yes or No**

IV. **ASSESSMENT OF FOOD CONTAMINANT**

A. Contaminant identified as _____

_____

B. Critical limit (standard) implemented to control identified hazard in future

_____

FOOD CONTAMINANT INCIDENT REPORT

CONGREGATE SITE QUESTIONNAIRE

(Complete within 1 hour of reported complaint)

Location: Agency/Meal site _____

Staff Completing Report: _____

Date/Time Complaint(s) Reported: _____

Total Number of People Involved: _____ Time Nutrition Director Notified: _____

Senior(s) Involved in this Incident

Name/Phone #	Date/Time	Food Contaminant	Meal/Food that was Involved	Food Contaminant Impounded	Was an MD Consulted
	/				
	/				
	/				
	/				
	/				
	/				

CONGREGATE SITE
Policies and Procedures

Los Angeles County Area Agency on Aging
Community & Senior Services

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Subject:	FACILITY PREREQUISITES	Page: 1 of 3
Issued by:	AAA	Date: December 2012

POLICY: The facility shall be designed and maintained to facilitate cleanliness, minimize cross-traffic from high pathogen areas to low pathogen areas, control pest infestation, and minimize any other hazards which could lead to food contamination.

PROCEDURES:

A. Facility Design

1. The design of the kitchen shall function to promote the appropriate movement of food from delivery through holding, preparation, service and disposal.
2. Aisles and working spaces shall be adequately wide and unobstructed.
3. The building, fixtures and other physical facilities shall be maintained in a sanitary condition and kept in repair sufficient to prevent food from becoming adulterated.
4. The Facilities Director will be responsible for appointing person(s) to clean the center.
5. The facilities shall be cleaned and maintained on an adequately scheduled basis.

B. Floors, Walls, Hoods and Ceilings

1. Floors shall be cleaned and maintained by sweeping and mopping according to the cleaning schedule.
2. There shall be no sweeping or mopping when there is uncovered food in the area.
3. Walls and ceilings shall be cleaned and maintained by washing according to the cleaning schedule.
4. Hoods and filters shall be cleaned and maintained according to the cleaning schedule.

C. Lighting

1. Light bulbs, fixtures or other glass suspended over or close to exposed food during preparation or storage shall be safety-coated or provided with safety shields and be properly maintained.

D. Plumbing

1. Plumbing shall be maintained to carry sufficient quantities of water to required locations throughout the facility.
2. Plumbing shall properly convey sewage and liquid disposable waste from the facility.
   a. Utility sinks or sewage drains shall be provided for this purpose. Sewage and liquid disposable waste shall not be discarded down preparation or hand sinks, nor onto pavement outside the building which may flow into the ocean via street gutters.

b. Oil or grease skimmed off the top of prepared foods or left in pans following serving must be discarded in the trash container and not down sink drains or sewer lines.

3. Plumbing shall avoid constituting a source of contamination to food, water, supplies, equipment or utensils, or creating an unsanitary condition.
   a. A backflow prevention device, such as a vacuum breaker, shall be contained in or be attached to any faucet to which a hose is attached.
   b. Drainage pipes shall be anchored one inch to two inches (1"-2") above floor drains between the pipe opening and the flood level (floor level).
   c. Adequate floor drainage shall be provided in all areas where floors are subject to flooding-type cleaning or where normal operations release or discharge water or other liquid waste onto the floor.
   d. Plumbing shall be designed so that there is no backflow from, or cross-connections between, piping systems that discharge wastewater or sewage and piping systems that carry water for food.

E. Hand Sinks

1. Separate hand sinks can only be used for hand washing procedures. One hand sink (preferably located at the entrance to the kitchen) shall have a nailbrush where double hand wash will be done when staff or other persons enter the food preparation area.
2. Hand sinks shall be stocked with a single-use paper towel dispenser and a soap dispenser.
3. The sinks must operate with a flow of 2 gallons of water per minute and provide both cold and hot water that reaches at least 100°F.
4. Hand sinks shall be cleaned and maintained on a daily basis, or more often if necessary. The nailbrush shall be stored so that it can dry and must be replaced when it becomes worn. The nailbrush shall be cleaned every night by washing with hot soap and water, then immersing in sanitizer solution for 30 seconds.
5. Paper towel dispensers shall be constructed so that the supply of paper towels can be viewed and replenished when empty.
6. Sinks shall have refuse receptacles near them.
7. Readily understandable signs regarding hand washing shall be posted near the hand sink and maintained.

F. Utility Sinks

1. Utility sinks shall be used to supply water for cleaning and for disposal of cleaning and sanitizing solutions.

G. Garbage

1. All garbage containers (food waste cans) shall be kept covered and cleaned, and sanitized according to the cleaning schedule.
2. All garbage containers shall be provided with clean liners at the beginning of each work shift and discarded in the dumpster at the end of the work shift.

3. An enclosure of sufficient size shall be used to contain all refuse equipment or garbage and refuse materials.
4. The garbage and refuse storage area shall be maintained clean and free of odors and litter.
5. Garbage and refuse containers shall be durable, easily cleanable, insect and rodent proof, non-leaking and fire resistant.

H. Restrooms

1. Hand washing sinks, soap dispensers, paper towel dispensers, and all related fixtures shall be clean and maintained. "Wash Hands" sign must be posted.
2. An adequate supply of toilet tissue and non-absorbent waste receptacles shall be provided in the restrooms.
3. An additional non-absorbent covered waste receptacle shall be provided in the women's restroom.
4. Restrooms shall be vented to the outside air by a screened window that can be opened, an air shaft, or a light switch-activated exhaust fan.
5. Restroom doors must accommodate wheel chairs.

I. Exits

1. Entrances to buildings and dining rooms must accommodate wheel chairs.
2. Entrances and exits must be clearly identified with signs, and passageways through these exits kept free of any obstructions.

J. Signs

1. "Wash Hands" signs must be posted in the kitchen and in restrooms.
2. "No Smoking" sign must be posted in the dining room.
3. "Do Not Take Out Food" sign must be posted in the dining room.
4. Environmental Health Department license and most recent inspection report must be posted in the dining room.
5. The following Health Department grading placards must be posted on an area clearly visible to patrons/public as determined by the Environmental Health Inspector.
6. The certified menu must be posted in the kitchen.
7. The monthly menu must be posted in the dining room.
8. Grievance procedures must be posted in the dining room.
9. Donation request sign must be posted in the dining room.

C.S.: CONGREGATE SITE NOTEBOOK

Subject:	NOTEBOOK CONTENTS	Page:	1 of 1
Issued By:	AAA	Date:	June 2011

POLICY: All congregate sites shall maintain a notebook that contains specific information regarding the routine operation of the senior lunch program and guidelines staff must follow in the event of a possible Foodborne Illness.

PROCEDURES:

A. The Notebook shall remain at the congregate site, easily accessible to staff and volunteers. This notebook is intended to be used as a daily guide and to give specific directions in case of a possible Foodborne Illness.

B. The notebook shall contain:

1. Standard Operating Procedures (SOP's) for:
   a. Congregate Sites
   b. Quality Assurance
   c. Foodborne Illness Procedures
2. Copy of the current certified cycle menus for congregate sites
3. Copy of the Health License
4. Copy of the most current Health Inspection
5. Copy of the previous DASS congregate site inspection

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Subject:	MENU SUBSTITUTIONS	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: All meals for the Senior Nutrition Congregate/Home Delivered Meal programs will be served as indicated on menus certified by the AAA Nutritionist.

PROCEDURES:

A. Substitutions

1. Monthly menus shall be approved prior to service by the Project Dietitian to ensure all menu requirements and components are met.
2. All substitutions made for menu items on the certified menu shall be approved prior to service by the Project Dietitian to ensure that nutrient requirements are not compromised by the substitution.
3. All substitutions shall be listed on the "Menu Substitutions" form (see Page CS-6) and then noted on the posted menus located at each congregate site.
   a. For audit purposes, the "Menu Substitutions" form shall be maintained by the agency on file for two years.
4. Menu substitutions made on the morning the meal is served shall be approved by the Project Dietitian whenever possible. If the Project Dietitian is not available, contact the AAA Nutritionist.
   Following the approval:
   a. The agency must contact each dining center regarding the menu substitution.
   b. The substitution shall then be marked on the posted menu, visible to participants as they sign in and make their donation.
5. When menu items delivered to the dining center do **not** correspond to the posted menu and have **not** been marked on the posted menu to denote approved changes made that morning:
   a. The dining center coordinator must:
      1. Note this substitution on the caterer's delivery sheet.
      2. Call the agency office to report the unauthorized substitutions.
   b. The agency must then:
      1. Contact the caterer to determine why the substitution was made and whether the Project Dietitian authorized the substitution.
      2. If the Project Dietitian was **not** contacted and the menu substitution is a starred item (*, ** or ***), the Project Dietitian must be called to verify that the substitution meets the nutrient requirements as stated in the menu guidelines.
   c. When nutrient guidelines are **not** met and time permits, the agency must make every effort to provide a suitable substitution that will then be billed to the caterer.
   d. These unauthorized substitutions shall be discussed at the next QA meeting and corrective action planned.

MENU SUBSTITUTIONS

Caterer/Agency_____

Date	Menu Item	Substitution	Reason for Change	Approved by:	R.D. Notified

C.S.: SENIOR PROCEDURES: CLIENT INTAKE FORMS

Subject:	CLIENT INTAKE FORMS	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: All seniors will complete the Client Intake Form when they first come to the center and annually thereafter.

PROCEDURES:

A. The Dining Center Coordinator or designee will give the client a copy of the Intake Form, including mandatory fields through the NSI and ADL/IADL material.

B. The Dining Center Coordinator or designee will assist the client in filling out the form and encourage the client to complete all sections.

C. When the form is complete, the Dining Center Coordinator will check the form.

D. The Dining Center Coordinator may serve the senior before the senior has completed filling out the Client Intake Form. The Site Manager will have the senior sign the roster.

E. Non-senior guests will pay for the meal and sign the "Under 60" guest list.

C.S.: SIGN-IN PROCEDURES

Subject:	SIGN-IN PROCEDURES	Page: 1 of 2
Issued by:	AAA	Date: December 2012

POLICY: All participants must sign in at the congregate sites in order to receive a lunch meal. This is an essential step to ensure AAA reimbursement.

PROCEDURES:

A. **Eligibility: All participants shall personally sign in.** A participant is:
   1. Any senior individual sixty (60) years or older.
   2. A spouse, of any age, accompanying a senior to the site.
   3. A child, of any age, with a handicap, who lives with and accompanies his/her parent, a senior, to the site.

B. **After signing in, the senior may make a donation.**

C. **When approved by the Project Director, a designated senior participant may sign in for a participant who is physically unable to do so for him/herself.**

D. **All guests under the age of sixty (60) years must sign in on a separate sign-in sheet designated for guests.**
   1. Guests will pay the full cost of the meal. This amount must be presented to the staff/volunteer accepting the donations. There will be **no** provision to make this payment private.
   2. Guests will be served meals only if sufficient food is available after all senior participants are served.

E. **Handicapped individuals under 60 years of age** and not eligible under "A" above shall follow the same procedure applicable to guests.
   1. Handicapped guests will sign in on the guest sign-in sheet.
   2. Handicapped guests will pay the full cost of the meal.
   3. Handicapped guests will be served meals only if sufficient food is available after all senior participants are served.

F. **Handicapped individuals 60 years or older** shall follow all procedures applicable to senior participants.

G. **Handicapped individuals under 60,** who live in and receive meals at a senior housing complex shall follow all procedures applicable to senior participants.

H. Volunteers Sign In

1. Senior volunteers may sign in following the above procedures. Volunteers will be given the opportunity to contribute.

2. Volunteers under the age of 60 will sign the guest list. The project may offer them the meal without charge. Volunteers will be given the opportunity to contribute.

I. Staff

1. Staff may be offered meals after all seniors are served if food is available.
2. Staff meals may be paid for by staff or be part of employee compensation.
3. Staff will sign the guest meal roster.
4. Meals may not be ordered for staff.

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SENIORS' SIGN-IN LIST

Project_____ **Site**_____ **Date**_____

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3._____
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GUESTS - SIGN-IN LIST

Project_____ **Site**_____ **Date**_____

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3._____
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C.S.: DONATION POLICY

Subject:	DONATION POLICY AND PROCEDURES	Page: 1 of 2
Issued by:	AAA	Date: June 2011

POLICY: Staff and volunteers shall insure the privacy of each participant's contribution choice. **NO SENIOR WILL BE OSTRACIZED OR DENIED A MEAL BECAUSE OF FAILURE OR INABILITY TO CONTRIBUTE.** Voluntary contributions may be solicited as long as the method is non-coercive. The Area Agency on Aging shall periodically consult with service providers and older individuals to determine the best method for accepting voluntary contributions.

PROCEDURES:

A. All Participants shall be given the opportunity to contribute to the cost of the program.

B. Agencies may develop suggested contribution and guest fee schedules.

1. The income ranges of the older persons in the community and the agency's other sources of income shall be considered.
2. The suggested contribution and fee for guest meals will be approved by the Agency's Advisory Council.
3. A sign indicating suggested contribution and guest fee amounts shall be posted at each congregate site.
4. **EACH SENIOR WILL DETERMINE THE AMOUNT OF HIS OR HER CONTRIBUTION.**
5. **EACH SENIOR'S CONTRIBUTION OR LACK THEREOF WILL BE CONFIDENTIAL.**

C. Each senior participant and non-senior guest must personally sign-in. Participants will not be permitted to sign-in for other seniors or guests.

D. Accepting voluntary contributions and maintaining confidentially: Any one of the following methods for accepting voluntary contributions may be used.

1. Provide a locked donation box with an opening in its lid.
   a. Each host/hostess should be provided with a "bank" of change, especially coins and dollar bills, at the start of the day.
   b. If a senior needs change, the host/hostess at the registration desk will provide exact change for the bill presented.
   c. The donation box should be located near, but not on, the registration desk within sight of the registrar to protect cash and to help make the donation confidential.
   d. After signing in, seniors may place a cash donation directly into the donation box.
   e. The site may screen the donation box to increase donation process confidentiality.

2. Provide an envelope system to use with the locked donation box.
   a. Each host/hostess should be provided with a "bank" of change, especially coins and dollar bills, at the start of the day.
   b. If a senior needs change, the host/hostess at the registration desk will provide exact change for the bill presented.
   c. The senior will pick up a small, opaque brown envelope at the registration desk.
   d. The donation box should be located near, not on, the registration desk but within sight of the registrar to protect cash and to help make the donation confidential.
   e. After signing in and picking up the envelope, the senior may place a donation in the envelope and place the envelope in the donation box.
   f. The site may screen the donation box to increase donation process confidentiality.
3. Provide an envelope system to provide donation confidentiality and act as meal tickets.
   a. Each host/hostess should be provided with a "bank" of change, especially coins and dollar bills, at the start of the day.
   b. If a senior needs change, the host/hostess at the registration desk will provide exact change for the bill presented.
   c. The senior will pick up a small, opaque brown envelope at the registration desk.
   d. The senior may place a cash donation in the envelope, and close it.
   e. Seniors will place the envelopes, with or without donation, in a basket as they pick up their meals.
4. City Support: The Agency may contract with city government where the congregate site(s) are located to provide the contribution normally requested of the senior.
   a. A summary of the contribution contract will be posted at the site(s).
   b. Seniors may still make personal contributions to the nutrition program. Self-addressed envelopes will be available at the registration table. Seniors may mail contributions directly to the service provider.
   c. The service provider will reduce the contribution requested from the city by the amount of donations received.
   d. The site(s) will not have donation boxes.

E. Exception for disabled seniors:
The host/hostess may assist a disabled senior to sign-in or to make a contribution, IF the senior requests it.

Subject:	GRIEVANCE PROCEDURES	Page: 1 of 3
Issued by:	AAA	Date: June 2011

Subject: **GRIEVANCE PROCEDURES**

BACKGROUND

The California Department of Aging (CDA) and the Los Angeles County Area Agency on Aging AAA require that all service providers establish a written grievance process for the disposition of complaints by older individuals or persons authorized to act on behalf of older individuals against the AAA's programs and employees or volunteers of such programs. The AAA further requires that the grievance process shall apply to all programs including the State Community Based programs, ie., Linkages, and the Integrated Care Management program which serves functionally impaired adults 18+ older.

This Program Instruction is to provide instruction on the grievance process as outlined in Title 22 as follows:

GRIEVANCE PROCESS

- Service Providers must establish a written grievance process for reviewing and attempting to resolve complaints of older individuals and functionally impaired adults 18+ and older.
- Service Providers must provide time frames within which a complaint will be acted upon.
- Service Providers must provide a written notification to the complainant of the results of the review, including a statement the complainant may appeal to the AAA Director if dissatisfied with the results of the Service Providers' review.
- Service Providers shall ensure confidentiality provisions to protect the complainant's rights to privacy. Only information relevant to the complaint may be released to the responding party without the individual's consent.
- Service Providers are to notify all older individuals and functionally impaired adults 18+ and older of the grievance process available to them.
- Service Providers must include procedures to accept both oral and written complaints. All complaints must be in writing.

COMPLAINTS

Complaints may involve, but are not limited to any of the following:

- Amount or duration of a service.
- Denial or discontinuance of a service.
- Dissatisfaction with the service being provided or with the Service Provider. If the complaint involves an issue of professional conduct that is under the jurisdiction of another entity, such as the California Medical Board or the State Bar Association, the complaint shall be referred to the proper entity.
- Failure of the Service Provider to comply with any of the requirements set forth in the California Department of Aging regulations or in the contract or subgrant agreement with the Area Agency on Aging.

NOTIFICATION

Service Providers are to notify older adults and functionally impaired adults of the grievance process in the following manner:

- Intake
  - Service providers must inform all participants and clients of the AAA grievance procedures when they are first enrolled in the program.
  - The grievance procedures must be written in both English and the primary language of a substantial number of non-English speaking recipients at their site and/or area. A "substantial number" is equivalent to 25% of non-English speaking persons, at their site and/or area.

- Posting
  - Service Providers should post notification of the grievance procedures in visible and accessible area at all sites where they provide services, such as bulletin boards in Multi-purpose Senior Centers.
  - The posting should be in at least 14 point type to assist the older individual for easy reading.
  - Service Providers must post the grievance procedures in the primary language of non-English speaking individuals where 25% are located at their site and/or in their area.
  - Service Providers should also post the grievance procedures in the main offices of the Service Provider if services are provided at that site.

- Homebound Clients
  - Service Provider must provide notification of grievance procedures at the time of intake.
  - Service Providers are to distribute notification of the grievance procedures at least once a year to homebound recipients.

CONTENT OF COMPLAINT

- Complaints can be made by a service recipient or by an individual authorized to act on the recipient's behalf.
- Complaints should be in writing and include the following information:
  - The name, address and telephone number, if any, of the complainant or the person authorized to act on behalf of the claimant.
  - The type of service and the Service Provider involved.
  - The names of the individuals involved.
  - The issue of concern or dispute.
  - The date, time and place that the issue of concern or dispute occurred.
  - The names of witnesses, if any.
- If any oral complaint is made or if a complainant cannot submit a written complaint, the Service Provider shall take all of the following actions:
  a. Verbally accept the complaint.
  b. Prepare a written complaint.
  c. Have the complainant sign the written complaint, although not necessarily prior to the commencement of the informal administrative review.

COMPLAINT PROCESS

- A complaint may be files with the site manager or the Project Director of the agency.
- An impartial investigation of the complaint and an attempt to resolve the issues must be conducted by the Service Provider.
- Written notification must be sent to the complainant of the results of the review, including the appeal procedures within 10 days.
- The Service Provider may include a second review of the complaint by the Service Provider Board of Directors or by their City Council. The second review must issue a written notification of the results of their review within 15 days.
- If the issue is still not resolved, the complainant may appeal to the Area Agency on Aging Director within 10 days of receiving the results of the review.
- The AAA Director will review the complaint and issue a written response within 10 days.

If the complainant is still not satisfied with the results of the review conducted, they shall have 30 days from the receipt of the report to request a hearing to present his/her complaint orally before an impartial hearing office/panel. The request shall be made either orally or in writing to the Director of the AAA.

HEARING

The AAA Director upon receipt of a hearing request will notify the complainant and the other party(ies) involved in the following:

- The date, time and location of the hearing.
- The complainant's and other party(ies) right to be present at the hearing and/or to have another person act on their behalf, including the right to have legal counsel present.

The hearing shall be:

- Conducted by an impartial hearing officer/panel selected by the Los Angeles County Advisory Council; and
- Conducted in an informal manner with testimony being restricted to the issues requiring resolution. All parties shall have the right to the following:
  - Be present at the hearing.
  - Present evidence and witnesses.
  - Examine witnesses and other sources of relevant information and evidence.
- Be recorded verbatim, either electronically or stenographically.
- Technical rules of evidence and procedure shall not apply to the hearing.

From receipt of the hearing request, the holding of the hearing shall be no later than 45 days from the receipt of the hearing request.

A final written decision shall be issued by the impartial hearing officer/panel.

It is mandatory that all Service Provider distribute and post the grievance procedures at all sites where services are provided by **April 15, 2002.** If you have any questions, you may call your Contract Monitor.

Subject:	GRIEVANCE PROCEDURES - SPANISH	Page: 1 of 3
Issued by:	AAA	Date: June 2011

Asunto: **PROCEDIMIENTOS DE AGRAVIO**

ANTECEDENTE
El Departamento de California de Envejecimiento (CDA) y la Agencia de Envejecer (AAA) de el Area de el Condado de Los Angeles requiere que todos los provedores de servicios establecen un proceso escrito de agravio para la disposición de quejas hechas por individuos mayores o personas autorizadas para actuar en el nombre de los individuos mayores contra los programas de AAA y empleados o voluntarios de esos programas. El AAA más allá requiere que el proceso de agravio aplicará a todos los programas incluso programas Basados en la Comunidad Estatal, por ejemplo, Uniones, y el programa de Manejo de Cuidado Integrado que sirve a los adultos funcionalmente dañados de 18 años o más.

Esta Instrucción del Programa es para proveer instrucción en el proceso de agravio como perfiló en Título 22 como sigue:

PROCESO DE AGRAVIO

- Provedores de Servicios deben establecer un proceso de agravio escrito para repasar e intentar de resolver quejas hechas por individuos mayores y adultos funcionalmente dañados de 18 años o mas.
- Provedores de Servicios deben proveer horarios dentro de los que una queja se efectuara.
- Provedores de Servicios deben proveer una notificación escrita a la persona con la queja de los resultados de la revisión, incluso una declaración que la persona puede atraer al Director de AAA si no esta de acuerdo con los resultados de la revisión de los Provedores de Servicios.
- Provedores de Servicios asegurarán aprovisiones de confidencialidad para proteger los derechos de la persona demandante. Sólo información pertinente a la queja puede ser dada al participante respondiendo sin el consentimiento del individuo.
- Provedores de Servicios deben notificar a todos los individuos mayores y los adultos funcionalmente dañados de 18 años o más del proceso de agravio disponible para ellos.
- Provedores de Servicios deben incluir procedimientos para aceptar quejas oral y escritas. Todas las quejas deben ser escritas.

QUEJAS
Las quejas pueden involucrar, pero no se limita a cualquiera de lo siguiente:

- Aumento o duración de un servicio.
- Rechazo de o interrupción de un servicio.
- Descontento con el servicio proveido o con el Provedor de Servicios. Si la queja involucra un problema de conducta profesional que está bajo la jurisdicción de otra entidad, como la Tabla Médica de California o la Asociación de la Barra Estatal, la queja se enviará a la entidad correspondiente.

- Fracaso del Provedor de Servicios para obedecer cualquiera de los requisitos en las regulaciones de la Sección de el Departamento de Envejecimiento de California o en el contrato o de acuerdo con el subtítulo con la Agencia del Area de Envejecimiento.

NOTIFICACIÓN

Los Provedores de Servicios deben notificar a los adultos mayores y los adultos funcionalmente dañados del proceso agravio de la manera siguiente:

- Recibiendo
  - Provedores de Servicios deben informar a todos los participantes y clientes de los AAA los procedimientos agravios cuando ellos son inscritos por primera vez en el programa.
  - Los procedimientos de agravio deben ser escritos en ambos inglés y el idioma primario de un número sustancial de los destinatarios que no hablan ingles en su sitio y/o área. Un "número sustancial" es equivalente a 25% de personas que no hablan ingles, en su sitio y/o área.

- Anunciando
  - Provedores de Servicios deben anunciar los procedimientos de agravio en una área visible y accesible en los sitios donde ellos proveen servicios, como los boletines de anuncios en los Centros para las Personas Mayores.
  - El anuncio debe ser por lo menos 14 puntos en tamaño para ayudar al individuo mayor leer más fácil.
  - Provedores de Servicios deben anunciar los procedimientos de agravio en el idioma primario de individuos que no hablan ingles donde 25% localizados a su sitio y/o en su área.
  - Provedores de Servicios también deben anunciar los procedimientos de agravio en las oficinas centrales del Provedor de Servicios si se proveen servicios en ese sitio.

- Clientes A Domicilio
  - Provedores de Servicios debe provear notificación de procedimientos de agravio en el momento de recibir.
  - Provedores de Servicios deben distribuir por lo menos una vez al año notificación de los procedimientos a los clientes que estan en casa.

CONTENIDO DE LA QUEJA

- Quejas pueden ser hechas por un destinatario de servicio o por un individuo autorizado de actuar en nombre de los destinatarios.
- Quejas deben ser escritas y deben incluir la información siguiente:
  - El nombre, dirección y número de teléfono, si cualquiera, la persona con la queja o la persona autorizada para actuar en nombre del demandante.
  - El tipo de servicio y el Provedor de Servicios involucrado.
  - Los nombres de los individuos involucrados.
  - El problema o disputa.
  - La fecha, tiempo y lugar que el problema o disputa ocurrió.
  - Los nombres de los testigos, si lo hay.

- Si cualquier queja oral se hace o si la persona con la queja no puede someter una queja escrita, el Provedor de Servicios tomará todas las acciones siguientes:
  a. Verbalmente aceptar la queja.
  b. Preparar una queja escrita.
  c. Obtener la firma de la persona con la queja la queja escrita, aunque no necesariamente antes del comienzo de la revisión administrativa informal.

PROCESO DE LA QUEJA

- Una queja puede ser archivada con el gerente del sitio o el Director del Proyecto de la agencia.
- Una investigación imparcial de la queja y un esfuerzo por resolverse los problemas debe ser dirigida por el Provedor de Servicios.
- La notificación escrita debe ser enviada a la persona con la queja los resultados de la revisión, incluso los procedimientos incuridos dentro de 10 días.
- El Provedor de Servicios puede incluir una segunda revisión de la queja hecha por la Tabla de Provedores de Servicios de Directores o por el Concilio de la Ciudad. La segunda revisión debe emitir una notificación escrita de los resultados de su propia revisión dentro de 15 días.
- Si el problema no se resuelve, la persona con la queja puede incurir al Director de la Agencia del Area de Envejecimiento dentro de 10 días de haber recibido los resultados de la revisión.
- El Director de AAA repasará la queja y remitirá una contestación escrita dentro de 10 días.

Si la persona con la queja todavía no esta satisfecha con los resultados de la revisión dirigida, ellos tendrán 30 días de haber recibido el reporte para pedir una audiencia para presentar queja oralmente enfrente de una oficina/panel imparcial. La demanda se hará oralmente o por escrito al Director del AAA.

LA AUDIENCIA

El Director de AAA en cuanto recibe una noticia de audiencia notificara la persona con la queja y las otras personas involucradas en lo siguiente:

- La fecha, tiempo y local de la audiencia.
- La persona con la queja y las otras personas involucradas tienen el derecho para estar presentes en la audiencia y/o tener otro acto de la persona en su nombre, incluso el derecho para tener presente consejo legal.

La Audiencia Sera:

- Conducida por un oficial/panel imparcial de audiencias seleccionado por el Concilio Asesor de el Condado de Los Angeles; y
- Conducido de una manera informal con testimonio que se restringe a los problemas que requieren resolución. Todas personas tendrán el derecho a lo siguiente:
  - Estar presente en la audiencia.
  - Presentar evidencia y testigos.
  - Examinar el testimonio de y otras fuentes de información pertinente y evidencia.

- Ser grabado literalmente, electrónicamente o estenograficamente.
- Reglas Técnicas de evidencia y procedimiento no aplicarán en la audiencia.

A partir de la fecha que fue recibida la notificación para la audiencia, la audiencia no sera pospuesta más tarde que 45 días de haber recibido la notificación de la audiencia.

Una decisión final escrita será emitida por el official/panel imparcial de la audiencia.

Es obligatorio que todos los Provedores de Servicios distribuyan y anuncien en todos los sitios los procedimientos de agravio para el **15 de Abril de 2002** donde los servicios son proviados. Si tiene cualquier pregunta, puede llamar su Especialista del Contrato o Louie Cole, Supervisor de los Contratos, a teléfono (213) 738-2697.

C.S.: RIGHT TO REFUSE SERVICE

Subject:	RIGHT TO REFUSE SERVICE	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Congregate Site Managers may exclude people from the meal program who do not meet rules of acceptable behavior.

PROCEDURES:

A. Site Manager will post Rules of Acceptable Behavior at congregate sites.

B. If a senior violates the rules, the Site Manager will talk with the senior, asking the senior to change behavior.

C. If the unacceptable behavior persists, the Site Manager will contact the Senior Center Management and discuss the problem.

D. Senior Center Director will talk with the senior and request a behavior change.

E. If the unacceptable behavior persists, the Senior Center Director will ask the Security Officer to escort the senior from the site.

C.S.: EL DERECHO DE NEGAR EL SERVICIO

Subject:	**EL DERECHO DE NEGAR EL SERVICIO**	**Page:** 1 of 1
Issued by:	AAA	**Date:** June 2011

PÓLIZA: El Director del Centro de Congregación puede excluir a las personas del programa para comer si no sigen las reglas de un comportamiento aceptable.

PROCEDIMIENTOS:

A. El Director del centro pondra visible las Reglas de un Comportamiento Aceptable en los centros de congregación.

B. Si una persona mayor viola las reglas, el Director del Centro hablará con esta persona mayor, diciendole que debe cambiar su comportamiento.

C. Si el comportamiento inaceptable persiste, el Director del Centro le llamará al Manejo del Centro Para Personas Mayores para discutir el problema.

D. El Director del Centro Para Personas Mayores hablará con los participantes y les pedirá que cambien su comportamiento.

E. Si el comportamiento inaceptable persiste, El Director del Centro Para Personas Mayores le pedirá al Oficial de Seguridad que acompañe a la persona mayor fuera del centro.

RULES OF ACCEPTABLE BEHAVIOR

All seniors have the right to enjoy eating and talking with friends at the congregate meal program. To ensure a pleasant mealtime atmosphere, please follow the rules of acceptable behavior.

Participants will be in good health, free of contagious illnesses.

Participants will maintain good hygiene and will be free of objectionable odors. Any wounds must be bandaged.

Participants will dress in reasonably clean, appropriate clothing and wear shoes.

Participants will leave guns, knives, and other weapons at home.

Participants will not use offensive language, shout, or fight in the Senior Center.

Participants under the influence of alcohol or illegal drugs are not welcome.

Participants will respect the requests of other seniors and discontinue any conversation or behavior, i.e. touch, hugging, and gesturing that the senior says he/she finds offensive.

Seniors who do not follow the Rules of Acceptable Behavior will be asked to leave. Management reserves the right to refuse service to anyone.

REGLAS PARA UN COMPORTAMIENTO ACEPTABLE

Todas las personas mayores tienen el derecho de disfrutar su comida y pláticas con sus amigos en el programa de congregación de comidas. Para asegurar una atmósfera agradable cuando este comiendo, por favor siga las reglas para un comportamiento aceptable.

Los participantes estarán en buen estado de salud, libre de enfermedades contagiosas.

Los participantes deben mantener buena higiene personal y libre de olores susceptibles de objeción. Cualquier herida debe estar vendada.

Los participantes deben vestirse en una manera rasonablemente limpia, ropa apropiada y usar zapatos.

Los participantes deben dejar pistolas, cuchillos, y otras armas en su casa.

Los participantes no deben usar lenguaje ofensivo, gritar, o pelear en el Centro de Personas Mayores.

Los participantes bajo la influencia de alcohol o drogas ilegales no son bienvenidos.

Los participantes respetarán las peticiones de otras personas mayores y discontinuarán cualquier conversación o conducta, es decir tocar, abrazar, y hacer gestos que el participante considere ofensivo.

Las personas mayores que no sigan las Reglas Para Un Comportamiento Aceptable se les va a pedir que se retiren del establecimiento. El Director se reserva el derecho de negar servicio a cualquier persona.

C.S.: EMPLOYEE / VOLUNTEER HEALTH AND SAFETY

Subject:	HYGIENE AND HEALTH	Page: 1 of 1
Issued by:	AAA	Date: January 2015

POLICY: Employees and volunteers shall follow good personal hygiene and health practices.

PROCEDURES:

A. Personal Hygiene

1. Employees and volunteers shall bathe daily and wear clean, washable clothing.
2. Employees and volunteers handling food shall wear gloves.
3. Fingernails shall be maintained clean.
4. Employees and volunteers shall not eat or drink beverages in the kitchen and shall have their lunch in the dining room or designated break area after the seniors are served.
5. Employees and volunteers shall not smoke in the kitchen or congregate dining room. Employees & volunteers may smoke outside if allowed.
6. Employees and volunteers who handle food shall wear hair restraints (such as hats, hair coverings or nets, beard restraints), and clothing that covers body hair that are designed and worn to effectively keep hair from contacting exposed food.

B. Health Practices

1. Employees or volunteers with cuts or skin problems shall check with the site manager before starting work.
2. Employees or volunteers with coughs, colds, diarrhea, fever or communicable diseases shall be excused from work. Communicable diseases include, but are not limited to:
   a. Gastroenteritits
   b. Strep throat
   c. Pink eye (conjunctivitis)
   d. Hepatitis A, B & C
   e. Whooping cough (pertussis)
   f. Tuberculosis (TB)
   g. Measles
3. Employees or volunteers may return to work after being symptom free after 24 hours.
4. Handkerchiefs or facial tissues shall not be carried into the foodservice areas.
5. Employees shall not bring personal medications into the kitchen. Medication shall be stored away from exposed food.

C. Accidents, Injuries, Incidents

1. The Site Manager shall follow established agency procedures in the event of injury or accident to seniors, staff or volunteers, but at least will complete the following:

a. Employees and volunteers shall promptly report any accidents or injuries to the Site Manager.
b. The Site Manager shall inform the Project Director and follow instructions. The Site Manager or designee shall administer first aid, if necessary, for minor injuries. For questionable or major injuries or incidents, Site Manager shall call 911 for emergency services.
c. The Site Manager shall complete the accident report form (Page CS-26).

ACCIDENT REPORT

Name of injured individual_____ Social Security #_____

Date of birth_____ Sex_____ Home address_____

City_____ ZIP_____ Phone #_____ Age_____

Date of injury or onset of illness_____ Time injury or illness occurred_____

Specific injury/illness and part of body affected (medical diagnosis if available):

_____

_____

Location at facility where injury/illness occurred_____

How injury/illness occurred; describe sequence of events_____

_____

_____

Describe medical attention or first aid administered to injured party_____

_____

_____

Name/ address/ phone # of physician _____

_____

If hospitalized as an inpatient, name/ address/ phone # of hospital: _____

_____

Report completed by (print)_____ Signature _____

Date_____

C.S.: EMPLOYEE / VOLUNTEER HEALTH AND SAFETY

Subject:	HANDWASHING	Page: 1 of 1
Issued by:	AAA	Date: December 2012

POLICY: Employees and volunteers will wash hands frequently; always BEFORE beginning work; always AFTER using the restroom, after touching face, eating or smoking; and always BEFORE touching food, clean utensils and pans.

PROCEDURES:

A. Facilities

1. Designated handwashing sink(s) with soap dispenser, paper towel dispenser and wastebasket will be available at each congregate site.
2. A "Wash Hands" sign will be posted at each hand sink, including those in employee restrooms.

B. Single Handwash

1. This method must be used:
   a. After picking things up off the floor.
   b. After handling money.
   c. After touching the trash container lid or any other contaminated surface.
   d. After touching the face, hair or other body part.
   e. After sneezing or blowing the nose.
   f. After eating or drinking a beverage.
   g. After performing any cleaning task.
   h. When changing into a new pair of disposable gloves.
2. Method:
   a. Scrub hands and lower arms thoroughly with warm water (at least 100°F) and soap, working into a lather for 10-15 seconds.
   b. Rinse and dry with a single-use paper towel.
   c. Use paper towel to turn off faucet.

PLEASE WASH YOUR HANDS

FOR YOUR HEALTH, AS WELL AS THE HEALTH OF OTHERS

CNS/RQA/CA, Inc.
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Fax: 818.874.9228

POR FAVOR, LAVESE LAS MANOS

PARA SU SALUD, Y TAMBIEN PARA LA SALUD DE OTROS

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CS: EMPLOYEE / VOLUNTEER HEALTH AND SAFETY

Subject:	USE OF PLASTIC DISPOSABLE GLOVES	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Employees and volunteers will wear gloves when serving food.

PROCEDURES:

A. Employees and volunteers must observe the following order when putting on disposable gloves:
1. Put on hairnet or cap and apron.
2. Thoroughly wash and rinse hands; dry with single-use paper towel.
3. Put on disposable gloves.

B. Employees and volunteers will wear gloves:
1. When serving food on the serving line.
2. When handling items (containers, utensils) that come in contact with food.

C. While wearing gloves, employees and volunteers will treat gloves like utensils:
1. Do not touch counters or door handles.
2. Do not touch face, hair, shake hands or touch other people in any way (patting backs, etc.).
3. If employee/volunteer does touch face, hair, etc., she/he will discard gloves, wash hands, and put on a new pair of gloves.

D. Before using the restroom, employees and volunteers must first discard their gloves. When returning to the workstation, hands must be thoroughly washed and rinsed before putting on a new pair of gloves.

E. Never re-use or wash gloves.

F. Employees and volunteers may not directly handle food with gloves. Use utensils or deli papers to serve salad. Use utensils for bread and cookies, if possible.
1. Use utensils to serve salad.

C.S.: EMPLOYEE / VOLUNTEER HEALTH AND SAFETY

Subject:	**SDS (SAFETY DATA SHEETS)**	**Page:** 1 of 1
Issued by:	AAA	**Date:** January 2015

POLICY: All employees and volunteers will be informed about and have access to data about potentially hazardous substances.

PROCEDURES:

A. The Project Director will provide SDS (Safety Data Sheets) information covering any potentially hazardous products in use at the site.

B. Such products may include dishwasher detergent, chlorine solutions, and other cleaning supplies.

C. The Project Director or Project Dietitian will conduct classes scheduled at least annually on hazardous substances and how to handle them.
   1. New staff will be trained as needed by Kitchen Manager or other staff deemed appropriate.
   2. Training will be documented with documentation maintained.

D. The SDS material will be available at congregate sites and in the Central Kitchen/Catering kitchen in the SOP Manual in an area easily accessible to employees.

E. The SDS information will be updated as needed. Project Director will check 800 # on chemical container to obtain a current faxed copy.

Los Angeles County Community & Senior Services

Dietary Administrative Support Services

Safety Data Sheet (SDS) Training

Name	Position	Site

Agency: _____ Date: _____

Conducted by: _____

C.S.: FOOD STORAGE #1

Subject:	DRY STORAGE	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Food and supplies shall be stored in clean, dry, well-ventilated, pest-free areas and held at appropriate temperatures.

PROCEDURES:

A. **Food, paper supplies and cleaning supplies shall be stored in separate areas.** Cleaning supplies must be held in a separate room or closet from other supplies.

B. **The storeroom temperature will be 50°F to 70°F.** The Site Manager should periodically check the thermometer and report high temperatures to the Project Director.

C. **Ideally, storerooms shall contain stainless steel racks with slotted shelves.** Racks shall be six inches (6") off the floor and two inches (2") away from the walls. There shall be eighteen inches (18") between the top of stored supplies and the ceiling.

D. **Storerooms shall be cleaned on a regularly scheduled basis.**

E. **If food and/or supplies are stored in existing cabinets because separate storage is not available,** cleaning supplies shall be stored separately from or below food, paper, and utensils. The cabinets shall be cleaned on a regularly scheduled basis.

C.S.: FOOD STORAGE #2

Subject:	REFRIGERATED STORAGE	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: All refrigerators shall meet HACCP/CAL Code refrigeration standards. All refrigerators shall have separate interior thermometers placed in the warmest area of the refrigerator (front top).

PROCEDURES:

A. **Site Manager or designee shall read temperatures of refrigerator interior thermometers** and record on Refrigerator Log (CS-33) upon arrival at the kitchen.

B. **Refrigerator Temperature**
1. The thermometer shall read 35°-38°F or successfully maintain food at 41°F.
2. If the thermometer registers 42°- 45°F, the Site Manager shall report the discrepancy to the Project Director, who will order service on the equipment.
3. Over 45°F: Any food inside the refrigerator shall not be used without the Project Director's permission.

Do Not Use	Use
Milk	Juice in sealed container
Project-prepared salad dressing	Butter/Margarine
Milk-based desserts	Commercially prepared salad dressing
Open food containers	Whole fruits
	Whole vegetables

C. **When food is delivered:**
1. Immediately place chilled foods in refrigerated storage.
2. Store all food on shelves and off refrigerator floor.

D. **Prepared Foods:**
1. Cover, date and label all prepared foods.
2. Use within 48 hours or discard.

E. **Refrigerators shall be cleaned daily** (see Cleaning Schedule CS-63-66).

F. **Sharing Refrigerated Storage** – The following guidelines are intended to safeguard food when additional items are stored in the unit that are not used for the Senior Nutrition Program:
1. A sufficient number of upper shelves in the refrigerator will be reserved exclusively for the Senior Lunch Program to prevent other foods from dripping on senior meals.
2. All personal food or food used for other functions must be placed on designated lower shelves.
3. All foods must be covered, labeled and dated. All uncovered foods or foods exceeding a seven (7) day storage period will be discarded.
4. The refrigerator must be cleaned daily to remove all spills and fallen debris.

REFRIGERATOR TEMPERATURE RECORD
Temperatures must be recorded daily.

Location _____ Month _____

Date/Time		Temperature a.m.	Initials	Remarks*

NOTE: All refrigeration must be at or below 41°F and at or above 32°F to prevent food from freezing.

_____
RD or Project Director

*Remarks: If refrigerator is out of temperature what is being done to correct it?

C.S.: FOOD STORAGE #3

Subject:	FROZEN FOOD STORAGE	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: All freezers in use at sites will meet HACCP/CAL Code freezing standards. These freezers will have separate interior thermometers placed in the warmest area of the freezer (front top).

PROCEDURES:

A. **Site Manager or designee will read temperatures of interior thermometers** and record on Freezer Temperature Record (CS-35) upon arrival at the kitchen.

B. **Freezer Temperatures**
   1. Thermometer should read -10°F to 10°F.
   2. If thermometer registers above11°F, Site Manager will report discrepancy to supervisor responsible for ordering service on equipment.
   3. Check frozen food to determine if all food is frozen solid. Do not use any defrosted food. If food starts to thaw, report finding to Nutrition Project Director.

C. **At Delivery: Frozen foods (ice cream, frozen meals, etc.) shall be placed in freezer until service.**

D. **Freezer will be cleaned once a week or as necessary.** See Cleaning Schedule. (CS-63-66)

E. **Shared Freezer Use**
   1. A sufficient number of upper shelves in the freezer will be reserved exclusively for the Senior Lunch Program to prevent contamination from items from other programs.
   2. All food used for other functions or programs must be placed on designated lower shelves.
   3. Food held over one (1) month will be discarded.
   4. The freezer will be cleaned according to the Cleaning Schedule.

FREEZER TEMPERATURE RECORD
Temperatures must be recorded daily.

Location_____ Month_____

Date/Time	Temperature a.m.	Initials	Remarks*

_____
RD or Project Director

NOTE: Freezer temperature must be maintained below 10°F. If not at this temperature, notify designated supervisor.

*If freezer is out of temperature what is being done to correct it?

C.S.: FOOD TRANSPORTATION #1

Subject:	RECEIVING FOOD	Page: 1 of 2
Issued by:	AAA	Date: December 2012

POLICY: All foods to be used in the Senior Nutrition Congregate/Home Delivered Meal Programs will be received at the site using accepted HACCP-based (Hazard Analysis Critical Control Point) food safety and quality control measures.

PROCEDURES:

A. The food received will match the certified menu for that date.

1. Site manager/designee will review the menu each day.
2. Any substitutions must be listed on the "Menu Substitutions" form (Page CS-6) and kept on file in the agency office for two (2) years. The Project Dietitian must approve all substitutions. If delivered menu items are not the same as those listed on the posted menu, make a note on the delivery slip and call the agency office to report this discrepancy.

B. The amount of food delivered should be the amount ordered.

1. A delivery sheet (see sample Page CS-38) showing quantities ordered will be delivered with the meals.
2. The amount of servings provided in each pan should be written somewhere on the pan and noted on the delivery sheet.
3. If the amount of food delivered is incorrect, note discrepancy on delivery sheet.

C. All foods must be delivered in a clean carrier/Cambro, under temperature control..

1. All foods will be delivered in a clean enclosed transport vehicle. Site Manager or designee will check vehicle on occasion and report to agency if standards are not met.
2. Hot foods will be delivered in a clean insulated carrier or Cambro, in good condition (all seals and clips in place). If not, a note should be made on the delivery sheet.
3. Cold food will be delivered in a Cambro or ice chest with ice, ice blanket or blue ice to maintain cold foods at 41°F or below. Food should not come in contact with ice.
4. Frozen food will be delivered in a Cambro or ice chest with ice, ice blanket or blue ice to maintain in a solid frozen state.
5. Foods in their original, unopened packages, not requiring temperature control, such as breads or cookies, do not need to be in a carrier/Cambro.

D. Temperatures of all hot and cold food must be taken upon delivery.

1. The site manager or manager's designee will take food temperatures when the food is delivered and note the temperatures on the food delivery sheet. See instructions on "Taking Temperatures of Food" (Page CS-44).
2. Hot food temperatures must be 140°F or above.
3. Cold food temperatures must be 41°F or below.

4. Frozen food should be frozen solid.
5. Ice Cream shall be at or below 7-10 °F.
6. Driver may not leave until temperatures have been recorded.
7. The driver will return his/her copy of the food delivery sheet to the central kitchen/caterer. The Site Manager will keep his/her copy at the site and will turn in completed sheets daily or weekly to the Project Director.

E. All food should leave the kitchen where it has been prepared and shall be served within the shortest time possible, but not to exceed three (3) hours.
The kitchen and site manager should write the following information on the delivery sheet:

1. Time and temperature of food placed into Cambros or ice chests.
2. Time and temperature of food upon arrival at site.
3. Temperature of food when served if more than thirty (30) minutes has elapsed since delivery (see Serving of Food). If food is served **after** the two (2) hours total holding time, this should also be noted on the delivery sheet.

SAMPLE MEAL DELIVERY TEMPERATURE SHEET

Agency_____ **Site**_____ **Day**_____ **Date**_____

Time Meals Left Kitchen _____ **Time Arrived at Site**_____ **Serving Time**_____

Number of C1 Meals Ordered_____ **Actual Number of C1 Meals Served**_____ **Leftovers**_____

Number of C2 Meals Ordered (if any)_____ **Actual Number of C2 Meals Served** _____

Total Number of Senior Signatures _____

MEAL DELIVERY TEMPERATURES

NOTE: All "hot" foods must be received at 140°F or above, and all cold food at 41°F or below.

Menu	Write in Menu Items	Amount of Servings per Pan	Temperature of Food Leaving Kitchen	Temperature of Food Arriving at Site	Serving Temp.
Soup					
Juice					
Entree					
Sauces/Gravy (if sent separately)					
Vegetable					
Vegetable					
Starch					
Dessert					
Milk					

Did delivery exceed three (3) hours? _____Yes _____No

Supplies_____

Comments / Evaluation of Food Quality/Quantity: _____

_____

_____

Received by_____ Driver's Name_____

C.S.: FOOD SAFETY KIT

Subject:	PROFESSIONAL FOOD SAFETY KIT	Page: 1 of 1
Issued:	AAA	Date: June 2011

POLICY: Each congregate site shall maintain a complete professional food safety kit equipped with tools and testing equipment designed to monitor food safety in accordance with HACCP standards.

PROCEDURES:

A. **Each congregate site will be assigned a kit housed in a plastic container.**
   1. Each Congregate Site Manager must sign for the kit and be informed that he/she is now responsible for the kit and its contents.
   2. If kit refills are needed, the agency director must be notified.

B. **Proper use and care of kit contents: Kit contents and instruction cards are included for each item and should be referred to as needed, copies follow.**
   1. Thermapen Thermometer - Used for taking food temperatures upon delivery and prior to meal service if more than 30 minutes has lapsed since recording delivery temperatures.
   2. Digital Thermometer - Used as a back-up for taking food temperatures upon delivery and prior to meal service if more than 30 minutes has lapsed since recording delivery temperatures.
   3. Alcohol swabs - To be used for sanitizing only (not cleaning) thermometers.
   4. Sanitizer Test Kit:
      Chlorine paper in a roll - A method of testing for adequate strength of chlorine sanitizer in water to ensure proper sanitation. Chlorine paper in a roll must also be maintained near the dish/pot-washing sink.
   5. Nail brush - to be used and stored at the kitchen handwashing sink to remove bacteria. These must be maintained clean and sanitary.
   6. Internal Hanging Thermometer – Provided for all refrigerators and freezers to monitor operation.
   7. Magnetic Clips – Provided to hang logs on refrigerator or freezer.

Comark Digital Thermometer

Use to take food temperatures (upon delivery and prior to meal service if more than 30 minutes has passed since recording delivery temperatures).

Taking Temperatures: Pull off case. Press the "On/Off" button with your finger, never your fingernail. Wash and sanitize the probe and insert into center of the food, making sure that you do not insert the probe so deep that the probe hits the pan. When finished taking temperatures, wipe off any food from the probe with a paper towel, sanitize probe, press "On/Off" button to turn off, and replace case. This thermometer is water resistant, not waterproof. Do not submerge to wash.

Comark Digital Thermometer continued

Replacing the Battery: This thermometer uses one 1.5 V button cell battery; this battery can be purchased in a drug store or electronic store. Use coin to open the compartment on the back of the thermometer to replace the battery.

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31225 La Baya Dr., Suite 212, Westlake Village, CA 91362 www.foodsafe.com

Splashproof ThermaPen

Use to take food temperatures (upon delivery and prior to meal service if more than 30 minutes has passed since recording delivery temperatures).

CAREFUL: Probe is very sharp!

Taking Temperatures: Carefully unfold the probe. Wash and sanitize the probe and insert into center of the food, making sure that you do not insert the probe so deep that the plastic "body" of the thermometer comes in contact with the food or the probe hits the pan. When finished taking temperatures, wipe off any food from the probe with a paper towel, sanitize probe, and fold the probe back to turn off. This thermometer is splashproof, not waterproof.

Splashproof ThermaPen continued

Replacing the Battery: This thermometer uses two (2) CR2032 (3V) lithium coin cell batteries; this battery can be purchased in a drug store or electronic store. Use a coin to turn the battery cover 45° counterclockwise; lift cover to expose batteries. The cover is tethered to the thermometer to keep from losing. Make sure the batteries are inserted properly, with the inscription side facing you. Close cover.

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Chlorine Paper Test Strips

Use to test the strength of the chlorine sanitizer solution.

Sanitizer is to be maintained at **100 ppm** to insure proper sanitizing of counters, tables, utensils and trays. A fresh solution of sanitizer must be made ***daily***.

To Test Sanitizer

Spray bottle: **Place test strip on counter or in sink. Spray sanitizer onto test strip.**

Bucket or sink: **Dip test strip into solution.**

Compare the color of the test strip to the color chart immediately.

Note: If the color is dark and then disappears quickly, the sanitizer is much too strong and has bleached out the color of the test strip. Add water and retest until 100 ppm is attained.

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Alcohol Swabs

Used for sanitizing thermometers

First, wash thermometer before sanitizing it. Wash *only the probe* carefully with hot water and soap.

- To sanitize, tear off one corner of swab packet. Slide probe inside packet along the swab, taking care not to poke the swab out of the packet.
- Take food temperatures.
- Clean the food particles off the thermometer probe with a clean paper towel before the alcohol swab is used again.
- Wipe and sanitize the thermometer again after the last temperature is taken.

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Subject:	TAKING TEMPERATURES OF FOOD	Page: 1 of 2
Issued by:	AAA	Date: January 2014

POLICY:

1. All sites must have at least two (2) readily available, accurate and easily readable thermometers. One thermometer should be a Thermapen and the second can be a digital thermometer, preferably the Comark PDT 300.
2. Upon delivery to site, all hot and cold food must have at least one (1) temperature taken and recorded on the following forms: a) site food temperature log; b) caterer/central kitchen delivery sheet; or c) combined site food temperature log/kitchen delivery slip.
3. If food is delivered more than thirty (30) minutes before meal service, another temperature reading must be taken and recorded when the meal is served.

   Example: If food is delivered at 11:30 and served at 12:00, only one temperature is necessary.
   If food arrives before 11:30, two temperatures must be taken.
4. Temperature will be recorded immediately after being taken.

PROCEDURES:

A. Washing and Sanitizing Thermometers

1. Before using, wash thermometer stem in soapy water; rinse in clean hot water.
2. Sanitize thermometer with alcohol pad. Air dry thermometer and holder.
3. Thermometer must also be cleaned and sanitized prior to being put away.

B. Taking Temperatures of Food

1. Wash, rinse, sanitize and air dry thermometer stem before use.
2. Temperature will be recorded immediately after being taken onto appropriate logs or delivery slip.
3. Critical Control Point (CCP):

Food	Temp. upon Arrival	Action (If delivery less than two hours after loading)
Hot Foods	130°F - 139°F	With Oven: Reheat to 165°F internal temperature, and maintain for 15seconds. With Steam Table capable of reheating hot food to or above 165°F prior to meal service: Reheat to 165°F internal temperature and maintain for 15 seconds.
	130°F - 135°F	Without Oven or sufficiently hot steam table: **DO NOT ACCEPT.** Return to caterer/ central kitchen.
	Under 130°F	**DO NOT ACCEPT.** Return to caterer/central kitchen.

Food	Temp. upon Arrival	Action (If delivery less than two hours after loading)
Milk, Milk-based Products, cut fruit	41°F or below	Refrigerate prior to serving.
	42°F - 45°F	Refrigerate in iced container.
	46°F or above	**DO NOT ACCEPT.** Return to caterer/central kitchen.
Meat, poultry & cheese; Other Chilled Products, Dressed Salad	41°F or below	Refrigerate prior to serving.
	42°F-45°F	Place in freezer a short time prior to serving.
	46°F or above	**DO NOT ACCEPT.** Return to caterer/central kitchen.
Loose Leaf Lettuce Salads, Lettuce for Sandwiches	41°F or below	Refrigerate prior to serving.
	42°F - 50°F	Refrigerate prior to serving.

4. Do not accept any out-of-compliance foods if food was loaded three (3) hours or more before delivery.
5. Only reheat food in steam tables if capable of reaching 165°F prior to meal service.
6. Temperatures are not required on breads, cookies, cakes, fruit pies or whole fruit.
7. Project Dietitians will check thermometer accuracy during monthly site monitor.

C.S.: HOLDING FOOD

Subject:	HOLDING FOOD PRIOR TO SERVING	Page: 1 of 1
Issued by:	AAA	Date: January 2014

POLICY:
1. All hot foods will be held at temperature of 140°F or higher prior to service.
2. All refrigerated foods will be held at temperatures of 41°F or lower prior to service.
3. All frozen foods will be held at temperatures of 0°F – 10°F or lower prior to food service.

PROCEDURES:

A. Hot Food

1. Preheat hot food table at least 15 minutes before scheduled food delivery. Use a medium setting (165°F) for solid foods such as meatloaf. Use a low setting (150°F) for vegetables.
2. If necessary, preheat oven at low temperature (200°F) at least 15 minutes prior to food delivery.
3. Place pans of hot food, covers intact, on hot food table as soon as food arrives.
4. Place any additional pans in the preheated oven to keep warm.
5. If no oven is available, keep extra pans in Cambro until service.
6. If temperature falls below 135°F but was delivered at or above 140°F, adjust steam table or oven, if available. Food may be served.

B. Refrigerated Food

1. Place milk and juice in refrigerator until just before serving time.
2. Milk and juice may be served ahead of time.
3. Place salads and refrigerated desserts in refrigerator until just before serving. For serving, place salad and desserts:
   a. on refrigerated section of tray line;
   b. doubled-panned on ice for service.
4. Do not portion salad and desserts ahead of time.
5. When the refrigerator/freezer temperatures are above 41°F/10°F adjust refrigerator thermostat. Cold PHFs may be held in the freezer if freezer is below 41°F. Do not use refrigerator.
6. If no refrigerator is available, keep cold food in Cambro until service.

C. Frozen Food

1. Place ice cream, sherbet, and other frozen foods in freezer until just before serving.
2. For serving, place ice cream on ice on cold section of food line or double-panned on ice for service.

D. Non-Refrigerated Foods

1. Breads, cookies, cake and fruit pies may be held covered at room temperature before service.
2. Whole fruits such as oranges and apples may be held in the refrigerator or at room temperature prior to service.

C.S.: SERVING FOOD

Subject:	SERVING FOOD	Page: 1 of 1
Issued by:	AAA	Date: January 2014

POLICY: All foods shall be served at appropriate temperatures in a sanitary manner.

PROCEDURES:

A. Prior to Food Service

1. If food has been delivered more than 30 minutes before meal service, just prior to food service, take temperatures. See: Taking Temperatures of Food, Page CS-43.
2. Place appropriate serving utensil by each pan of food. Serving sizes and utensils are indicated on the certified menu. See: Portion Control: Guidelines for Use of Serving Utensils, Page CS-47.
3. Use trays and bowls that are large enough to easily accommodate the entreé, and 4 oz. (1/2 cup) servings of vegetables, salads and desserts as required.

B. Employees/Volunteers

1. Check employees/volunteers who serve on the tray line:
   a. Each shall have hair completely covered. See: Hygiene and Health, Page CS-25.
   b. Each shall have just washed hands. See: Handwashing, Page CS-27.
   c. Each shall be wearing disposable gloves. See: Use of Plastic Disposable Gloves, Page CS-29.
2. Employees and volunteers distributing ONLY milk, juice, soup and/or portioned trays can wear hair restraints and gloves in accordance to the preference of the agency and/or senior participants. Wearing these items in not mandatory.

C. Pre-plating Cold Foods

1. Pre-plating cold foods increase the risk of time/temperature abuse, with cold food temperatures rising above 41°F. Only when proportioned foods can then be refrigerated prior to service (i.e. pre-portioned components of sub sandwiches) can this procedure be practiced.

D. Serve Food

1. Serve standard portion sizes.
2. Keep serving utensils in food during serving, with handles directed out of food.
3. Fruit Service
   a. All fruit, with the exception of bananas, must be thoroughly washed by the caterer and transported in a clean and sanitized container. These fruits can be served on the participants plates.
   b. Bananas do not require washing and should not be placed on the participants plates during service. Serve these fruits separate or with the milk.

E. Serving Volunteers/Servers

1. Portion sizes must be the same as served to the participants.
2. Volunteers/servers must eat their meals in the dining area and not in the kitchen.

F. Take-Out Food for Ill Congregate Participants

1. Take-out food is limited to 4 to 5 days. After that, the client should receive Home Delivered Meals.
2. Food shall be served hot.
3. Hot food shall be transported in clean insulated container.
4. Cold food shall be maintained cold in separate insulated bag.

PORTION CONTROL

General Guidelines for Use of Serving Utensils

Volume - Tool	Size/Portion	When to use
Spoodle (slotted)	4 oz. = ½ cup	Drippy or juicy foods in which liquid is drained off
Spoodle (plain)	4 oz. = ½ cup 6 oz. = ¾ cup	Solid or semi-solid foods with little moisture
Scoop	#6 = ¾ cup #8 = ½ cup	Solid or semi-solid foods in which liquid is included.
Ladle	4 or 6 oz.	Soups (see menu for ladle size)
Ladle	1 or 2 oz.	Gravy or sauce
Number Meatballs	List the number of meatballs per serving to equal a 3 oz. portion	Italian Meatballs, Swedish Meatballs
Cookies	1 or 2 each as specified on menu	Cookies

Portioning Tools for Specific Menu Items

Portioning Tool	Size/Portion	Menu Item
4 oz. Spoodle (slotted)	½ cup	Vegetables, drippy salads, canned fruits
#6 Scoop	¾ cup	Coleslaw
#8 Scoop	½ cup	Tuna and chicken salad
#8 Scoop	½ cup	Mashed potatoes, rice, potato salad, macaroni salad, pudding, gelatin
2 #8 Scoops	1 cup	Casseroles – Includes both meat and starch or meat and vegetable meal equivalents
6 oz. Spoodle (plain)	¾ cup	Includes gravy or sauce
#8 Scoop	½ cup	No sauce or gravy included

Subject:	OFFER VS. SERVE	Page: 1 of 1
Issued by:	AAA	Date: December 2012

POLICY: ENP Service Providers must offer participants all of the required food meal components as listed in the certified menu. However, Providers should consider the preferences of the participants.

PROCEDURES:

Providers must:

1. Served to eligible participants as stated in the ENP Statement of Work;
2. Congregate meal participants may be permitted to decline items due to preference or medical reasons.
3. NSIP funds are not affected when a participant declines menu items.

Subject:	FOOD FROM OUTSIDE SOURCES	Page: Page 1 of 1
Issued by:	AAA	Date: January 2014

POLICY: Foods brought to the site from outside sources must be clearly identified so that participants can make the decision of whether or not to eat these items.

PROCEDURES:

1. Outside foods brought to the congregate site include such items as donuts served prior to lunch, homemade salsas served with the meal, and pot luck items eaten alongside the AAA lunch.
2. Although there is no guarantee that these outside foods have been prepared and transported to the congregate site in a safe manner, participants have the "right to choose" this food.
3. When outside food is brought to the site a sign must be posted beside the food indicating that the Elderly Nutrition Program is not responsible for food consumed that is not provided by the AAA lunch program Refer to sample sign, page CS-51.
4. The providers of outside foods are encouraged to follow proper food handling as detailed in this manual.

The AAA Elderly Nutrition Program is <u>not</u> responsible for the safety of foods prepared by individuals or organizations not part of the Los Angeles County lunch program. Food safety is at the risk of the individual(s) consuming these foods.

C.S.: SERVING FOOD

Subject:	LEFTOVERS	Page: 1 of 1
Issued by:	AAA	Date: January 2014

POLICY: Food remaining after all seniors and guests are served will be served as seconds or discarded.

PROCEDURES:

A. If food remains at the end of the serving period after all seniors, volunteers, guests and staff are served, either offer food as seconds or discard it.

B. Serve seconds on a clean plate.

C. Seconds shall be served first come-first served.

D. No bowls, containers or bags may be given to seniors to take food home. Nor can the seniors provide their own containers to take food home.

E. Seconds or partial meals may not be counted as meals eligible for AAA reimbursement.

F. Leftover food may not be transported from one site to another congregate site.

G. Extra unopened milk, juice and bread may be served the next day.

H. Condiments shall be dated using FIFO and stored according to manufacturer's instructions.

I. Agencies may serve condiments, such as salsa, vinegar, hot sauce, and soy sauce following sanitary preparation procedures and discarding leftovers within 2 days.

J. Condiments must be refrigerated between meals.

Subject:	TAKING FOOD HOME FROM CONGREGATE SITES	Page: 1 of 1
Issued by:	AAA	Date: December 2012

POLICY: Foods and beverages remaining after meal service shall not be taken home by senior participants, volunteers, guests or staff in order to minimize the risk of time/temperature abuse and/or cross-contamination resulting in foodborne illness.

PROCEDURES:

A. Leftover food and beverages

1. Leftover prepared foods remaining at the end of the serving period after all seniors, volunteers, guests and staff are served can be served as seconds or must be discarded.
2. Extra unopened milk, juice, and bread may be served the next day only if appropriate locked storage space is available at the site. Items should be dated using FIFO. Extras cannot be taken home.
3. Condiments shall be dated using FIFO and stored according to the manufacturer's instructions but cannot be taken home. These condiments must be refrigerated between meals and discarded within 2 days.

B. Staff and volunteers are not permitted to serve foods/beverages into containers intended for take-out to seniors' homes.

1. Bowls, containers or bags cannot be given to staff, volunteers or senior participants to take food home, nor can individuals provide their own container to take out food.

C. A sign shall be posted in the dining area at each congregate site and the information reviewed with the senior participants as often as necessary to enforce this important food safety mandate (See page CS-54-55).

PLEASE BE ADVISED...

TAKING OUT COOKED FOODS IS HAZARDOUS TO YOUR HEALTH AND IS NOT RECOMMENDED.

DOING THIS PLACES THE SENIOR NUTRITION PROGRAM IN VIOLATION OF PROGRAM REGULATION MEALS SERVICE REQUIREMENTS

Provided by: CNS/RQA/CA, Inc.
31225 La Baya Dr., Suite 201
Westlake Village, CA 91302
Phone: (818) 874-9626
www.foodsafe.com

Funded by:
L.A. County Department of Aging

POR FAVOR DESE CUENTA...

NO SE RECOMIENDA LLEVARSE LA COMIDA PREPARADA FUERA PORQUE ES PELIGROSO PARA SU SALUD.

EL HACER ESTO PONE EL PROGRAMA DE NUTRICIÓN EN VIOLACIÓN DEL PROGRAMA DE REQUISITOS DE REGULACIONES PARA EL SERVICIO DE COMIDAS

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C.S.: SPECIAL EVENT OUTDOOR COOKING

Subject:	SPECIAL EVENT OUTDOOR COOKING	Page: 1 of 1
Issued by:	AAA	Date: January 2014

POLICY: Foods served for special event outdoor cooking shall be prepared, transported, held and served following safe procedures as detailed below.

PROCEDURES:

A. **Prior approval – Agencies must submit the event plans to the Dietary Administrative Support Services (DASS) a minimum of one month prior to the event to ensure that all county requirements are in compliance for food safety. The following issues must be addressed:**
   1. Use of Thermapen or other approved digital food thermometer
   2. Safe food transport to the outdoor facility
   3. Safe holding procedures for all hot and cold foods
   4. Clean and sanitary maintenance of all preparation and serving equipment
   5. Sanitizer set-up
   6. Provision of adequate trash containers
   7. Adequate hand washing set-up or a statement regarding close adjacent hand washing facilities.
   8. Segregation of cooking equipment from public access

B. **Use of Thermapen or other approved digital food thermometer**
   1. A Thermapen or other approved digital food thermometer will be used to monitor hot and cold food temperatures as food is delivered to the outdoor site, during holding, preparation and meal service.
   2. Alcohol wipes will be available to sanitize the thermometer probes between uses.

C. **Food transport**
   1. Foods shall be transported to the outdoor facility in clean and insulated containers (Cambros or ice chests) or surrounded by ice blankets designed to maintain TCS (PHF) foods at or above 140°F or at or below 41°F.
   2. Delivery food temperatures will be monitored and recorded as the food arrives to the outdoor site. Appropriate corrective action will be followed if temperatures fail to meet the above delivery temperatures (refer to CS 44).

D. **Safe holding procedures for all hot and cold foods**
   1. Cold foods will be held in Cambros or ice chests throughout preparation and service.
   2. Hot foods will be held in insulated containers (Cambros), in warming equipment or on top of grills effective in maintaining foods at or above 140°F during preparation and prior to service.
   3. All raw potentially hazardous foods (TCS/PHF) will be kept separate from ready-to-eat foods in hot and cold holding equipment to minimize the risk of cross contamination.
   4. Foods will be kept covered while exposed to the outdoor environment (lids or foil covers).

E. Clean and sanitary maintenance of all preparation and serving equipment

1. Clean and sanitized preparation and service equipment and utensils will be kept in clean and sanitized containers while exposed to the outdoor environment.
2. Utensils will be placed on clean and sanitized surfaces during use or onto paper towels or other single-use material. Utensils can also be kept in the food if the food is maintained in the safe temperature zone.

F. Sanitizer set-up

1. Spray bottles containing a 100ppm Chlorine/water solution and paper towels shall be available at each work station to be used for sanitizing all food contact surfaces including soiled utensils.

G. Provision of adequate trash containers

1. Clean trash containers will be provided in close access to all work areas and to hand washing set-up stations.

H. Adequate hand washing set-up or a statement regarding close adjacent hand washing facilities.

1. If hand washing facilities are not close to the food preparations stations the following hand washing set-ups must be in place:
   a. Water dispensing unit (such as a Cambro with water spigot)
   b Dispenser of hand soap
   c. Paper towels
   d. Hand washing sign
   e. Small trash container

I. Segregation of cooking equipment from public access

1. Grills and barbecues or other approved cooking equipment shall be separated from public access by using ropes or other approved methods to prevent contamination of the food and injury to the public.

C.S.: BOX/SACK LUNCHES

Subject:	TRANSPORT AND SERVICE	Page: Page 1 of 1
Issued by:	AAA	Date: January 2014

POLICY: Box and sack lunches shall be prepared from a certified menu meeting the AAA meal requirement for preparation, transport, holding and service.

PROCEDURES:

A. Menu Requirements

1. Menus designed for box and sack lunches will be certified by the AAA program.
2. New menus are permitted if first approved by the Project Dietitian. Should these menus be used for future meals they must be submitted to the County for certification.

B. Temperature Control and Monitoring

1. Departure temperatures for all TCS (PHF) foods used in the box/sack lunches will be monitored and recorded on the delivery slips to verify that these foods have been cooled and held at or below 41°F before leaving the caterer/central kitchen facility.
2. Foods shall be transported to the congregate site in insulated containers (Cambros or ice chests) or be surrounded by ice blankets designed to maintain cold foods at or below 41°F throughout transport.
3. Arrival temperatures for all TCS (PHF) foods will be monitored and recorded on the delivery slips.
   a. These foods must arrive at or below 41°F and then be placed in a refrigerator or kept in a Cambro or other insulated container until service.
   b. Corrective action detailed on the chart on page CS 42-43 must be followed for foods failing to meet these temperature requirements.
   c. Box/sack lunches cannot be accepted at congregate sites if adequate holding equipment is not available.
4. Box/sack lunches dispensed to participants <u>in addition to the hot meals</u> must be held under refrigeration until the end of the hot meal.

C.S.: MEAL TRACKING GRID

Subject:	MEALS ORDERED – MEALS SERVED	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: The Site Manager will track meals ordered and meals served to help control waste.

PROCEDURES:

A. **The Site Manager will keep a monthly log showing how many meals were ordered and how many meals were served. See: Tracking Grid: Meals Ordered-Meals Served, Page 53.**

B. **Meals served will include those served to seniors and senior volunteers – meals claimed for AAA reimbursement.**

C. **Meals served will include meals served to guests and staff – meals not submitted for reimbursement.**

D. **If more than 5% of meals are leftover, Site Manager should explain in the Comments column.**

E. **If more meals could be served, the Site Manager should estimate how many more could have been served in the Comments column.**

F. **The Site Manager shall bring this Tracking Grid to the monthly Quality Assurance (QA) meetings.**

TRACKING GRID
MEALS ORDERED – MEALS SERVED

Month_____ Site_____

Day	Meals Ordered	Meals Served		Total Meals Served	% Meals Srvd: Meals Served / Meals Ord. x 100	Comments
		Seniors and Volunteers	Guests/Staff			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

Subject:	HIGH TEMPERATURE DISHWASHING	Page: 1 of 2
Issued by:	AAA	Date: June 2011

POLICY:

1. Serving utensils, trays, dishes, glasses and flatware shall be washed at the proper temperature using appropriate procedures, and will be air dried.
2. All mechanical dishwashers will meet NSF standards.
3. Serving pans will be washed or rinsed and returned to the central kitchen for warewashing.

PROCEDURES:

A. Check and record wash and rinse temperatures daily on appropriate temperature log.

1. Fill machine; run several cycles empty until correct temperature is reached.
2. Check and record temperature of wash water: Standard is 150°F or greater.
3. Check and record temperature of rinse water: Standard is 180°-194°F.
4. If temperatures of wash or rinse water are below standard, report to Nutrition Project Director responsible for ordering service.
5. If dishwasher is not functioning properly, use manual warewashing set-up. See CS-60.

B. Preparations for Warewashing

1. Discard paper, plastic, and other disposables in trash receptacles.
2. Rinse off food debris into disposer or garbage can.
3. Rack all items except flatware, cooking and serving utensils. Do not double-rack items together.
4. Pre-soak flatware, cooking and serving utensils in pan containing detergent or pre-soak solution.

C. Warewashing

1. One employee or volunteer should handle the "dirty" end, another the "clean" end.
2. If one employee works both the clean and dirty sides of the machine, she/he must wash hands before handling clean dishes or pans.
3. Load racks into machine. Start machine. Remove racks after cleaning.
4. Air dry items without stacking.

D. Washing Flatware and Serving Utensils

1. Transfer flatware and serving utensils from pre-soak solution to rack. Do not crowd.
2. Send rack through machine.
3. Sort the flatware into cylinders, handles up. Send through machine again.
4. Store clean flatware in cylinders.

NOTE: Only flatware, dishes, cooking and serving equipment, removable equipment parts and pans go in dishwasher. Do not put floor mats, trashcans, or non-dishware into machine.

E. Cleaning Dishmachine

1. Clean dishmachine after using.
2. Remove jet spray pipes; clean and replace.
3. Remove, wash and replace filter screen and drain plugs.
4. Hose down the inside of the machine. Leave tank door open to air dry overnight.
5. Wipe the outside of the machine with a cloth.

F. De-lime as needed, using approved de-liming agent.

HIGH TEMP DISHWASHER TEMPERATURE LOG

Wash Temp: Standard is 150°F or greater. **Rinse Temp:** Standard is 180-194°F.

DATE	TIME	WASH TEMP.	RINSE TEMP.	Initials	Remarks*

NOTE: If temperatures of wash or rinse are below standard after several cycles, report to supervisor immediately.

Reviewed by: _____ Project Dietitian or Project Director

*If dishmachine is out of temperature range what is being done to correct it?

Subject:	LOW TEMPERATURE DISHWASHING	Page: 1 of 2
Issued by:	AAA	Date: December 2012

POLICY:
1. Serving utensils, trays, dishes, glasses and flatware shall be washed at the proper temperature using appropriate procedures, and will be air dried.
2. All mechanical dishwashers will meet NSF standards.

PROCEDURES:

A. Check and record wash and rinse temperatures daily on appropriate temperature log. Check and record sanitizer concentration in rinse water daily.
1. Fill machine; run several loads empty until acceptable temperature is reached.
2. Check temperature of wash water. It should be at least 120°F. Record temperature.
3. Report to supervisor any temperatures under 120°F.
4. Using sanitizer test strip, check sanitizer concentration in rinse water. Chlorine solution should be 100 ppm. Record concentration on Low Temp Dishwasher Temperature Log.
5. **CCP**: Report low sanitizer concentration to supervisor; load is not properly sanitized.
6. Report high sanitizer concentration to supervisor; excessive sanitizer used.
7. If dishwasher is not functioning properly, use manual warewashing set-up. See CS-60.

B. Preparations for Warewashing
1. Discard paper, plastic, and other disposables in trash receptacles.
2. Rinse off food debris into disposer or garbage can.
3. Soak and scrape pans with dried-on or cooked-on food.
4. Rack all items except flatware, cooking and serving utensils. Do not double-rack items together.
5. Pre-soak flatware, cooking and serving utensils in pan containing pre-soak solution.

C. Warewashing
1. One employee or volunteer should handle the "dirty" end, another the "clean" end.
2. If one employee works both the clean and dirty sides of the machine, she/he must wash hands before handling clean dishes or pans.
3. Load racks into machine. Start machine. Remove racks after cleaning.
4. Air dry items without stacking.

D. Washing Flatware and Serving Utensils
1. Transfer flatware and serving utensils from pre-soak solution to rack. Do not crowd.

2. Sort the flatware into cylinders, handles up. Send through machine again. Store clean flatware in cylinders.
3. Transfer clean flatware into other cylinder, handles up, without touching flatware. Place air dried serving utensils into clean covered container or drawer.

NOTE: Only flatware, dishes, cooking and serving equipment and pans go in dishwasher. Do not put floor mats, trashcans, or non-dishware into machine.

E. Cleaning Dishmachine

1. Clean dishmachine after using.
2. Remove jet spray pipes; clean and replace.
3. Remove, wash and replace filter screen and drain plugs.
4. Hose down the inside of the machine. Leave tank door open to air dry overnight.
5. Wipe the outside of the machine with a cloth.

F. De-lime as needed, using approved de-liming agent.

LOW TEMP DISHWASHER TEMPERATURE LOG

Wash Temp: Should be at least 120°F.
Rinse Temp: Should be 120°F.

Chlorine: Should be 100 ppm.

DATE	TIME	WASH TEMP.	SANITIZER PPM	INITIALS	Remarks*

NOTE: Report to supervisor any temperatures under 120°F.

Reviewed by:_____ Project Dietitian or Project Director

*If dishmachine temperature or sanitizer concentration does not meet standards what is being done to correct it?

CS-66

C.S.: WAREWASHING AND SANITATION

Subject:	MANUAL WAREWASHING	Page: 1 of 1
Issued by:	AAA	Date: December 2012

POLICY:

1. Caterer supplied meals pots and pans need to be rinsed of food debris thoroughly.
2. Trays, dishware, non-caterer supplied pots and pans shall be washed, rinsed and sanitized by hand following appropriate procedures and will be air dried.

PROCEDURES:

A. Preparations for Manual Warewashing

1 Sort, scrape and pre-soak before washing.
2. Rinse off any food residue.

B. Check and record wash water and rinse water temperatures daily on appropriate temperature log. Check and record sanitizing solution with chem.-strip daily.

1. Clean and sanitize sinks, work surface areas and drying counters or shelves before each use.
2. Run hot water into first sink. Add detergent. Water should be at least110°F. Remove visible food, dirt and grease.
3. Run hot water for rinsing into second sink. Water should be at least 120°F. Rinse off dirt and suds.
4. Run water into third sink for sanitizing. Add chlorine (one teaspoon per gallon of water). Using a chlorine test strip, test to ensure a 100 ppm concentration. Submerge wares in solution for a minimum of 30 seconds.
5. **CAUTION:** Do not mix two different sanitizers, or sanitizers and detergents – this may produce dangerous fumes.
6. Allow to air dry.

C. Two-sink Method for Manual Warewashing

1. First sink: Wash items in detergent solution (110°-120°F). Scrub with brush.
2. Second sink: Rinse items in hot water (120°F). Remove all traces of detergent.
3. Empty and rinse out first sink. Refill with clean, warm water (75°-120°F). Add sanitizing solution.
4. Sanitize in first sink.
5. Optional sanitizing: Purchase plastic tub large enough to immerse utensils and trays if needed, use for sanitizing.
6. Air dry items.

D. Maintain Proper Water Temperature and Sanitizing Concentration

1. If temperatures are low, add more hot water until desired temperature is reached.
2. If sanitizing solution is weak, follow manufacturer's instructions or add more chlorine (1 teaspoon per gallon water) or 2 Tablespoons per 6 gallons of water.
3. If soapsuds disappear or water becomes dirty and cloudy, empty compartment and refill, beginning with Step A.1 above.

MANUAL WAREWASHING TEMPERATURE LOG

NOTE: WATER TEMPERATURES:

1. Wash should be 110°-120°F.
2. Rinse should be 120°F

SANITIZER:

1. Chlorine should be 100 ppm.

DATE	TIME	WASH TEMP.	RINSE TEMP.	SANITIZER CONCENTRATION	INITIALS

Reviewed by: _____ Project Dietitian or Project Director

Subject:	CHLORINE SANITIZING OF COUNTERS AND EQUIPMENT IN PLACE	Page: 1 of 1
Issued by:	AAA	Date: December 2012

POLICY: All surface areas where food preparation, serving and eating takes place at a site should be cleaned and sanitized daily before food arrives, and wiped after meal service.

PROCEDURES:

A. Cleaning – The Removal Soil and Food Matter

1. Wipe area free of all loose debris. (Do not wipe onto floor.)
2. Using a cleaner or detergent solution, remove all soil and food matter from the surface.
3. The hotter the water, the faster the cleaning. Wash water temperature should be at least 110°F.
4. Rinse with hot, clear water.

B. Sanitizing – The reduction of bacteria to safe levels on food surface areas.

1. Mix a solution of chlorine bleach and water (one [1] gallon of water to one [1] teaspoon bleach) in a bucket or spray bottle. The solution must be made fresh daily. Check strength with chlorine paper test strips. Concentration must be 100 ppm.
2. Spray all previously "cleaned" areas.
3. Let all surfaces air dry. If necessary, wait 30 seconds and wipe up excess liquid with single-use paper towel.

NOTE: Sanitizing is not a substitute for cleaning. A surface must first be cleaned before it can be sanitized.

C. Items to be Cleaned Daily

1. Counters, service tables, dining tables, and plastic tablecloths will be cleaned and sanitized daily before and wiped down after meal service.
2. Equipment used in the meal program, such as hot food/steam tables and service trays, will be cleaned and sanitized daily.
3. Food pans belonging to the caterer need only be scraped and thoroughly rinsed. The Caterer will wash and sanitize pans in their kitchen.

C.S.: CLEANING SCHEDULES

Subject:	CLEANING SCHEDULES	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Daily and weekly cleaning tasks will be scheduled, posted and effectively supervised to ensure clean and sanitary premises and equipment.

PROCEDURES:

A. **The Site Manager will post a DAILY and a WEEKLY cleaning schedule at the beginning of each week.**
   1. The Site Manager will assign a volunteer or staff member to complete each daily cleaning task that is not assigned to the facility's maintenance employee, and will assign a volunteer or staff member to complete the weekly cleaning tasks. This will be noted under the "Who" column on the cleaning schedule. "Maintenance" will be written in the "Who" column where appropriate.
   2. The assigned volunteer or staff member will be responsible for completing the task on the assigned day(s) and will initial the appropriate box.

B. **At the end of each day, the Site Manager will check that all cleaning tasks have been completed on the Daily Cleaning Schedule and that the appropriate boxes on the cleaning schedule have been initialed.**
   1. The Site Manager will inform the Facilities Director when Maintenance has failed to complete his/her assigned task(s). The Facilities Director will be responsible for overseeing the completion of these tasks.
   2. If the "Maintenance" tasks have not been completed by the end of the week, the Site Manager will note this at the bottom of the weekly schedule.
   3. The cleaning schedule will be turned in to the Agency's office at the end of the week.
   4. The Project Director or assigned staff will follow up with the Facilities Director regarding any incomplete "Maintenance" tasks.

C. **At the end of each week, the Site Manager will check that all cleaning tasks have been completed on the Weekly Cleaning Schedule and that the appropriate boxes on the cleaning schedule have been initialed.**

D. **Initialing boxes without completing the tasks will be considered "dry lab."**

CONGREGATE SITE
DAILY CLEANING SCHEDULE

Week of:_____ **Site**_____

ITEM	WHAT TO DO	WHEN	WHO	M	T	W	Th	F
Kitchen Work Tables	Clean, rinse and sanitize	As needed and at closing						
Dining Tables	Clean, rinse and sanitize	Before and after meal service						
Serving Utensils	Wash and sanitize in 3-compartment sink or dishmachine	Before end of day						
Trays	Wash and sanitize in 3-compartment sink or dishmachine	Before end of day						
Tray Carts	Clean, rinse and sanitize	Before and after use						
Kitchen Sinks	Scrub, clean and sanitize	As needed and at closing						
Steam Tables	Clean, rinse and sanitize	Before end of day						
Microwave Ovens	Clean up spills daily and clean thoroughly once per week.	Before end of day						
Refrigerator	Discard outdated products. Clean exterior surfaces. Clean and sanitize interior surfaces	Before end of day						
Cabinets, Drawers and Shelves	Empty, clean and sanitize, including frame.	As needed						
Mops, Wiping Cloths, etc.	Clean, rinse, sanitize and air dry. Hang to dry.	Before end of day						

ITEM	WHAT	WHEN	WHO	M	T	W	T	F
MAINTAINANCE								
Floors	Sweep, damp mop, and scrub when necessary	As needed and at closing						
Walls	Wipe up splashes	As needed						
Garbage Containers	Hose down and thoroughly clean interior/exterior surfaces.	Before end of day						
Restrooms and Hand Sinks	Clean sinks and toilets. Re-supply soap, paper towels, and toilet paper.	As needed and before closing						
IF YOU HAVE/USE								
Dishmachine	Clean surfaces and scrap trays	Before end of day						
Caterer/Central Kitchen Pans	Thoroughly rinse if from caterer off premises. Wash, rinse and sanitize if on premises	Before pick-up/ before end of day						

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WEEKLY CLEANING SCHEDULE

DATES:

ITEM	WHAT	WHEN	DAY	INITIALS
Utensil Container	Wash and sanitize in 3-compartment sink or dishmachine	Before end of day		
Freezer	Discard outdated products. Clean exterior surfaces. Clean and sanitize shelves and interior surfaces	As needed		
Dry Storeroom	Check that all stored items are two inches (2") from the wall and six inches (6") off the floor. Sweep floor under shelves. Clean tips of containers.	Before end of day		
Office	Clean and organize material	Before end of day		
Warming Units	Clean, rinse, and sanitize all surfaces	Before end of day		
Filters and Hoods	Empty grease receptacles. Clean filters and surface of hood.	As needed		
Floor Drains	Wash surfaces and scrub with brush. Flush with sanitizer solution.	Before end of day		
Ice Machine	Clean according to manufacturer's instructions.	Before end of day		
Other Equipment	Clean according to manufacturer's instructions.	Before end of day		
Floor Coving	Scrub and mop	Before end of day		
Ovens/Range/Hoods	Clean inside and outside surfaces with detergent and degreaser	After use/ As needed		
Cabinet Drawers and Shelves	Clean, rinse, and sanitize all surfaces	As needed		

Subject:	CONGREGATE SITE WAIVER	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: The Area Agency on Aging will approve operation of all sites serving elderly nutrition program meals less than five days per week.

PROCEDURES:

A. Application

1. The Nutrition Project Director will write a letter addressed to the AAA Nutritionist requesting permission to operate a nutrition site that will be open less than 5 (five) days per week.

2. The letter will state the days of the week that the site will open, and the reasons for limited operation, and the chances of expanding service in the future..

B. Approval

1. The AAA Nutritionist, in consultation with the AAA Director, will notify the Nutrition Project Director if the application has been approved.

2. The approval may be rescinded at any time by the AAA. The AAA Nutritionist will review operations with the Nutrition Project Director, and will notify the Nutrition Project Director if the approval is discontinued.

3. The approval is subject to review every four years at the time of the next contract cycle.

Subject:	PEST CONTROL	Page: 1 of
Issued:	AAA From Program Memo: AAA 15-06 Revised	Date: December 18, 2015

PURPOSE: The purpose of this Program Memo is to provide clarification on timeframes for pest control policies and procedures regarding the Elderly Nutrition Program (ENP) Congregate Meal, Central Kitchen, and Caterer sites in order to ensure a pest free environment.

BACKGROUND: Community and Senior Services (CSS) has a zero tolerance for pests (cockroaches, rodents, etc.) at all ENP Congregate Meal, Central Kitchen, and Caterer sites. Pests that come in contact with food or food areas that are used for human consumption can cause an adverse health effect. Problems associated with pests, like cockroaches, include contamination of food and utensils used to handle food, production of unpleasant odors, and transmission of bacteria (e.g., Salmonella and Shigella) which can lead to food poisoning. In response to the increased occurrences of pests over the last six (6) months at our ENP Congregate Meal sites, CSS is implementing the following policies and procedures in an effort to proactively address this matter.

POLICY: All ENP Congregate Meal, Central Kitchen, and Caterer sites shall be operated and maintained at all times to prevent the entrance and harborage of animals, birds, vermin, rodents, and insects.

All ENP Congregate Meal, Central Kitchen, and Caterer sites are required to perform monthly pest control activities as mandated in the ENP Standard Operating Procedures manual. ENP Congregate Meal, Central Kitchen, and Caterer sites shall have an approved Weekly Pest Control Waiver on file in order to continue monthly pest control activities. A licensed Pest Control Operator is the only person that can use products or chemicals in the facility that are deemed acceptable for a commercial kitchen or foodservice facility. Staff without a pest control license cannot use any types of pesticides, traps, bait, or other unauthorized methods in the facility for pest control.

If an ENP Congregate Meal, Central Kitchen, or Caterer site has a pest control issue, the Contractor will be responsible and required to ensure that weekly pest control activities are performed until a Weekly Pest Control Waiver (Attachment I) is granted by CSS. To eliminate pest issues, the Department of Public Health states that Integrated Pest Management (IPM) is the most effective means of controlling infestation and preventing reoccurrence.

PROCEDURES:

A. General IPM practices shall be done to ensure a pest free environment:

- Keep garbage tightly covered and remove it from kitchen and dining area quickly and properly.
- Properly store all food and supplies.

- Check all food and supplies entering the building.
- Eliminate plumbing leaks and correct other sources of moisture.
- Increase ventilation where condensation is a problem.
- Seal cracks and other openings to the outside.
- Remove trash, large debris, and stored items outside of the building, such as stacks of lumber or firewood that provide hiding places for cockroaches and rodents.
- Vacuum cracks and crevices to remove food and debris.
- Be sure surfaces where food or beverages have been spilled are cleaned up immediately.
- Keep cleaning equipment (mops, sponges, and cloths) dry and properly stored.
- Keep toilets and restrooms clean and sanitized.
- Keep break areas clean and store personal food in closed containers.
- Report building maintenance issues such as holes in walls, torn window screens, or openings in door jams to management or Project Director for repair.
- Use traps and baits to monitor the pest population.

B. General procedures when pests are discovered:

- All ENP Congregate Meal, Central Kitchen, or Caterer sites that currently have pest issues shall ensure that the site is fumigated upon notification of the pest sighting to resolve the issue and shall conduct regular IPM practices and weekly pest control activities thereafter. Weekly pest control activities are to be completed on Friday after meal service, or Saturday to ensure that regular meal services resume on Monday with no disruption in meal services.
- Immediately inform the Project Director if a pest or pest infestation is found.
- The Project Director, or their designee, will contact the ENP Congregate Meal, Central Kitchen, or Caterer site staff (park supervisor, site manager, etc.) and request that they contact a certified (licensed) pest control company for fumigation services.
- All ENP Congregate Meal, Central Kitchen, or Caterer staff shall work with the certified (licensed) pest control company to determine the best fumigation method to use for each ENP Congregate Meal, Central Kitchen or Caterer site based upon the products or chemicals used and severity of the infestation.
- The Project Director, or their designee, will notify their Contract Compliance Monitor, Contract Analyst, Program Analyst and designated Registered Dietitian (RD) of the Dietary Administrative Support Services (DASS) program.
- The kitchen will be immediately closed and pre-packaged meals will be served to seniors until the ENP Congregate Meal, Central Kitchen or Caterer site is fumigated, cleaned, sanitized, and reinspected by the DASS RD. Regular meal service cannot resume until the DASS RD has granted clearance.
- All ENP Congregate Meal, Central Kitchen, or Caterer sites that have pest control issues shall keep a weekly log of their pest control activities using the IPM approach until a waiver is granted to reinstate monthly fumigation and pest control services.
- The Contractor shall keep Pest Control Reports and weekly pest control activity logs on file in their ENP Standard Operating Procedures manual located at each ENP Congregate Meal, Central Kitchen, and Caterer site. Copies shall also be kept on file at

the Contractor's Administrative Office. All Pest Control Reports and weekly pest control activity logs shall be available for review by CSS and the DASS RD upon request.

C. Timeframes for Weekly IPM Activities and Requests for Waivers:

To request a waiver to reinstate monthly fumigation and pest control activities. Contractors shall submit an ENP Congregate Meal, Central Kitchen, and Caterer site Weekly Pest Control Waiver (Attachment I) to the CSS Area Agency on Aging (AAA) Program Analyst based upon the requirements listed below:

- If no pest is found during the reinspection, all repairs and conditions are met, and the ENP Congregate Meal, Central Kitchen, or Caterer site is approved by the DASS RD to resume regular meal service, the Contractor may request a waiver to reinstate monthly fumigation and pest control activities.
- If a pest is observed by the DASS RD during the reinspection, and/or requested repairs have not been made, the Contractor shall ensure that the ENP Congregate Meal, Central Kitchen, or Caterer site is re-fumigated and weekly pest control activities are conducted for a period of three (3) months or 90 days. The 90-day period begins the date the site is successfully reinspected and approved by the DASS RD to resume regular meal service. The Contractor may ask for a waiver to reinstate monthly fumigation and pest control activities after the 90-day waiting period if there are no additional pest sightings and all other IPM activities are met.
- If a pest is observed at any time for a period of three (3) months or 90 days after a successful reinspection and approval by the DASS RD, the Contractor shall resume weekly pest control activities for a period of three (3) months or 90 days. The 90-day period begins the date the ENP Congregate Meal, Central Kitchen, or Caterer site is successfully reinspected and approved to resume regular meal service. The Contractor may ask for a waiver to reinstate monthly fumigation and pest control activities after the 90-day waiting period if there are no additional pest sightings and all other IPM activities are met.
- ENP Congregate Meal, Central Kitchen, or Caterer sites that fail multiple inspections are considered to have severe infestations if they continue to have pest sightings after weekly IPM activities and three (3) or more fumigations. The Contractor shall ensure that these sites continue weekly pest control activities for a period of six (6) months or 180 days after the site has been reinspected and approved by a DASS RD to resume regular meal service. The Contractor may ask for a waiver to reinstate monthly fumigation and pest control activities after the 180-day waiting period if there are no additional pest sightings and all other IPM activities are met.

D. DASS RD Inspection Scores and CSS Sanctions:

- The DASS RD will deduct twenty (20) points from the DASS site audit inspection score and immediately close the kitchen if evidence of pests is observed during monthly site inspections. The DASS RD will provide recommendations for necessary repairs and other remedies to resolve pest issues.

- The DASS RD, as part of their monthly ENP Congregate Meal, Central Kitchen, or Caterer site audit inspections, will review pest control reports to confirm that pest control fumigations or related repairs are completed as required. If reports for pest control activities are not completed, six (6) points will be deducted from the monthly DASS site audit inspection score.
- Timely completion of the repairs identified by the DASS RD to walls, doors, window screens, etc., that may be entry points for pests shall be remedied within thirty (30) days. If repairs are not completed within thirty (30) days, deducted points will be doubled.
- Double points will be deducted on the DASS site audit inspection score for repeated offenses or findings. If the audit inspection score falls below the acceptable level outlined in the Food Service Standard Operating Procedures manual, financial sanctions or suspension of payments may be imposed until the related findings are resolved.
- In cases of continued inability or unwillingness to comply with these requirements, CSS will impose financial sanctions, which may include but are not limited to suspension of payments or termination.

Questions regarding these policies and procedures may be directed to Denise Ward, Program Analyst, at (213) 639-6353 or dward@css.lacounty.gov.

_____
Anna Avdalyan, Program Manager
Area Agency on Aging Division

AA:CK:dw

Attachment

cc: Otto Solórzano
Lorenza C. Sánchez
Paul Goldman
Josephine Marquez
Joyce Washington
Alfred Beyruti
Carol Domingo
Sonja Ivey-Rojas
Gerry Nelson
Jose Rivas
Stephanie Maxberry

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES

ELDERLY NUTRITION PROGRAM (ENP) CONGREGATE MEAL, CENTRAL KITCHEN, AND CATERER SITE WEEKLY PEST CONTROL WAIVER

I, _____, acting on behalf of _____ request a Weekly Pest Control
(Project Director) (Agency/Legal Name of Contractor)

Waiver for the following Congregate Meal, Central Kitchen or Caterer site:

_____
(Name of Congregate Meal Site, Central Kitchen, Catering Site)

Please check reason for waiver request:

☐ I confirm and verify that the above site has not had any pest control issues (i.e. rodents, cockroaches, etc.) within the last 90 days and request to continue monthly pest control activities.

☐ I confirm this site passed the Dietary Administrative Support Services (DASS) Registered Dietitian (RD) re-inspection and hereby request to reinstate monthly pest control activities. All repairs and conditions were met and the DASS RD approved the site to resume regular meal service.

☐ I confirm and verify that it has been 90 days since this site passed the DASS RD re-inspection and hereby request to reinstate monthly pest control activities. During this 90-day period, weekly pest control activities were conducted, there were no additional pest sightings, all repairs and conditions were met, and the site was approved to resume regular meal service.

☐ I confirm and verify that it has been 180 days since this site passed the DASS RD reinspection and hereby request to reinstate monthly pest control activities. During this 180-day period, weekly pest control activities were conducted, there were no additional pest sightings, all repairs and conditions were met, and the site was approved to resume regular meal service.

I hereby acknowledge that the above mentioned site remains responsible and under the mandated requirement to perform monthly pest management activities. I understand that if at any time the above ENP Congregate Meal, Central Kitchen, or Caterer site is reported or discovered to have pest control issues, this waiver shall be voided. The ENP Congregate Meal, Central Kitchen, or Caterer site will then be required and responsible to adhere to weekly pest management activities until the conditions for another waiver are met and the waiver is approved by CSS.

Please send signed copy of weekly waiver request to dward@css.lacounty.gov.

_____
Signature

_____
Title

_____
Date

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES

ELDERLY NUTRITION PROGRAM (ENP) CONGREGATE MEAL, CENTRAL KITCHEN, AND CATERER SITE WEEKLY PEST CONTROL WAIVER APPROVAL

_____
(Name of Congregate Meal Site, Central Kitchen, Catering Site)

☐ **Waiver Denied.** This site did not meet the conditions or timeframes outlined above.

☐ **Waiver Approved.** This site did meet the conditions and timeframes outlined above.

Comments: _____

_____

_____

_____

_____

_____

_____

_____
Name

_____
Title
County of Los Angeles Community and Senior Services

_____
Date

Questions regarding this waiver may be directed to Denise Ward, Program Analyst at (213) 639-6353 or dward@css.lacounty.gov.

HOME DELIVERED MEAL (HDM)
Policies and Procedures

Los Angeles County Area Agency on Aging
Community & Senior Services

A. Record Keeping

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In-Home Assessment for HDM Clients HDM-3
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HOME DELIVERED MEALS: RECORD KEEPING

Subject:	ENROLLING/STARTING CLIENTS IN HDM PROGRAM	Page: 1 of 2
Issued by:	AAA	Date: June 2011

POLICY: Clients will be enrolled in the Home Delivered Meal (HDM) Program and meals started as promptly as possible. If there is a waiting list, clients will be assessed. The client with the greatest need will be served meals first, but all clients will be referred to other services as appropriate.

PROCEDURES:

A. Start Up

1. When a client is referred, complete the Intake Screen: Need for HDMS form.
2. Determine if the client is qualified for the HDM program. The client must be 60 years old and homebound. Disabled persons younger than 60 are not eligible for the program UNLESS he/she lives with a parent who is 60+ and is receiving home delivered meals.
3. Tell the client or the referring party if and when the client will start to receive meals.
4. If necessary, place the client on a waiting list.

B. Referrals to Enhance

1. Refer the client to Enhance (Food and Nutrition Management) if the client scores 6 points or higher on the Nutritional Screening Information part of the Client Intake form.
2. Refer the client to Food and Nutrition Management regardless of score if the client is a diabetic.

C. Starting Meals

1. Start meals as soon as possible, but at least within twenty-four to forty-eight hours after the referral, providing space is available.
2. With the first meal delivery, the HDM Driver will give the HDM client basic information about the meal program, including:
   a. Instructions for handling the meals safely
   b. How to call the program to report problems, to cancel meals, etc.
   c. Donation procedures
3. If deemed necessary by the HDM Coordinator, home delivered meals may be offered to the spouse or to the handicapped child of the HDM recipient.

D. Waiting Lists

1. If waiting lists exist, place client on a waiting list for a specific meal route.
2. The HDM Coordinator will refer clients to other services as appropriate.

3. When an opening occurs, start the client with the greatest need as determined by the Intake Screen Need for HDM form, not the client who has been on the list the longest time.
4. Call all clients on the HDM waiting list each month to see if they still wish to receive meals.
5. Periodically review and adjust meal routes to try to eliminate waiting lists and to equalize route length.

Subject:	IN-HOME ASSESSMENT FOR HDM CLIENTS	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: The In-Home Assessment for HDM clients will be completed as rapidly as possible.

PROCEDURES:

A. Conducting the Assessment

1. The In-Home Assessment will be conducted by the Home Delivered Meal Coordinator or by trained personnel, such as the Case Managers.
2. The assessment will be completed within ten (10) days of starting client on meals or sooner if possible.
3. The Nutrition Project Director may set the policy that all clients must be seen at home before starting meals, except in an emergency.
4. The assessor will complete the following forms during the visit:
   a. Client Intake including National Screening Initiative (NSI) Check list and Activities of Daily Living (ADLs) / Instrumental Activities of Daily Living (IADLs) checklists
   b. Physician Certification of HDMs*
   c. Client Agreement
   d. In-Home Assessment form

B. Referrals

1. After completing the assessment, the Assessor will refer the client to other services such as Care Management, Food Bank, Genesis, etc.
2. The Assessor will note referrals in the Client's chart.

*NOTE: This form is not a state requirement, but completing it is desirable.

HOME DELIVERED MEALS: CLIENT SUITABILITY

Subject:	CLIENT SUITABILITY FOR FROZEN MEALS	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Only clients who are able to satisfactorily retherm frozen meals are eligible for the frozen meal program.

PROCEDURES:

A. The HDM Coordinator or designee is responsible for evaluating client suitability for frozen meals during the first home visit.

B. Adequate Equipment Requirements:

1. The client must have a functioning refrigerator/freezer and oven, toaster oven or microwave oven.
2. Project staff will check the refrigerator/freezer to see if the interior is cold.
3. Project staff will turn on oven or microwave to make sure it works.
4. The Project may loan the client a microwave if necessary.

C. Client Suitability

1. Clients with diagnoses of Alzheimer's or other dementia are not suitable for frozen meals.
2. During the interview with the client, staff will judge if the client seems capable of reheating meals.

D. Uneaten Meals

1. If the driver finds the client has a lot of meals in the freezer, frozen meals should be halted temporarily, the client should be switched to hot home delivered meals, and the client should be re-evaluated for frozen meals.
2. If the client's mental status has deteriorated, the client's caseworker, family member, or Adult Protective Services (APS) must be notified.
3. Staff will document findings in client's record.

E. Meals Handled Inappropriately

1. If the driver may find the client retherming the frozen meal inappropriately, i.e., heating the meal in a Dutch oven or on top of a range burner, the driver must report such behavior to the HDM Coordinator.
2. The HDM Coordinator must switch the client to hot home delivered meals and re-evaluate the client.
3. If the client's mental status has deteriorated, the client's caseworker, family member, or APS must be notified.
4. Staff must document findings in the client's record.

HOME DELIVERED MEALS: RECORD KEEPING

Subject:	FOLLOW-UPS FOR HDM CLIENTS	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: The HDM Coordinator will periodically update clients' status and need for HDMs.

PROCEDURES:

A. Quarterly Updates

1. Three (3) Month Update:
   a. The HDM Coordinator or a person designated by the HDM Coordinator will call clients at three (3) months after they have been enrolled in the HDM program to determine if the clients still need HDM's
   b. The caller will complete the Check-up Telephone Call to HDM Client form and place the form in the client's folder. The caller will notify the HDM Coordinator for follow-up if the caller thinks that the meals should be discontinued.
   c. The HDM Coordinator may designate a trained Home Delivered Meal Driver to complete a Home Delivered Meal Client Check List in place of the 3-month call to the client.
   d. The driver will notify the HDM Coordinator for follow-up if the driver thinks that the client needs more services or that the meals should be discontinued. The completed form will be placed in the client's folder.
2. Six (6) Month Update
   a. A home visit must be made six (6) months after enrolling the client to determine if the client still needs the meals. The home visit may be made by the HDM Coordinator or trained designee.
   b. The HDM Coordinator or designee will fill out the In-Home Visit form and place it in the client's folder.
   c. The HDM Coordinator may designate the trained Home Delivered Meal driver to complete a Home Delivered Meal Client Check List in place of the 6-month visit to the client. A phone call cannot be used in place of the home visit.
   d. The driver will notify the HDM Coordinator for follow-up if the driver thinks that the client needs more services or that the meals should b e discontinued. The completed form will be placed in the client's folder.
3. Nine (9) Month Update:
   a. The HDM Coordinator or a person designated by the HDM Coordinator will call clients at nine (9) months after they have been enrolled in the HDM program to determine if the clients still need HDM's.
   b. The caller will complete the Check-up Telephone Call to HDM Client form and place the form in the client's folder. The caller will notify the HDM Coordinator for follow-up if the caller thinks that the meals should be discontinued.

c. The HDM may designate a trained Home Delivered Meal Driver to complete a Home Delivered Meal Client Check List in place of the call to the client.

d. The driver will notify the HDM Coordinator for follow-up if the driver thinks that the client needs more services or that the meals should be discontinued. The completed form will be placed in the client's folder.

4. The HDM Coordinator will refer the client to other services or remove the client from the HDM program after following up on the recommendations.
5. Update phone calls can also be counted as IIIB telephone reassurance calls.

B. Yearly Updates

1. The HDM Coordinator or a trained person designated by the HDM Coordinator must make a home visit one year after enrolling the client in the HDM program. Drivers cannot make the initial or the annual HDM home visit.
2. On the annual visit, a new Client Intake Form including NSI and ADL/IADL screens must be completed.
3. The In Home Visit form must also be redone each year.
4. It is not necessary to fill out or update need determination intake screen, MD referral or Client Consent Forms.
5. Data from the Client Intake Form must be entered in SAMS. The NSI, ADL and IADL must be re-entered even if there is no change. All completed forms will be placed in the client's folders.

C. Reports from Other Agencies

1. The HDM Coordinator will read and file in clients' charts any reports about clients sent by other agencies such as Enhance, or Care management.
2. The HDM Coordinator will be responsible for reviewing other findings, and adapting agency services if possible and necessary.
3. The HDM Coordinator will note any action taken in the client's folder.

Note: Separate instructions for telephone reassurance (before follow-ups's).

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Subject:	SUMMARY OF HDM DOCUMENTATION PROCEDURES	Page: 1 of 1
Issued by:	AAA	Date: June 2011

REQUIREMENTS:

A. Requirements remain the same:

1. A Home Visit must be done within two weeks (10 business days) of starting a new client on the HDM program.
2. Telephone calls must be made once per week for frozen meal clients and one per month for clients on the waiting list.
3. A phone call must be made 3 months after enrolling the client to determine if the client still needs the meals.
4. A home visit must be made 6 months after enrolling the client to determine if the client still needs the meals.
5. A phone call must be made 9 months after enrolling the client to determine if the client still needs the meals.
6. A home visit must be made one year after enrolling the client on HDMs. On that visit a new Client Intake Form including NSI and ADL/IADL screens must be completed. The In Home Visit form must be redone.

Subject:	HDM FOLLOW-UP ATTEMPTS	Page 1 of 2
Issued:	AAA/CNS	Date: June 2011

POLICY: All Providers serving homebound seniors must follow the policies and procedures outlined below to ensure a timely response when the meals cannot be delivered to homebound seniors.

PROCEDURES:

A. Assessments and Well/Safety Check

In-home assessment within 2 weeks of enrollment. After enrollment, conduct the following:

First Quarter: phone call — Second Quarter: In-home visit
Third Quarter: phone call — Fourth Quarter: In-home reassessment

B. Emergency Contact Information

Update Emergency Contact Information – every quarter during assessments, obtain 2 emergency contacts, if possible.

C. Follow-up Attempts – Client not home at time of meal delivery

Driver/Program Coordinator will maintain a log detailing, at a minimum, the following when client does not answer the door:

HOT MEAL DELIVERY

Day 1: (Driver must always make an attempt to physically see the client)

- Driver attempts to deliver a meal and client did not answer the door
- Driver will use their cell phone to call client before leaving client's home
- If client does not answer the phone, driver will leave a note asking the client to call the office when he/she returns home
- Driver will notify Program Coordinator immediately by cell phone
- Program Coordinator will call the client's home

Day 2:

- Client did not answer the door again or the phone when driver attempted to deliver meal
- Driver will leave note asking the client to call the office when he/she returns home
- Driver will report to Program Coordinator that he was not able to deliver the meal or contact the client again
- Program Coordinator will call the client's home again
- If no response, Program Coordinator will call emergency contact person(s) or any other relevant contact in client's file
- If no response from emergency contact person(s), Program Coordinator will call the Elder Abuse Hotline (877-477-3646) within 48 hours of non-response

Day 3:

- Client did not answer door or phone
- Driver will leave note asking the client to call the office when he/she returns home
- Driver will report to Program Coordinator if client does not respond
- If no response, Program Coordinator will call emergency contact person(s)
- If no response from both client and/or emergency contact(s), Program Coordinator will contact the city's police department and request a "well check" on the client
- Program Coordinator will notify the AAA Nutritionist

Day 4:

- Program Coordinator will follow-up and continue to apprise AAA Nutritionist on status of client until the concerns are resolved
- Adult Protective Services' Social Worker will report back to the Program Coordinator the status of their activities

Exception: if meal delivery is attempted on a Monday, with no response, and client was last seen on the previous Friday, driver must:

- Call Program Coordinator immediately
- Program Coordinator will call emergency contact person(s)
- If no response from emergency contact(s), program Coordinator will contact the city's police department and request a "well check" on the client

FROZEN MEAL DELIVERY

- Call Program Coordinator immediately
- Program Coordinator will call emergency contact person(s) or any other relevant contact in the client's file
- If no response from emergency contact(s), Program Coordinator will contact the city's police department and request a "well check" on the client
- Program Coordinator will also notify the AAA Nutritionist and the Elder Abuse Hotline (877-477-3646)

D. Driver

- Driver must have a live mobile phone at all times.
- New driver must be trained immediately on protocol.

E. Monitoring

- CSS Compliance Division monitoring tool will include reviewing the logs to verify follow-up attempts and actions taken by provider.

CSS/AAA Home Delivered Meals Follow-up Attempts Policies and Procedures

Effective immediately, all Providers serving home-bound seniors must follow the policies and procedures outlined below to ensure a timely response when the meals cannot be delivered to homebound seniors. The new policy will also be included in the Foodservice Standard Operating Procedures manual.

Responsibility	Home Delivered Meals Follow-up Attempts Protocol	
Provider	Assessments and Well/Safety Check	In-home Assessment within 2 weeks of enrollment. After enrollment, provider must conduct the following: 1st Quarter – phone call 2nd Quarter – In-home visit 3rd Quarter – phone call 4th Quarter – In-home Reassessment
	Emergency Contact Information	Obtain 2 emergency contacts. Update Emergency Contact Information – Every quarter during assessments.
	Follow-up attempts - Client not home at time of delivery for Hot/Frozen meal.	Driver/Program Coordinator will maintain a log (HDM-24) detailing, at a minimum, the following when client does not answer door: **(Driver must always make an attempt to physically see the client)** ✓ Driver attempts to deliver a meal ✓ If no response from client, driver will use their cell phone to call client ✓ If client does not answer the phone, driver will call Program Coordinator immediately ✓ Program Coordinator will call emergency contact person(s) or any other relevant contact in the client's file ✓ If no response from emergency contact(s), Program Coordinator will contact the city's police department and requests a "well check" on the client ✓ Program Coordinator will also notify the AAA Nutritionist and call the Elder Abuse Hotline (877-477-3646) ✓ Driver will also leave a note on the client's door asking the client to call the office when he/she returns home **Note:** By the end of the day, or no later than the second day, the Program Coordinator will provide a status report to the AAA Nutritionist on the status of their efforts to locate client.
	Driver	• Driver must have a live mobile phone at all times • New driver must be trained immediately on protocol
CSS/AAA	Follow-up	• Adult Protective Services' Social Worker will report back to the Program Coordinator the status of their activities regarding the client as soon as possible. • AAA Nutritionist will continue to monitor the situation with the Program Coordinator until the concerns are resolved.
	Monitoring	• CSS Compliance Division monitoring tool will include reviewing the logs to verify follow-up attempts and actions taken by provider.

MHN:BSP:lf: 07/14/08

COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES

FORMS MANUAL LETTER

Number: 10-01	Date: November 8, 2010

UIF1-REV UNIVERSAL INTAKE FORM-REVISED

This Forms Manual Letter releases the revised Universal Intake Form, (UIF1-REV). The form is used by Area Agency on Aging (AAA) contractors to collect and document data for clients requesting Title IIIB, Title IIIE, Title IIID and C1/C2 Nutrition services. This release replaces the previous Universal Intake Form (UIF) which was released in August 2009.

Questions regarding this Forms Manual Letter may be directed to the appropriate AAA Program Analyst:

• Title IIIB, Supportive Services Program	Thomas Jenkins (213) 351-5278
• Linkages (AB 764)	Thomas Jenkins (213) 351-5278
• Title C1/C2Nutrition Program	Lan Ficht (213) 738-2776 or
• Title IIID, Disease Prevention & Health Promotion	Sue Kennedy (213) 739-7386
• Title IIIE, Family Caregiver Support Program	Gabriel Boyadjian (213) 351-5288

Lorenza C. Sánchez, Assistant Director
Aging & Adult Services Branch

CLEARANCE/APPROVAL

[x] AAA [x] CMD [x] FMD [x] R&S [x] IT [x] CCD

LCS: BSP
AA: tj

Attachments

UIF1-REV Universal Intake Form–Revised

PURPOSE

The UIF1-REV is mandatory and shall be completed at the time an applicant/client requests Title IIIB, Title IIIE, Title IIID and C1/C2 Nutrition registered services, updating client demographic information and at the time of reassessment. The use of the UIF1-REV is to ensure that all required data is captured for each applicant/client.

PREPARATION PROCEDURES

The following procedures provide instructions on the completion, filing and retention of the UIF1-REV. The UIF1-REV is to be completed manually and entered into Social Assistance Management System (SAMS) no later than two weeks from the date of the initial contact with the applicant/client.

Note: Only those pages of the UIF1-REV applicable to your Program should be copied and completed.

For instructions on how to access the UIF1-REV, attached is Help Sheet #17-Version 2.1.

SCREENING / INTAKE

Contractor shall complete the UIF1-REV during the screening/intake process to collect data, i.e. client demographics, emergency contact, financial/benefits, referral source, nutritional risk factors, Activities of Daily Living (ADL)/Instrumental Activities of daily Living (IADLs), disability, care receiver information and certification information as required by each program.

Contractors shall:

1. Enter the appropriate fund identifier (optional);

   a. If applicant/client is requesting services under multiple programs, check all fund identifiers that apply.
   b. Only one UIF1-REV has to be completed for each applicant/client.

2. Complete Sections 1 through 6 for the Nutrition, Supportive Services, Linkages, Disease Prevention & Health Promotion, and Family Caregiver Support Programs (as applicable);

3. Complete Section 7, only for the Family Caregiver Support Program; and

4. Complete Section 8 as it applies to all programs. If the UIF1-REV is completed via an interview on the telephone, please note it in the "Client Signature" field.

ASSESSMENT

Contractor shall complete Section(s) 5 and 6 when completing the applicant/client assessment process after completion of sections 1 through 4.

1. Complete Section 5, Nutritional Risk Factors and Section 6, ADL/IADL shall on all applicants/clients as required by the California Department of Aging (CDA).

ASSESSMENT (cont.)

- Section 5 does not need to be completed for FCSP applicant/clients.
- Complete Section 6 for the FCSP Care Receiver only (Grandchildren are excluded).

2. Complete Section 7 for the FCSP Care Receiver only.

3. The information from the UIF1-REV must be input into the Social Assistance Management System (SAMS) within the first two weeks of the initial client contact.

CERTIFICATION

Contractor shall complete Section 8 and have the applicant/client or client representative (responsible other) sign certifying that the information provided is accurate and verifying that the applicant/client agrees to accept services.

REASSESSMENT

Contractor shall complete a new UIF1-REV at each reassessment.

The information shall be entered into the SAMS' "Reassess" section no later than two weeks from the date of the reassessment.

DOCUMENT/FILING RETENTION

1. The UIF1-REV is filed and retained, along with any other Intakes, Assessments, Reassessments and other required and/or related applicant/client information and securely maintained in the individual's case file.

2. Contractor shall keep all required and related documentation for the applicant/client in a centralized, secure location and retain the files for a period of five (5) years.

REASON FOR DEACTIVATION (TERMINATION)

1. Complete Section 9 on all applicant/clients who have been enrolled/deactivated/terminated from the program(s) or who have not received services for one (1) year. Reason for Deactivation/termination shall be entered into SAMS within two (2) weeks of the deactivation/termination date.

   Note: There must be a positive entry in the Reason for Deactivation section even when a client is currently enrolled in a program, i.e. N/A (Active).

2. Contractor may use Section 9 "Notes" of the UIF1-REV to capture additional participant information or may document the information on a separate sheet.

UNIVERSAL INTAKE FORM

Funding Identifier: Title III B ☐ C1☐ C2☐ Title III D ☐ Title III E☐ Linkages☐ (*Optional*)

CLIENT DEMOGRAPHICS

1 Applicant Name (*Last, First, Middle Initial*) | Participant ID #

Home Address (*Number/Street*) | City | State | Zip Code

Birth Date | Rural Designation: ☐ Rural ☐ Urban ☐ Declined to state | Gender: ☐ Male ☐ Female ☐ Declined to state

Client Race:
☐ White ☐ American Indian or Alaska Native ☐ Chinese ☐ Japanese ☐ Filipino ☐ Korean ☐ Vietnamese
☐ Asian Indian ☐ Laotian ☐ Cambodian ☐ Other Asian ☐ Black or African American ☐ Guamanian
☐ Hawaiian ☐ Samoan ☐ Other Pacific Islander ☐ Other Race ☐ Multiple Race ☐ Declined to state

Client Ethnicity:
☐ Not Hispanic/Latino ☐ Hispanic/Latino ☐ Declined to state

Relationship Status: ☐ Single (Never Married) ☐ Married ☐ Domestic Partner ☐ Separated ☐ Divorced ☐ Widowed ☐ Declined to state

Type of Residence: ☐ House ☐ Apartment ☐ Hotel ☐ Mobile Home ☐ Nursing Home ☐ Residential Care Home ☐ Room and Board ☐ Homeless ☐ Other

Does the individual (*Optional*): ☐ Rent ☐ Own ☐ Other

Mailing Address (*If different than home address*) | City | State | Zip Code

Home Phone | Work and/or Cell Phone | Email Address:

Social Security # (*Optional*)

Age | Veteran or Spouse of Veteran: ☐ Yes ☐ No | Veteran #

Primary Language Spoken (*Optional*):
☐ American Sign Language ☐ Arabic ☐ Armenian ☐ Cambodian ☐ Cantonese ☐ Chinese ☐ English
☐ Farsi ☐ French ☐ Korean ☐ Laotian ☐ Mandarin ☐ Japanese ☐ Russian ☐ Spanish ☐ Tagalog ☐ Thai
☐ Vietnamese ☐ Other

Translation needed: ☐ Yes ☐ No

EMERGENCY CONTACT

2 Contact Name: (*Last, First, Middle Initial*)

Address *(Number/Street)*	City	State	Zip Code
Home Phone	Work and/or Cell Phone	Relationship	

Contact Name: (*Last, First, Middle Initial*) – *Optional*

Address *(Number/Street)*	City	State	Zip Code
Home Phone	Work and/or Cell Phone	Relationship	
Physician's Name		Office Phone	
Physician's Address	City	State	Zip Code

FINANCIAL/BENEFITS

3 Are you currently receiving Social Security Benefits? ☐ Yes ☐ No (*Optional*)
What benefit(s) are you receiving? _____

Do you have Health Insurance? ☐ Yes ☐ No	Health Insurer's Name:	Policy Number: *(Optional)*
Do you receive Medi-Cal? ☐ Yes ☐ No	Medi-Cal # *(Optional)* Issue date:	Is your personal income: ☐ Yes (At or below Federal Poverty Level) ☐ No (Above Federal Poverty Level) ☐Declined to state
Do you receive In-Home Supportive Services *(IHSS)?* ☐ Yes ☐ No		Living Arrangement? ☐Alone ☐Not Alone ☐Declined to state

Employment Status *(Check One)*
☐ Fulltime ☐ Part-time ☐ Retired ☐ Unemployed ☐ Declined to state

REFERRAL INFORMATION

4 Referral Source Name: | Referral Source relationship to client:

Referrer's name:	Phone number:	
Referrer's address:	State	Zip Code

Interview mode: ☐ Face-to-Face (*Appointment*) ☐ Telephone ☐ Drop-In ☐ In-Home

Presenting problems/Services requested/Comments/Follow-up:

NUTRITIONAL RISK FACTORS

5 NUTRITIONAL RISK

(Add the numbers from each checked box to determine Nutrition Risk Score)

- ☐ 2 - Has an illness or condition that has changed the kind and/or amount of food eaten;
- ☐ 3 - Eats fewer than 2 meals per day;
- ☐ 1 - Eats few fruits, vegetables;
- ☐ 1 - Eats or drinks very few milk products;
- ☐ 1 - Drinks less than 5 cups (8 oz. per cup) of fluids a day;
- ☐ 1 - Has 3 or more alcoholic beverages per every day;
- ☐ 2 - Has tooth or mouth problems that make it hard to eat;
- ☐ 4 - Doesn't always have enough money to buy needed food;
- ☐ 1 - Eats alone most of the time;
- ☐ 1 - Takes 3 or more prescribed or over-the-counter medications a day;
- ☐ 2 - Has involuntarily lost or gained 10 pounds in the last 6 months;
- ☐ 2 - Is not always physically able to shop, cook and/or eat.

Total Nutritional Risk Score: _____ (If total is 6 or more, participant is at Nutritional Risk)

☐ Declined to state

ADL / IADL RISK FACTORS

6 ACTIVITIES OF DAILY LIVING (ADL) / INSTRUMENTAL ACTIVITIES OF DAILY LIVING (IADL)

Includes Title IIIE Care Receiver (*Grandchildren exempt*)

Activities of Daily Living *(ADL)*

	Independent	Verbal Assistance	Some Human Help	Lots of Human Help	Dependent	Declined to state
Eating	☐	☐	☐	☐	☐	☐
Bathing	☐	☐	☐	☐	☐	☐
Toileting	☐	☐	☐	☐	☐	☐
Transferring	☐	☐	☐	☐	☐	☐
Walking	☐	☐	☐	☐	☐	☐
Dressing	☐	☐	☐	☐	☐	☐

Instrumental Activities of Daily Living *(IADL)*

	Independent	Verbal Assistance	Some Human Help	Lots of Human Help	Dependent	Declined to state
Meal preparation	☐	☐	☐	☐	☐	☐
Shopping	☐	☐	☐	☐	☐	☐
Med. Mgmt.	☐	☐	☐	☐	☐	☐
Money Mgmt.	☐	☐	☐	☐	☐	☐
Using Tele.	☐	☐	☐	☐	☐	☐
Heavy Hsework	☐	☐	☐	☐	☐	☐
Light Hsework	☐	☐	☐	☐	☐	☐
Transportation	☐	☐	☐	☐	☐	☐

DISABILITY FACTORS

Disability

☐ Visually Impaired ☐ Hearing Impaired ☐ Physically Impaired ☐ Cognitively Impaired ☐ Declined to State

Are you diabetic? ☐ Yes ☐ No

Have you been diagnosed with Alzheimer's or a related neurological disorder? ☐ Yes ☐ No

TITLE III E CARE RECEIVER DEMOGRAPHICS

7 TITLE III E CARE RECEIVER DEMOGRAPHICS

Care Receiver 1

Caregiver Relationship: ☐ Husband ☐ Wife ☐ Domestic Partner ☐ Son/Son-in-Law ☐ Daughter/Daughter-in-Law ☐ Grandparent ☐ Other Relative ☐ Non-Relative ☐ Declined to state

Name: (Last, First, Middle)	Care Receiver Participant I.D #:

Address (Number & Street)	City:	State:	Zip Code

Birth Date	Rural Designation: ☐ Rural ☐ Urban ☐ Declined to state	Care Receiver's Gender: ☐ Male ☐ Female ☐ Declined to state

Race: ☐ White ☐ American Indian or Alaska Native ☐ Chinese ☐ Japanese ☐ Filipino ☐ Korean ☐ Vietnamese ☐ Asian Indian ☐ Laotian ☐ Cambodian ☐ Other Asian ☐ Black or African American ☐ Guamanian ☐ Hawaiian ☐ Samoan ☐ Other Pacific Islander ☐ Other Race ☐ Multiple Race ☐ Declined to state

Ethnicity: ☐ Not Hispanic/Latino ☐ Hispanic/Latino ☐ Declined to state

Is your personal income: ☐ Yes (At or below Federal Poverty Level) ☐ No (Above Federal Poverty Level) ☐ Declined to state	Living Arrangement: ☐ Alone ☐ Not Alone ☐ Declined to state

Relationship Status: ☐ Single *(Never Married)* ☐ Married ☐ Domestic Partner ☐ Separated ☐ Divorced ☐ Widowed ☐ Declined to state

Receive Medi-Cal (*Optional*)? ☐ Yes ☐ No	Receive Social Security (*Optional*)? ☐ Yes ☐ No	Social Security # (*Optional*)

Care Receiver 2

Caregiver Relationship: ☐ Husband ☐ Wife ☐ Domestic Partner ☐ Son/Son-in-Law ☐ Daughter/Daughter-in-Law ☐ Grandparent ☐ Other Relative ☐ Non-Relative ☐ Declined to state

Name: (Last, First, Middle)	Care Receiver Participant I.D #:

Address (Number & Street)	City:	State:	Zip Code

Birth Date	Rural Designation: ☐ Rural ☐ Urban ☐ Declined to state	Care Receiver's Gender: ☐ Male ☐ Female ☐ Declined to state

Race: ☐ White ☐ American Indian or Alaska Native ☐ Chinese ☐ Japanese ☐ Filipino ☐ Korean ☐ Vietnamese ☐ Asian Indian ☐ Laotian ☐ Cambodian ☐ Other Asian ☐ Black or African American ☐ Guamanian ☐ Hawaiian ☐ Samoan ☐ Other Pacific Islander ☐ Other Race ☐ Multiple Race ☐ Declined to state

Ethnicity: ☐ Not Hispanic/Latino ☐ Hispanic/Latino ☐ Declined to state

Is your personal income: ☐ Yes (At or below Federal Poverty Level) ☐ No (Above Federal Poverty Level) ☐ Declined to state	Living Arrangement: ☐ Alone ☐ Not Alone ☐ Declined to state

Relationship Status: ☐ Single *(Never Married)* ☐ Married ☐ Domestic Partner ☐ Separated ☐ Divorced ☐ Widowed ☐ Declined to state

Receive Medi-Cal (*Optional*)? ☐ Yes ☐ No	Receive Social Security (*Optional*)? ☐ Yes ☐ No	Social Security # (*Optional*)

* If more than two Care Receivers, please make additional copies of Section 7.

CERTIFICATION

8 CERTIFICATION

(To be completed by Interviewer and signed by Client)
I certify that the information on this form, provided to me by the client, is accurate and true to the best of my abilities.
I also certify that I have informed the Client that this information may be shared with other providers for the purpose of providing services.
Client signature establishes agreement to services.

Completed by: *(Print Name)*	Phone:
Signature:	Date:
Client Name (*Print*):	
Client Signature	Date:

REASON FOR DEACTIVATION

9 REASON FOR DEACTIVATION

☐ N/A (Active) ☐ Deceased ☐ Moved out of Service Area ☐ No Longer Desires Services
☐ No Longer SNF Certifiable ☐ No Longer Medi-Cal Eligible ☐ Institutionalization ☐ High Cost of Services
☐ Won't Follow Care Plan ☐ On Hold ☐ Service No Longer Needed ☐ Past Active ☐ On Waiting List
☐ Other Reason

Notes:

INTAKE SCREEN: NEED FOR HDM

Directions: Use to determine level of need for HDMs. Do a screen for all clients.

CLIENT:_____ **Phone:** _____
OTHER CONTACT:_____ **Phone:** _____
RELATIONSHIP TO CLIENT:_____
REASON CLIENT IS HOMEBOUND:_____

1. Client is 60 to 74 years old 1
   Client is 75 to 84 years old 2
   Client is 85+ years old 3

2. Client is bedfast 4
   Client is in wheelchair 3
   Client uses walker/walking aids 2
   Client uses cane/crutches 1

3. Client has recently been discharged from the hospital (2 pts.) 2
   Hospital_____ Major Problems (1 pt. each up to 3 pts.)
   Date of Discharge_____ _____
   _____ _____
   _____ Pts.____

4. Clients lives alone without help 2
   Client lives alone with help 4 hours/day or less 1
   Client lives with working family member 1
   Client lives with disabled spouse, disabled child 2

5. Client is on SSI or MediCal 2

6. Client is member of minority group 1
   Circle group: African-American Hispanic American Indian Asian-Pacific Islander

7. Other risk factors (1 pt. each: 3 pts. max.) or comments. Risk factors can include lack of money for food, mental illness, short-term memory loss, depression, other medical conditions, etc.

   _____ Pts. ____
   _____ ____
   _____ ____

TOTAL SCORE: ____

In case of waiting lists, clients with greatest need (highest score) are served first.

Does client own or have access to a car? _____ Is client able to drive?_____

Completed by: _____
Date: _____

HOME DELIVERED MEALS NUTRITION PROGRAM

Client_____ **Staff Contact** _____
Address_____
Phone_____ **Phone** _____

AGREEMENT

1) **I agree to be home between the hours of _____ and ____ so the staff can deliver my meals.** (I agree to let the Senior Nutrition staff into my home in order to place frozen meals directly into my freezer and/or refrigerator.)

2) **If I must cancel a delivery for any reason, I will telephone the Senior Nutrition Office 24 hours prior to delivery. Phone number _____.**

3) If I am not home to receive the delivery and have left no instructions, the meal will not be left. I understand that three (3) cancellations without proper notice will automatically discontinue the meal service.

4) If I do not answer the door and have left no instructions, I will be called and my emergency contact will be notified.

5) If I am on this program on a temporary basis, I understand that I must relinquish this service when I am no longer in need. If I am on this program on a long-term basis, I understand that I may be cancelled from this program when deemed necessary by the staff or if I am no longer in need.

6) If I go on vacation or into the hospital, my home delivered meals will be placed on hold. Meal service will resume when I return home. Meals will be held for _____ days. After that, I will need to re-apply to the Nutrition Program to re-start home delivered meals.

7) I acknowledge that the County health regulations require that all food must be handled as stated in the Home Delivered Meals meal handling instructions provided to me and that I will adhere to these instructions. For example: the meal may not be left on the doorstep when I am at the physician's office.

8) I agree to receive nutrition education and program assessments through in-home interviews as deemed necessary by the staff.

9) **I understand that the donation suggested is $ _____ per meal.** All donations are voluntary. Donations may be mailed to the above address or picked up by the delivery staff. Envelopes will be provided by the program. As well, no tips or gratuities are to be offered to or accepted by any program staff.

10) I understand that a doctor's medical certificate should be on file with this program within two (2) weeks of this dated agreement. I have given permission to the agency to contact my doctor.

11) I hereby release the Los Angeles County Area Agency on Aging, this agency, and their officers agents and employees from and against any and all loss, damages, liability, claims, suits, costs and expenses, whatsoever, arising from or in any manner connected with my participation in this program.

_____ _____
Client Signature Date

_____ _____
Staff Signature Date

PHYSICIAN CERTIFICATE OF NEED

To: **DR.** _____

Doctor's Phone: _____ **Doctor's Fax:** _____

From: **AGENCY** _____

Re: **CLIENT** _____

ADDRESS _____

DATE OF BIRTH _____

Your patient has requested home delivered meals from our agency. To be eligible for home delivered meals:

1) **person must be age 60 or over: and**
2) **person must be homebound due to illness or disability and unable to prepare his/her own food.**

DIAGNOSIS:

Medical need for service _____

_____

_____

Estimated length of service _____

_____

_____

Please not that our meals average 800-1000 mg Sodium and contain 30-35% fat. Special diets are not available.

I certify that the above patient qualifies for Home Delivered Meals

_____ _____

Physician's Signature Date

Please FAX form to agency - Fax number: _____

For more information contact _____ at _____

CLIENT STATEMENT

Statement: I have given permission for _____ to contact my physician.

Client Signature _____ Date _____

HDM-21

HDM CLIENT IN-HOME ASSESSMENT

CLIENT NAME_____

HOME:

1) Describe condition: clean, fairly dirty, very dirty, cluttered, very cluttered, smell, other:
_____

2) Describe safety: adequate locks, fire hazard, area rugs, other:_____

3) Pets: List_____

4) Kitchen: (circle appliances available). Toaster oven oven microwave refrigerator freezer. Do the appliances work? _____
For frozen programs:
Will refrigerator/ freezer hold food for one (1) week?_____
Appliances needed for frozen meal program _____
Is senior capable of re-heating frozen meals?_____

5) Is food available in refrigerator, cupboards? None Some Plenty _____
_____

Who shops for client?_____ Phone no._____

CLIENT

1) Height_____ Current Weight_____ Normal Wt._____ Recent Gain or Loss_____ How Much_____

2) Count medications taken daily:_____ List medications (optional): _____
_____
_____
_____

3) Circle physical impairments: poor vision severe hearing loss respiratory problems ambulation problems problems chewing/swallowing other_____

4) Circle mental impairments: memory loss confused depressed personality change other_____

5) Circle help available: live-in maid homemaker nurse's aid family member friend none. Hours help/day_____ Number of days/week_____
Can caregiver prepare meals? _____
Lives with _____ Relationship_____

COMMENTS

_____
_____
_____
_____

ASSESSED BY:_____ **DATE**_____

HOME DELIVERED MEAL CLIENT 6TH MONTH CHECKLIST

Client Name_____ **Driver**_____

Date_____ **Route**_____

CLIENT EVALUATION

1. Client's physical status

_____ Client walks normally
_____ Client walks slowly
_____ Client walks painfully
_____ Client is usually in a chair
_____ Client is usually in bed
_____ Client appears to have lost more weight
_____ Client uses a cane
_____ Client walks with a walker
_____ Client uses a wheel chair

2. Client's emotional status

_____ Client appears cheerful and friendly
_____ Client is quiet, withdrawn
_____ Client frequently complains
_____ Client appears forgetful or confused
_____ Client has not eaten all the meals delivered
_____ Client appears clean and well groomed
_____ Client appears dirty and disheveled

3. Client's Caregiver(s)

_____ Family member(s) usually present
_____ Home health care aid usually present
_____ Client is usually alone

4. Home Environment

_____ Home is neat and clean
_____ Home is cluttered
_____ Home is very cluttered, dirty
_____ Home smells
_____ Home exterior is neat
_____ Home exterior is messy
_____ Utilities are connected (heat, electricity, water, phone)

RECOMMENDATIONS AND REFFERRALS

_____ Continue home delivered meals (client is still homebound)

_____ Evaluate continued need for home delivered meals (client could come to a senior center for lunch)

_____ Refer to Care Management (client needs help in the home)

_____ Refer to Enhance (weight loss, not eating, special diet concerns)

_____ REFER TO APS (possible emotional, physical, or financial abuse, self-neglect)

Reviewed by:_____ **Date:** _____ **Action**_____

CHECK-UP TELEPHONE CALLS TO HDM CLIENTS

Phone calls must be made at 3 months and 9 months after enrolling the client to determine if the clients still needs home delivered meals. Phone calls may count as telephone reassurance calls.

1. **Client**_____ **Staff**_____

2. **Date**_____ **Circle: 3 month check 9 month check**

3. **Questions:**
   - a. **How are you doing?**_____
     _____
   - b. **How is your appetite?** _____
     _____
   - c. **Have you had a change in your illness/condition?**_____
     _____
   - d. **Do you have any new illnesses or other complications?**_____
     _____
   - e. **Can you come to the senior center for lunch? Circle: YES NO**

     If no, why? _____
     _____
   - f. **Has your emergency contact changed? Circle: YES NO**

     If yes, the new contact is _____ **Phone:**_____

4. **Evaluation:**
   - a. **Circle: Continue HDMs Discontinue HDMs**
   - b. **Please explain:**_____
     _____

Reviewed by:_____ **Date:** _____ **Action**_____

TELEPHONE REASSURANCE

Agency: _____ Staff or Volunteer_____

Date_____

CLIENT	COMMENT

To: _____

From: _____

Re: HOME-DELIVERED MEALS

We will discontinue delivery of Home Delivered Meals to you on _____

because _____

_____.

It has been a pleasure to serve you.

Please call should you need meals in the future.

WAITING LIST – HDM

DATE	ROUTE #	NAME	ADDRESS	PHONE	HDM NEED SCORE	OUTCOME

HOME DELIVERED MEALS CLIENT FOLLOW-UP ATTEMPTS LOG

Agency Name:_____

Program Coordinator:_____ Driver Name:_____

Client Name:_____ ID#:_____ Route Number:_____

Client Address:_____ Phone #:_____

Emergency Contact Name:_____ Phone #:_____

			Action taken by:		
Date	Time of Delivery	Type of Meal Delivered (hot/frozen)	Driver	Program Coordinator	Comments/Outcomes

HDM SUMMARY

YEAR:	AGENCY:	CONTRACT AVERAGE MEALS PER DAY (M-F):

MONTH	Average # Seniors Served Per Day (M-F)	# on Waiting List	New Clients Receiving Meals This Month	Number Clients Discontinued This Month
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				

Subject:	FOOD PORTIONING AND PACKAGING	Page 1 of 2
Issued:	AAA	Date: June 2011

POLICY: All home delivered meals shall be portioned and packaged in a manner which maintains appropriate temperatures and which protects them from potential contamination from dust, insects, rodents, unclean equipment and utensils, and unnecessary handling.

PROCEDURES:

A. Prior to Meal Assembly:

1. Hot Food
   a. Take temperatures after placing food in steam table wells. Food should be hot (170°F +) to insure a minimum of 140°F throughout transport.
   b. Second and third pans of each hot food item should be held in warming ovens or other warming equipment to maintain temperatures until portioning. (Positioning this equipment adjacent to the assembly line will shorten time required for transferring pans.)
   c. Place appropriate serving utensil by each pan of food. Serving utensils are specified on the certified menu. See Portion Control: Guidelines for use of Serving Utensils (CS-50).
   d. Insulated containers must be clean and sanitized and ready to be loaded with individual food trays.
   e. If heating elements are placed inside insulated containers (metal trays, bricks and etc.) heat for indicated length of time.
2. Cold Food
   a. Take temperatures of bulk cold food prior to portioning. Foods must be 41°F or lower.
   b. Store second and third pans of each bulk cold item in the refrigerator until portioning.
   c. Place appropriate serving utensil by each pan of food (check certified menu for specified utensil).
   d. Ice chests must be clean and sanitized and ready to be loaded with cold items.

B. Employees/Volunteers:

1. Check employees/volunteers who will assist in portioning.
   a. Each should have hair completely covered.
   b. Each should have just washed hands.
   c. Each should be wearing disposable gloves.

C. Clean and Sanitized Work Area and Equipment:

1. Counters, steam tables, portioning equipment and crimping machine for lids must be clean and sanitized prior to portioning.

D. Portioning Food:

1. Hot Food
   - a. Serve standard portion sizes (See menu and CS-50).
   - a. Place food into trays large enough to accommodate the entree and the 4 oz. (1/2 cup) servings of the vegetables and starch.
   - b. Tightly secure lid to minimize leaking during transport.
   - d. Stamp lid with: Date of delivery.
   - e. Return filled foil trays to oven or range to keep warm and/or to boost food temperatures prior to transport. If temperatures are sufficiently high and vehicle is ready, skip this warming process and immediately place foil trays into insulated container and secure latches as soon as completely loaded.
2. Cold Food
   - a. Serve standard portion sizes (See menu and CS-50).
   - b. Place desserts and salads into containers large enough to accommodate 4oz. (1/2 cup) servings (4oz containers are too small).
   - c. Tightly secure lid to container to minimize leakage.
   - d. When cold items **are** assembled together into bags -
     1. **Note: Plastic bags may not be used starting January 1, 2011.**
     2. Place bags on cart or large tray and store in refrigerator until time of departure when bags are placed into ice chest with blue ice blocks or placed into refrigerated section of "hot shot truck".

        or-
     3. Place bags directly into ice chest with blue blocks and keep at room temperature (recommended only when assembly is close to departure time).
   - e. When cold items **are not** assembled into individual bags -
     1. Place packaged items on cart or large tray and store in refrigerator until time of departure.
     2. Place packaged food in ice chest surrounded by ice or sufficient ice blocks to maintain 41°F or lower temperatures throughout transport.

E. Place hot and cold food containers into vehicles just prior to transport.

F. If food has been cooked and portioned the day prior to meal service and the individual foil trays reheated the following morning prior to sending to the distribution site:

1. Upon arrival to the site, the site manager must test the temperature of the food in one of the hot foil trays. If the temperature has fallen below 140°F, the trays cannot be reheated and may not be served. The site manager must inform the Project Director and proceed as directed.

Subject:	DELIVERY REQUIREMENTS FOR HOT PREPACKAGED MEALS	Page 1 of 2
Issued:	AAA	Date: December 2012

POLICY: The hot home delivered meals shall be delivered to participants in a sanitary manner and within a period of time to maintain quality and to assure absence of contamination.

PROCEDURES:

A. **Routes must be completed in the shortest time possible, not to exceed 3 hours after food has left the central kitchen/caterer facility.**
   1. Schedule routes so that distances traveled and number of participants served will conform to the above time frame.
   2. Use batch cooking for vegetables and other heat-sensitive foods whenever possible.

B. **Vehicles must be clean and well maintained.**

C. **Drivers must be clean and free from communicable disease.**

D. **Meal delivery**
   1. Place the meal in a convenient location indicated by the participant.
   2. Assist participants in opening milk cartons or removing tray covers when asked.
   3. Encourage participants to eat as soon as possible, but if participants wish to eat their meal at a later time:
      a. Offer to place potentially hazardous food in the refrigerator, or direct participants to do so immediately. Stress that these foods will not be safe to eat if left out at room temperature
      b. Direct participants not to place food in an oven set at low temperatures to keep food warm for a long time. The refrigerator is the only safe place for food when eating is delayed.
      c. Before eating, refrigerated foods must be re-heated to high temperatures (food should be steaming or bubbling).
      d. Inform participants that if meals are not eaten on the day of delivery, the food should be discarded.
   4. Make sure all lids to insulated containers are tightly closed between each stop.

E. **Do not leave meals at homes when the participant is not present.**
   1. Leaving meals in insulated containers outside the home is **not permitted** even when a cooler is provided.
   2. Meals may be left with a neighbor if prior arrangements have been made.
   3. Call the client to see if the client is at home when the client does not answer the door.
   4. Call the HDM Coordinator if the client does not respond to the phone call.

F. Once every two weeks, monitor and record temperatures of a test meal at the end of each route.

1. The thermometer must have been washed, rinsed and sanitized prior to departure. Just before testing, the thermometer must be wiped an additional time with an alcohol wipe.
2. Temperatures may be monitored more frequently if requested by the Project Director or Project Dietitian.

G. Any hot meal not served on the route must be discarded after delivery has been completed. Frozen meals may be returned to the assembly area if solidly frozen.

HDM: FOOD TRANSPORTATION

Subject:	LOADING FROZEN FOOD FOR TRANSPORT	Page 1 of 1
Issued:	AAA	Date: June 2011

POLICY: Frozen food will be handled in a sanitary manner so as to assure absence of contamination and packaged so as to assure temperature control.

PROCEDURES:

A. Schedule meal assembly and loading so that minimal time lapses between assembly and departure.

1. Have blue ice blocks, insulated containers and vehicles clean and ready for loading prior to meal assembly.
2. When non-frozen food items are to be combined with frozen meals into a common insulated bag, combine non-frozen items together into packs prior to the final assembly process.

B. Inspect frozen meals before assembling into individual packs -

1. Meals must be dated within 90 days of delivery.
2. Meals must be solidly frozen.
3. All meal trays must be intact with tightly sealed lids.
4. Meals must be dated and have heating instructions.
5. Meals must have labels listing menu items.

C. When the participant is to receive more than one frozen meal, assemble meals together using the cycle menu as a guide. Avoid duplications.

D. Place frozen meals in a clean and sanitized insulated container with sufficient blue ice blocks to maintain meals in a solid frozen state.

Subject:	DELIVERY REQUIREMENTS FOR FROZEN MEAL TRANSPORT	Page 1 of 2
Issued:	AAA	Date: December 2012

POLICY: Frozen home delivered meals and the accompanying chilled and room temperature items shall be delivered to participants in a sanitary manner and within a period of time to maintain quality and to assure the absence of contamination.

PROCEDURES:

A. **Routes may extend past 3 hours provided the frozen meals remain solidly frozen and do not rise above 29°F, and the cold items remain 41°F or lower.**
Routes must be scheduled so that distances traveled and the number of participants served will conform to the above conditions.

B. **Vehicles must be clean and well maintained.**

C. **Vehicles must be refrigerated unless insulated containers are provided which maintain foods in a solid frozen state throughout transit.**

D. **Drivers must be clean, free from communicable disease.**
The Drivers may keep hand sanitizer with them to use as needed upon leaving unsanitary conditions.

E. **Meal Delivery**
1. Deliver frozen meals only to participants who have adequate freezer space and heating equipment.
2. Supply participants with written directions for heating.
   a. Clients should heat and then eat meals as soon as possible.
   b. Thawed unheated meals must be discarded.
3. Place frozen meal(s) in the participant's freezer and chilled items in the refrigerator. When participants choose to store their own meals, advise them to do so as soon after delivery as possible.
4. When more than seven frozen meals have accumulated in the freezer, advise participants to discontinue meal delivery until supplies have diminished.

F. **Do not leave meals at homes when participants are not present.**
1. Leaving meals in insulated containers outside the home is **not permitted** even if a cooler is provided.
2. Meals may be left with a neighbor if prior arrangements have been made. Instruct neighbors that frozen meals must be kept in the freezer and chilled items in the refrigerator until the participant returns.
3. Call the client to see if the client is at home when the client does not answer the door.
4. Call the HDM Coordinator if the client does not respond to the phone call.

G. Any frozen meal returned to the kitchen following the route must be frozen solid if used for future routes. All partially thawed meals and chilled menu items must be discarded.

HDM: FOOD TEMPERATURE/MEAL EVALUATION PROCEDURES

Subject:	HDM Meal Evaluation Procedures	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: All Home Delivered Meal Programs shall maintain a professional thermometer kit equipped with a thermocouple or Thermapen and alcohol swabs designed to monitor food safely in accordance with HACCP standards. HDM drivers for hot and frozen meal routes shall monitor food temperatures and conduct a brief meal evaluation twice a month for each route.

PROCEDURES:

A. **A test meal shall be ordered for the bi-monthly temperature and meal evaluation process.**

B. **Hot HDM Route Drivers shall monitor HDM meal temperatures once every 2 weeks.**
   1. Drivers shall be placed on a rotating schedule so that the monitors shall be conducted on different days of the week.
   2. Ideally, each driver shall use the thermocouple or Thermapen to conduct the temperature monitors. Agencies with numerous routes shall schedule the use of the thermocouple or Thermapen so that it is equally shared among the drivers.
   3. The HDM test meal temperatures shall be monitored at the following times:
      a. Start of packaging
      b. Start of route
      c. End of route
   4. Times of each monitoring and temperatures shall be recorded on the HDM Meal Evaluation form.

C. **Frozen HDM Route: Driver shall assess the last delivered frozen meal daily to ensure that all items are solidly frozen.** If foods are starting to thaw, notify the HDM Coordinator.

D. **In addition to monitoring food temperatures, the driver shall conduct a brief meal evaluation every two weeks.**
   1. Hot HDM Meals:
      a. After taking the final temperatures, the driver shall taste each food in the test meal and complete the Hot HDM Meal Evaluation form Page HDM-38.
   2. Frozen HDM Meals:
      a. The driver will microwave one meal similar to one served during the week and conduct a taste test, completing the Frozen HDM Meal Evaluation form, Page HDM-39.
   3. The HDM drivers shall give the completed HDM Meal Evaluations to the HDM Coordinator.
   4. The HDM Meal Evaluations shall be reviewed at each monthly QA meeting.

HOT HOME DELIVERED MEAL EVALUATION

Agency: ________________________________

Date: Day of Week: Route:

Time Start Packaging: Time Start Route: Time End Route:

Temperatures	Entrée	Starch	Vegetable	Salad	Milk	Dessert	Soup/Juice
List Menu							
Packaging							
Start Route							
End of Route							

Rate each item on a scale of 1 to 5, with 1 being the lowest score and 5 being the highest score.

Appearance							
Taste							
Texture							

Comments: ____

____

- -

Date: Day of Week: Route:

Time Start Packaging: Time Start Route: Time End Route:

Temperatures	Entrée	Starch	Vegetable	Salad	Milk	Dessert	Soup/Juice
List Menu							
Packaging							
Start Route							
End of Route							

Rate each item on a scale of 1 to 5, with 1 being the lowest score and 5 being the highest score.

Appearance							
Taste							
Texture							

Comments: ____

____

FROZEN HOME DELIVERED MEAL EVALUATION

Agency: _____ **Date:**_____ **Route #**_____ **Evaluator's Name**_____

Microwave the meal following label instructions. List the menu and rate each item on a scale of 1 to 5, with 1 being the lowest score and 5 being the highest score.

	Entrée	Vegetable	3rd Item	Soup
List Menu				
Appearance				
Taste				
Texture				
Portion Size				

Can this meal be improved?

_____

_____

_____

_____

_____

Is the time and power level for the microwave oven appropriate as written on the label?

_____

- -

FROZEN HOME DELIVERED MEAL EVALUATION

Agency: _____ **Date:**_____ **Route #**_____ **Evaluator's Name**_____

Microwave the meal following label instructions. List the menu and rate each item on a scale of 1 to 5, with 1 being the lowest score and 5 being the highest score.

	Entrée	Vegetable	3rd Item	Soup
List Menu				
Appearance				
Taste				
Texture				
Portion Size				

Can this meal be improved?

_____

_____

_____

_____

_____

Is the time and power level for the microwave oven appropriate as written on the label?

_____

CENTRAL KITCHEN/CATERER
Policies and Procedures
Los Angeles County Area Agency on Aging
Community & Senior Services

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C.K.: FACILITY

Subject:	FACILITY PREREQUISITES	Page: 1 of 3
Issued by:	AAA	Date: February 2016

POLICY: The facility shall be designed and maintained to facilitate cleanliness, minimize cross-traffic from high pathogen areas to low pathogen areas, control pest infestation, and minimize any other hazards which could lead to food contamination.

PROCEDURES:

A. Facility Design

1. The design of the kitchen shall function to promote the appropriate movement of food from delivery through holding, preparation, service and disposal.
2. Aisles and working spaces shall be adequately wide and unobstructed.
3. The building, fixtures and other physical facilities shall be maintained in a sanitary condition and kept in repair sufficient to prevent food from becoming adulterated.
4. The Facilities Director will be responsible for appointing person(s) to clean the center.
5. The facilities shall be cleaned and maintained on an adequately scheduled basis.

B. Floors, Walls, and Ceilings

1. Floors shall be cleaned and maintained by sweeping and mopping according to the cleaning schedule.
2. There shall be no sweeping or mopping when there is uncovered food in the area.
3. Walls and ceilings shall be cleaned and maintained by washing according to the cleaning schedule.

C. Lighting

1. Light bulbs, fixtures or other glass suspended over or close to exposed food during preparation or storage shall be safety-coated or provided with safety shields and be properly maintained.

D. Plumbing

1. Plumbing shall be maintained to carry sufficient quantities of water to required locations throughout the facility.
2. Plumbing shall properly convey sewage and liquid disposable waste from the facility.
   a. Utility sinks or sewage drains shall be provided for this purpose. Sewage and liquid disposable waste shall not be discarded down preparation or hand sinks, nor onto pavement outside the building that may flow into the ocean via street gutters.
   b. Oil or grease skimmed off the top of prepared foods or left in pans following serving must be discarded in the trash container and not down sink drains or sewer lines.

3. Plumbing shall avoid constituting a source of contamination to food, water, supplies, equipment or utensils, or creating an unsanitary condition.
   a. A backflow prevention device, such as a vacuum breaker, shall be contained in or be attached to any faucet to which a hose is attached.
   b. Drainage pipes shall be anchored one inch to two inches (1"-2") above floor between the pipe opening and the flood level (floor level).
   c. Adequate floor drainage shall be provided in all areas where floors are subject to flooding-type cleaning or where normal operations release or discharge water or other liquid waste onto the floor.
   d. Plumbing shall be designed so that there is no backflow from, or cross-connections between, piping systems that discharge wastewater or sewage and piping systems that carry water for food.

E. Hand Sinks

1. One hand sink (preferably located at the entrance to the kitchen) shall have a nailbrush where hand wash will be done when staff or other persons enter the food preparation area.
2. Hand sinks shall be stocked with a single-use paper towel dispenser, a soap dispenser, and a nailbrush.
3. The sinks must provide both cold and hot water that reaches at least 100°F through a mixing valve or combo faucet.
4. Hand sinks shall be cleaned and maintained on a daily basis, or more often if necessary. The nailbrush shall be stored so that it can dry and must be replaced with it becomes worn. The nailbrush shall be cleaned every night by brushing with hot water and soap.
5. Paper towel dispensers shall be constructed so that the supply of paper towels can be viewed and replenished when empty.
6. Sinks shall have refuse receptacles near them.
7. Readily understandable signs regarding hand washing shall be posted near the hand sink and maintained.

F. Food Sinks vs. Hand and Utility Sinks

1. Food sinks shall be used only for cleaning, preparing and thawing food. Food sinks shall be cleaned and sanitized as required. Food sinks shall not be used for washing hands or pot and pan washing.

G. Utility Sinks

1. Utility sinks shall be used to supply water for cleaning and for disposal of cleaning and sanitizing solutions.

H. Ventilation System

1. Inlets shall be checked once a quarter to assure that there are no birds or insects nesting in the area that could contaminate the inlet air.

I. Hoods and Filters

1. In accordance with the Cleaning Schedule:
   a. Remove filters and clean by running them through the dishwasher.
   b. Empty and clean grease receptacles.
   c. Clean hood surfaces.
   d. Properly re-install hood filters avoiding gaps.

J. Fire Extinguishers and ANSUL Units

1. Fire extinguishers shall be serviced annually. Tags shall be affixed to the extinguishers and punched with the current date. Protective cords must be intact.
2. ANSUL units shall be serviced every six (6) months. Tags shall be in place and punched with the current date.

K. Garbage

1. All garbage containers (food waste cans) shall be kept covered and cleaned, and sanitized according to the cleaning schedule.
2. All garbage containers shall be provided with clean liners at the beginning of each work shift and discarded in the dumpster at the end of the work shift.
3. Cardboard containers or other packaging material not containing garbage or food waste shall be stored in a controlled manner which does not create a nuisance, fire hazard or rodent harborage.
4. An enclosure of sufficient size shall be used to contain all refuse equipment or garbage and refuse materials.
5. The garbage and refuse storage area shall be maintained clean and free of odors and litter.
6. Garbage and refuse containers shall be durable, easily cleanable, insect and rodent-proof, non-leaking and fire resistant.
7. There shall be adequate provision for recycling packaging materials.

L. Restrooms

1. Hand washing sinks, soap dispensers, paper towel dispensers, and all related fixtures shall be clean and maintained.
2. An adequate supply of toilet tissue and non-absorbent waste receptacles shall be provided in the restrooms.
3. An additional non-absorbent covered waste receptacle shall be provided in the women's restroom.
4. A nailbrush shall be kept at all employee hand washing sinks to ensure adequate cleaning around cuticles and under nails.
5. Locker rooms and/or break rooms shall be cleaned and maintained daily.
6. Restrooms shall be vented to the outside air by a screened window that can be opened, an air shaft, or a light switch-activated exhaust fan.

M. Exits

1. Exits must be clearly identified with signs, and passageways to these exits must be kept free of any obstructions.

C.K.: ENVIRONMENT

Subject:	ENVIRONMENT - REQUIREMENTS	Page: 1 of 2
Issued by:	AAA	Date: June 2011

POLICY: The area surrounding the facility, water, sewage system, pest control program and handling of toxic materials shall be compatible with the safe handling of food.

PROCEDURES:

A. **Area around the facility or grounds, including waste storage, shall be litter free and cleaned and maintained on an adequately scheduled basis.** The grounds shall be kept in a condition that will protect food contamination.
   1. Equipment shall be properly stored.
   2. Litter and waste shall be removed and grass and weeds shall be cut within the immediate vicinity of the buildings/structures to prevent breeding/harborage of pets.
   3. Roads, yards, and parking lots shall be maintained so as to not constitute a source of contamination to exposed food.
   4. If neighboring grounds are not under the operator's control, and not maintained as above, the facility will be inspected and extermination/other means shall be taken to exclude pests, dirt, and filth that could contaminate food.

B. **Water**
   1. Only potable water that meets the Environmental Protection Agency (EPA) water quality standards shall be used.
   2. The water supply shall be sufficient for intended operations and derived from an adequate source.
   3. Any water that contacts food or food contact surfaces shall be safe and of adequate sanitary quality.
   4. Water used for washing, rinsing or conveying food shall be safe and of adequate sanitary quality.
   5. Running water at a suitable temperature and under pressure as needed shall be provided in all areas where required for food processing and cleaning of equipment, utensils, and food packaging materials, and for employee sanitary facilities.
   6. The hot water supply should never be less than 120°F, except water used for washing hands, which is tempered to be between 100°F and 110°F.

C. **Sewage**
   1. Sewage systems shall be maintained to meet established plumbing codes.
   2. According to LA Grease Ordinance, fats, oil and grease shall not be poured down the drain. These fats must be collected and either recycled or discarded in garbage containers or grease barrels.
   3. There shall be no open raw sewage.

D. Pest Control and Material Used

1. The interior and exterior of the building shall be litter-free and maintained according to the cleaning schedule.
2. Outside doors shall be self-closing and shall fit tightly.
3. A pest control operator (PCO) shall inspect the facility on regularly scheduled visits. An IPM (Integrated Pest Management) program shall be implemented that details procedures to prevent and to get rid of pests. These procedures shall include those performed both by central kitchen staff and by the PCO.

E. Poisonous (Toxic) Materials

1. Poisonous (toxic) materials not immediately necessary or appropriate for the maintenance of the establishment, the cleaning or sanitizing of equipment or utensils, or the control of insects or rodents shall not be found in the establishment.
2. All chemicals shall be used in accordance with the manufacturer's recommended directions.
3. Poisonous or toxic materials shall never be used in a way that contaminates food or that constitutes a hazard to employees or others.
4. Outside kitchen doors should be equipped with screen doors, plastic strips or air curtains.
5. Insecticide pest strips and automatic intermittent aerosol insecticide dispensers shall not be used.
6. Spray bottles or non-original containers for cleaning compounds, sanitizers or other toxic compounds shall be labeled prominently, distinctly, and clearly with the name of the chemical and concentration, indicating the contents.
7. Spray bottles shall be labeled before they are filled.
8. Concentrated (as purchased) poisonous or toxic chemicals such as insecticides, detergents, sanitizers, or related compounds must never be stored, located, or used in food preparation areas.

F. MSDS

1. Maintain book with all chemicals accessible. Highlight name of product and keep in alphabetical order.
2. Keep book up-to-date.

Subject:	EQUIPMENT SPECIFICATIONS AND STANDARDS	Page: 1 of 3
Issued by:	AAA	Date: June 2011

POLICY: Equipment and utensils shall be constructed and repaired with safe materials that are corrosion-resistant, non-absorbent, smooth, easily cleanable, and durable under normal use. Equipment should carry the International Sanitation Foundation (NSF), Underwriters Laboratory (UL) or similar certification.

PROCEDURES:

A. **Equipment and Utensil Design**
   1. All equipment shall carry the following certifications:
      a. NSF (International Sanitation Foundation) – sanitary equipment designed for the foodservice industry.
      b. UL and UL Sanitation Classification – safety-designed electrical equipment.
      c. A.G.A. (American Gas Association) – ensures the safe installation of, and end use of, commercial foodservice appliances using gas.
   2. The above certifications signify that all equipment shall be designed of such material and workmanship so as to:
      a. be adequately cleanable.
      b. prevent the adulteration of food with lubricants, fuel, metal, fragments, contaminated water, or any other contaminants.

B. **All equipment shall be installed so as to facilitate its cleaning and of all adjacent spaces.**

C. **Equipment Operation – Equipment shall be operated so that the food produced will meet California Retail Food Code (CAL Code) requirements.**

D. **Food Contact Surface Equipment**
   1. Food contact surfaces shall be maintained to protect food from being contaminated by any source.
   2. They shall be of non-toxic materials, corrosion-resistant when in contact with food, designed to withstand intended use and the action of food, and if applicable, cleaning compounds and sanitizing agents.
   3. Seams on food contact surfaces shall be smoothly bonded or maintained so as to minimize accumulation of food particles, dirt and organic matter.

E. **Non-food Contact Surface Equipment – Non-food contact surfaces of equipment shall be cleaned as frequently as necessary to protect against contamination of food.**

F. Gaskets – All gaskets on containers, refrigerators, and freezers shall be cleaned and maintained. Cracked gaskets shall be replaced.

G. Using Sanitized Equipment – All equipment used in food preparation and service shall be cleaned and sanitized before and after each use.

H. Thermometers in Refrigerators and Freezers

1. Thermometers shall be accurate to ± 2°F from 0°F to 220°F.
2. All probes shall be metal (no glass or mercury-filled thermometers).
3. Probes shall be washed, rinsed and sanitized before and after each use.
4. An accurate thermometer shall be provided in a conspicuous location in the warmest part of the refrigerator and freezer (just inside the door). Thermometers will be used to test the stored product to verify safe temperatures.

I. Food Thermometers– Electronic thermometers in refrigerators and freezers and other thermometers shall be calibrated according to manufacturer's instructions.

J. Refrigerators

1. Refrigerators must maintain stored food at 41°F or below.
2. Refrigerators shall have non-toxic, corrosion-resistant racks.
3. Refrigeration fans shall be kept free of dust and dirt.
4. Food will be stored on wire racks, not on the refrigerator floor.
5. Milk crates may be used to store milk so long as one empty crate is on the bottom of the stack. Do not use milk crates to keep other food off the floor.

K. Freezers

1. Freezers shall be self-defrosting (logging of freezer temperatures shall be timed so that defrosting cycle is not being measured).
2. Freezers shall maintain frozen food in solid frozen state.
3. Food will be stored on racks, not on freezer floor.

L. Surplus Equipment

1. All equipment that is not frequently used shall be covered or removed from the food production work area.
2. Non-functioning equipment shall be repaired as soon as possible.

M. Dunnage Racks, Shelving, Pallets, Dollies, etc. – These items shall be made of approved materials and designed to store food a minimum of six inches (6") off the floor.

N. Dishwashing Machines

1. Operating procedures shall be followed according to manufacturer's instructions that should be affixed to the machine to specify proper temperatures, speeds, running times, and amount of detergent to use.
2. All employees who operate the machine shall be carefully trained.

3. Thermometers mounted in the machine shall indicate the water temperature of each tank of the machine and the temperature of the final rinse water.
4. The curtains, trays and spray arms shall be removed and the dishmachine cleaned before and after use.
5. Only potable water shall be used in the dishmachine.
6. Sinks and drains must be self-draining.

Subject:	MENU SUBSTITUTIONS	Page: 1 of 2
Issued by:	AAA	Date: June 2011

POLICY: All meals for the Senior Nutrition Congregate/Home Delivered Meal programs will be served as indicated on menus certified by the AAA Nutritionist.

PROCEDURES:

A. Substitutions

1. Monthly menus shall be approved prior to service by the Project Dietitian to ensure all menu requirements and components are met.
2. All substitutions made for menu items on the certified menu shall be approved prior to service by the Project Dietitian to ensure that nutrient requirements are not compromised by the substitution.
3. All substitutions shall be listed on the "Menu Substitutions" form (see Page CK-10) and then noted on the posted menus located at each congregate site.
   a. For audit purposes, the "Menu Substitutions" form shall be maintained by the agency on file for two years.
4. Menu substitutions made on the morning the meal is served shall be approved by the Project Dietitian whenever possible. If the Project Dietitian is not available, contact the AAA Nutritionist.
   Following the approval:
   a. The agency must contact each dining center regarding the menu substitution.
   b. The substitution shall then be marked on the posted menu, visible to participants as they sign in and make their donation.
5. When menu items delivered to the dining center do **not** correspond to the posted menu and have **not** been marked on the posted menu to denote approved changes made that morning:
   a. The dining center coordinator must:
      1. Note this substitution on the caterer's delivery sheet.
      2. Call the agency office to report the unauthorized substitutions.
   b. The agency must then:
      1. Contact the caterer to determine why the substitution was made and whether the Project Dietitian authorized the substitution.
      2. If the Project Dietitian was **not** contacted and the menu substitution is a starred item (*, ** or ***), the Project Dietitian must be called to verify that the substitution meets the nutrient requirements as stated in the menu guidelines.
   c. When nutrient guidelines are **not** met and time permits, the agency must make every effort to provide a suitable substitution that will then be billed to the caterer.
   d. These unauthorized substitutions shall be discussed at the next QA meeting and corrective action planned.

MENU SUBSTITUTIONS

Caterer/Agency_____

Date	Menu Item	Substitution	Reason for Change	Approved by:	R.D. Notified

Subject:	QUALITY EVALUATION PROCESS	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: All foods for the Senior Nutrition Congregate/Home Delivered Meal programs will be of good quality and will be obtained from sources that conform to federal, state, and local regulatory standards for quality, sanitation and safety.

PROCEDURES:

A. All recipes will be evaluated for quality and consistency.

B. HACCP recipes will be written and maintained on file in standardized recipe format.

C. Recipes will be referred to, and followed, during preparation rather than from memory.

D. Refer to "Quality Assurance Evaluation" (see Page QA-8) for use when evaluating an entire meal. Each site will evaluate meals served on a regularly scheduled basis.

E. All new recipes should be tested prior to use.

Subject:	STANDARDIZED RECIPE DEVELOPMENT	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Standardized recipes shall be used to ensure a predictable quality and quantity of prepared food. Critical Control Points shall be incorporated into the recipe format for all potentially hazardous foods to ensure correct food handling and to prevent or eliminate food contamination.

PROCEDURES:

A. The Standardized Recipe format will include:

1. Recipe Title
2. Yield and Portion Size. The portion size will be listed as portion utensil when appropriate (example: #8 scoop or 4 oz. spoodle instead of ½ cup).
3. Ingredients - listed in the order in which they are used. The initials "PHF" will be printed next to potentially hazardous ingredients to emphasize the care required in handling.
4. Quantities - listed by weight and/or measure
5. Procedures. Directions for preparation should be divided into logical steps and stated in clear and concise sentences. Directions should include:
   a. Cooking times and temperatures for equipment used.
   b Size and number of cooking pans and weight of product placed in each pan.
6. Sanitation instructions including:
   a. Washing, rinsing and sanitizing all equipment and utensils before and after use.
   b. Washing hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

B. Critical Control Points will be added to the format as follows:

1. Pre-preparation thawing instructions.
2. Cooking directions designed to kill harmful bacteria. Please note that HACCP recipes do not state cooking periods in terms of time (i.e., cook pork for 2 hours), but rather as internal product temperature (i.e., cook pork to a product temperature of 145°F for 15 seconds).
3. Post-preparation instructions:
   a. Holding
   b. Cooling
   c. Storage
   d. Reheating

C. Standardized Recipes should be tested to verify that the weighed/measured ingredients and directions yield the number and size of portions expected. Quality standards should also be measured to determine acceptability of the recipe.

Subject:	FOOD SPECIFICATIONS	Page: 1 of 2
Issued:	AAA	Date: June 2011

POLICY: All food shall be of good quality and shall be obtained from sources that conform to federal, state, and local regulatory standards for quality, sanitation and safety. Milk, meat, poultry, fish and fresh fruits and vegetables shall be processed in HACCP facilities and shall be sold by HACCP distributors (processors and distributors with HACCP programs).

PROCEDURES:

A. **All canned foods must be in hermetically sealed containers and processed in a licensed establishment.**
   1. No home canned or non-commercially canned food will be used.
   2. No unlabeled, rusty, leaking cans or cans with side dents, rim dents, or swells will be used.

B. **Milk will be purchased from a reliable source whose standards of quality, sanitation, and safety comply with Division 15 of the California Food and Agricultural Code.**
   1. All milk will be 1% or nonfat.
   2. All milk products used and served will be pasteurized.
   3. All milk products will be fortified with Vitamin A and Vitamin D.
   4. All milk will have "Use by" dates.
   5. All milk products will be delivered at refrigerated temperatures.
   6. Cheese will be USDA Grade A, non-processed cheese.

C. **Eggs will be government inspected Grade AA or A with the USDA shield.**
   1. No shell eggs will be used for the Senior Lunch Program except those hard-cooked for salads or sandwiches. These eggs must be fresh USDA or State Grade A.
   2. All pasteurized egg products - liquid, frozen and dried - must have an inspection stamp.

D. **Meat will be inspected by the USDA.**
   1. Beef – must be USDA Grade A Choice.
   2. Lamb – USDA Choice.
   3. Pork – USDA Number 1.
   4. The fat content of ground meat cannot exceed 15% to 20%.
   5. No wild game will be accepted for use.

E. **Meat and Poultry**
   1. Will have "Use by" dates and will be purchased from suppliers/processors that deliver products frozen or at refrigerated temperatures <41°F.

2. Poultry- USDA Grade A for all fresh or frozen poultry products. Necks, backs and wings alone shall not be used without prior approval of the Project Director.

F. Fish and seafood must be fresh or frozen and be a nationally distributed brand packed under continuous inspection of the U.S. Department of Interior.

G. Mashed potato flakes will be fortified with Vitamin C.

H. Margarine will be trans-fat free and fortified with Vitamin A.

I. Whole grain breads (3 grams fiber) shall be used when possible.

J. Specified juices (apple, grape and pineapple) will be fortified with Vitamin C.

1. Such juices will be one hundred percent (100%) juice or juice base.
2. All juice served will be pasteurized.
3. Juice-based fruit juices may count as a vitamin C source but not as a serving of fruit/vegetable.

K. All fruits and vegetables purchased must be of good quality and fruits and vegetables must be washed to remove dirt or insecticide residues prior to use.

1. Fresh fruits: USDA Fancy to USDA No. 1 to be used for all graded fresh fruits as a minimum standard.
2. Fresh vegetables: USDA Fancy and No. 1 to be used for all graded fresh vegetables as a minimum standard.
3. Frozen fruits and vegetables: USDA Grade A is to be used for all graded frozen fruits and vegetables as a minimum standard.

L. Sulfites and Monosodium Glutamate (MSG) are not acceptable for this program.

M. Each project will keep on hand food specifications for prepared food purchased from suppliers.

1. Food specifications should include nutrient analysis, pack information, and if possible, information on place of origin.
2. Sample food specifications for prepared food and fresh food are attached.

N. Water and ice used in food production or food service must meet EPA (Environmental Protection Agency) standards.

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C.K.: PURCHASING

Subject:	FOOD SUPPLIERS	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: All food suppliers shall conform to federal, State and local regulatory standards and shall follow HACCP principles for food safety.

PROCEDURES:

A. **The food supplier must be willing to make available inspection reports, microbiological testing results, weight control, and any other documentation considered important to assess commitment to quality and food safety.**

B. **The manufacturing facilities and food distributors must agree to unannounced inspections by representatives of AAA at any time.**

C. **The cook or assigned storeroom clerk will keep food specifications on file for all prepared foods. These specifications must include the following information:**
   1. Brand name
   2. Nutrient analysis – especially fat and sodium
   3. Source (processed in USA or imported - include the country of origin, if available)
   4. "Use By" dates

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SUPPLIER HACCP QUALIFICATION STANDARDS

Vendor

Address

Since you are one of our current/potential vendors, we would like to know about your quality assurance program. If you have a HACCP program, we consider this to be a part of your QA program. It is very costly and a potential health hazard for our seniors if we receive a product or service from a vendor that does not meet our expectations. Please answer the following questions and provide the material, as appropriate, concerning your quality assurance plan.

1. Describe the responsibilities of your HACCP/Quality Assurance Department.

2. What training do employees receive on food safety?

4. Please tell us about your recall and emergency action program.

5. In addition to the above, please provide specifications and nutritional information to us for the products we purchase from you.

We appreciate your prompt response.

Sincerely,

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C.K.: RECEIVING AND STORAGE

Subject:	RECEIVING	Page: 1 of 2
Issued:	AAA	Date: June 2011

POLICY: High quality foods and supplies conforming to the USDA and Title III standards shall be received in such a manner as to ensure temperature control and the absence of contamination.

PROCEDURES:

A. The receiving area must be clean and well lit.

1. All counters, carts, trays, sinks, thermometers and equipment must be clean and sanitized prior to receiving food and supplies.
2. Pallets and the floor under pallets must be free of debris and pests.
3. Lighting must be bright enough to reveal the condition of delivered items, to read thermometers, and to site incoming pests.

B. Develop "receiving rules" with vendors and food distributors. Post a copy in the receiving area for easy access when these rules are questioned. Rules should include:

1. Acceptable delivery temperatures:
   a. Milk – 41°F
   b. Pasteurized eggs – 41°F or frozen solid (29°F or lower)
      Shell eggs – 45°F or lower
   c. Fresh meat and poultry – 41°F
   d. Lettuce and cut fruits and vegetables – 41°F
   e. Frozen foods – frozen solid (29°F or lower)
2. Foods must be within the use-by or expiration date
3. Day and time of delivery
4. Type of vehicle (refrigerated or not), and its condition
5. Permission to inspect the vendor's delivery vehicle to be sure that it is clean inside and well maintained.
6. Duties that must be performed before the driver departs
7. Steps which are followed should a shipment be rejected

C. Inspect supplies right away to minimize the time potentially hazardous foods are kept in the temperature danger zone.

1. Schedule deliveries during less busy periods when there is sufficient time to properly inspect shipments.
2. All refrigerated and frozen items shall be stored at appropriate temperatures within 10 minutes of receipt before the product temperature increases more than 5°F or frozen food starts to thaw.
3. Use thermometers to measure temperatures of potentially hazardous foods. Record on receiving log or invoice.

a. Fresh meat, poultry, fish, eggs, milk and dairy products must be 41°F or lower.
b. Frozen food must be frozen solid, a maximum of 29°F or lower.
c. Ice cream must be 6° to 10°F.

4. Weigh all produce and meat/poultry to verify the weight listed on the invoice or package label. Check for required government inspection stamps.
5. Check expiration and use-by dates. Make sure there is sufficient time to use the products before these dates are reached.
6. Inspect all fresh produce for spoilage, wilting, bruising, ripeness and pest infestation.
7. Check the fat content listed on ground meat labels - should not exceed 15%-20%.
8. Sample all bulk dry foods and individual packages within cases. Open one of the boxes and sprinkle some of the contents on brown paper and look for webbing, insects, eggs, wings, etc. If one box is contaminated, return the entire case to the supplier. All packaging should be dry and free from holes or tears.
9. Check cans for dents, flawed seals or seams, rust, leaks or distorted shapes.
10. Frozen food should arrive in air-tight, moisture proof packaging. Check for signs of thawing and re-freezing (accumulation of ice at bottom of container, large ice crystals on food, misshaped box with a soggy appearance, and discolored or dried-out food).

D. Log in acceptable goods. Sign the delivery sheet only after the inspection has been completed.

E. When food does not meet the above standards, the Supervising Cook must reject the shipment.

1. Until the decision is made to discard the items or send them back to the vendor, separate items from other food and supplies.
2. Use the food specifications and posted receiving rules to justify your actions to the delivery person.
3. Do not throw the food away or send it back with the vendor until a signed adjustment or credit slip has been issued.

F. Quickly move items to storage.

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Subject:	DRY STORAGE	Page: 1 of 1
Issued:	AAA	Date: February 2016

POLICY: Food and supplies shall be stored in clean, well-ventilated, pest-free areas and held at appropriate temperatures.

PROCEDURES:

A. **Food, paper supplies and cleaning supplies shall be stored in separate areas, if possible.** Cleaning supplies must be held in a separate room or closet from other supplies. In mixed storage, cleaning supplies must be stored on the lowest shelf. Pesticides should not be kept at the facility unless locked in a cabinet separate from cleaning chemicals.

B. **Equip the storeroom with a thermometer. The storeroom temperature will be 50° to 70°F.** The Site Manager should periodically check the thermometer and report high temperatures to the Project Director.

C. **Ideally, storerooms shall contain stainless steel racks with slotted shelves.** Racks shall be six inches (6") off the floor and two inches (2") away from the walls. There shall be eighteen inches (18") between the top of stored supplies and the ceiling. Avoid the use of shelf liners such as cardboard or sheet pans. Liners block proper air circulation through the slotted shelves.

D. **Storerooms shall be cleaned on a regularly scheduled basis.**

E. **If food and/or supplies are stored in existing cabinets because separate storage is not available, food, paper, utensils and cleaning supplies shall be stored separately.** The cabinets shall be cleaned on a regularly scheduled basis.

F. **Any stored canned food shall be removed from cardboard cartons and the date stamped before being put away within seven (7) days of receiving.** FIFO (First In, First Out) shall be used to control inventory.

G. **Opened packages of food, e.g., sugar, flour, rice, etc., shall be transferred to clean plastic bins/containers with tight fitting lids.** All storage containers, including trash/garbage bags, must be food-grade. Check with manufacturers if this information is not marked on the container. Keep verification on site. To prevent the accidental switching of labeled lids, labels shall be placed on the body of the containers. Scoops shall be stored with the handles directed away from the food.

H. **Lock the dry storeroom when not in use.**

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C.K.: RECEIVING AND STORAGE

Subject:	**REFRIGERATED STORAGE**	**Page:** 1 of 1
Issued by:	AAA	**Date:** June 2011

POLICY: All refrigerators shall meet HACCP/Cal Code refrigeration standards. All refrigerators shall have separate interior thermometers placed in the warmest area of the refrigerator (front top).

PROCEDURES:

A. **Supervising Cook or designee shall read temperatures of refrigerator** interior thermometers and record on Refrigerator Log upon arrival at the kitchen and before end of the work day.

B. **Critical Control Point (CCP)**
1. The thermometer should read 35-38°F or be able to successfully maintain food at 41°F.
2. If the thermometer registers 42-45°F, the Supervising Cook shall report the discrepancy to the Project Director Food Service Manager who shall order service on equipment.
3. Over 45°F: Any food inside the refrigerator shall not be used without notifying the Project Director.

Do Not Use	Use
Cooked or fresh meat, poultry Or fish	Juice in sealed container
Milk	Butter/Margarine
Project-prepared salad dressing	Commercially prepared salad dressing
Milk based desserts	Whole Fruits
Open food containers	Whole vegetables
Leftover food	
Lettuce and cut fruit	

C. **Upon Arrival:**
1. Immediately place chilled foods in refrigerated storage.
2. Store all food off refrigerator floor.
3. Place meat and poultry on bottom shelf.
4. Store meat and poultry on shelves in order of cooking temperature. (See chart)

D. **Prepared Foods:**
1. Cover, date and label all prepared foods.
2. Place all thick prepared food into two-inch (2") pans.
3. Use within 48 hours or discard.

E. **Refrigerators shall be cleaned daily (see Sanitizing in Place page CK-56).**

REFRIGERATOR TEMPERATURE RECORD

Temperatures must be recorded daily.

Location_____ Month_____

Date/Time	Temperature a.m.	p.m.	Initials	Remarks/Corrective Action*

NOTE: All refrigeration must be below 41°F and at or above 32°F.

_____ Project Dietitian or Project Director

*If refrigerator is out of temperature range, what is being done to correct it?

CK-21

C.K. RECEIVING AND STORAGE

Subject:	**FROZEN FOOD STORAGE**	**Page:** 1 of 1
Issued by:	AAA	**Date:** June 2011

POLICY: All freezers will meet HACCP/Cal Code freezing standards. These freezers will have separate interior thermometers placed in the warmest area of the freezer (front).

PROCEDURES:

A. **Supervising Cook or designee will read temperatures** of interior thermometers and record on Freezer Temperature Log upon arrival at the kitchen and before end of the work day.

B. **Critical Control Point (CCP)**
1. Thermometer should read -10° to 10°F.
2. If thermometer registers 11° to 32°F, the Supervising Cook will report discrepancy to the Project Director who will order service on equipment.
3. If the temperature in the freezer rises above 10°F, check frozen food to determine if all food is frozen solid.
4. Use any defrosted food as soon as possible providing its temperature is 45°F or lower.
5. Discard defrosted food over 45°F.

C. **Upon arrival: Frozen foods will be dated and placed in freezer until preparation.**
1. Freezers will be supplied with a sufficient number of slatted shelves or racks to provide good air circulation and avoid overcrowding.
2. Frozen food should be stored at least one inch (1") off the freezer floor for reach-in freezer, or six inches (6") off floor for walk-in freezer.

D. **Freezer will be periodically cleaned and defrosted as necessary.**

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FREEZER TEMPERATURE RECORD
Temperatures must be recorded daily.

Location_____ Month_____

Date/Time	Temperature a.m.	p.m.	Initials	Remarks/Corrective Action*

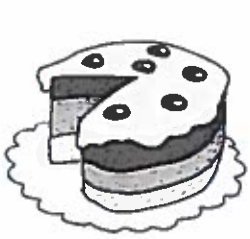
NOTE: Freezer temperature must be maintained below 10°F. If not at this temperature, notify designated supervisor.

_____ **Project Dietitian or Project Director**

***If freezer is out of temperature range, what is being done to correct it?**

Refrigerator and Freezer Storage
Almacenamiento de Refrigerador y Congelador

Top Shelf
Estante de Arriba



Ready-to-Eat Foods
Alimentos Listos Para Comer

Middle Shelves
Estante de en Medio

Raw Beef, Pork, Lamb, and Fish
Carne de Res, Puerco, Cordero y Pescado

Lower Middle Shelf
Estante de Abajo

Raw Ground Meat (Not Poultry)
Carne Molido Cruda (No Aves)

Bottom Shelf
Estante de Abajo

Raw Poultry and Shell Eggs
Aves Crudo y Huevos en Cáscara

Compliments of CNS/FoodSafe™
(818) 874-9626
email: cns@foodsafe.com
www.foodsafe.com

Subject:	SLACKING / THAWING FROZEN FOOD	Page: 1 of 2
Issued by:	AAA	Date: June 2011

POLICY: Potentially hazardous foods (PHF) must be thawed in a manner that minimizes the growth of microorganisms. The method used must minimize exposure to cross-contamination and limit time spent in the temperature danger zone.

PROCEDURES:

A. Thaw food using one of the following four methods:

1. Under refrigeration at temperatures of 41°F or less:

a. This method requires advance planning and may take a day or more for large items (this is the only method to use for large items such as turkeys and roasts).

b. Food must be placed on a sheet pan and stored on the lowest appropriately zoned shelf to prevent dripping or splashing on ready-to-serve food.

c. All items must be covered, labeled and dated with the day thawing begins-also called the "pull" date (item must be consumed within 7 calendar days following this date).

2. Completely submerged under cool (70°F or lower) running water:

a. First clean and sanitize sink used for thawing. Thawing can only be done in a food preparation sink.

b. Use a stream of potable (drinkable) water strong enough to flush off loose particles of dirt or skin from unwrapped food. Water should not be so forceful that it splashes surrounding food or food contact surfaces.

c. Thawing under cool running water may occur only for a period of time that does not allow the thawed portions to rise above 41°F (no longer than 2 hours).

d. The thawed food should be removed from the sink as soon as it is thawed, then prepped and cooked, or placed back into the refrigerator.

e. Clean and sanitize the sink and any utensils used in thawing.

3. As part of the cooking process:

a. This method is used only for smaller items or cuts of meat such as vegetables and hamburger patties. Additional cooking time is required because the items are frozen. (Use a thermometer to check the internal product temperature of potentially hazardous foods to ensure adequate cooking time.)

4. **In a microwave:**
   a. Use only when food will be moved immediately to other cooking equipment or cooked to completion immediately in the microwave (with no interruption in the process).

B. If the thawed item is held at room temperature (above 41°F and below 140°F) for over four (4) hours, discard.

Subject:	COLD FOOD PREPARATION	Page 1 of 2
Issued by:	AAA	Date: February 2016

POLICY: The preparation of cold foods containing potentially hazardous ingredients such as meat, poultry, fish, and eggs require careful handling which limits exposure to the temperature danger zone and eliminates unsafe procedures leading to cross-contamination.

PROCEDURES:

A. Wash hands and practice good personal hygiene. Wear disposable plastic gloves when directly handling ingredients.

B. Use clean and sanitized utensils and pans.

C. Follow HACCP recipes when appropriate.

D. Employees must wear gloves when handling ready-to-eat foods.

E. Raw Fruits and Vegetables:

1. Do not wash produce until ready for preparation. Just prior to preparation, raw fruits with edible skin and vegetables shall be thoroughly washed in potable (drinkable) water to remove stickers, soil and other contaminants before cutting, adding to other ingredients or serving in ready-to-eat form.
   a. Wash in sinks used only for food preparation.
   b. Before proceeding, wash and sanitize sink and counter top. Line counter with single-use paper towels.
   c. Fill sink half full with cold water.
   d. Place only enough fruit/vegetables in the water so that each piece is completely immersed.
   e. Drain fruit/vegetables for five minutes on counter that has been lined with paper towels. Allow to air dry.
2. Repeat the above procedures before cutting, adding to other ingredients or serving in ready-to-eat form.
3. Whole fruit being served as a dessert must be washed and placed in a clean food service container, platter, bowl, or hotel pan. Do not place back in cardboard box.

F. Salad Preparation

1. Salad preparation shall be scheduled to allow sufficient time for cooling to 41°F prior to serving or to portioning for home delivered meal routes. However, pasta, meat, egg and fish salads shall be prepared less than 24 hours before meal service. To hasten cooling:
   a. Chill all ingredients to 41°F before preparation begins.
   b. Cool and store salads in pre-chilled stainless steel or plastic pans.
   c. Fill pans a minimum of 2 inches deep

2. Use commercially made mayonnaise.
3. Cool to 41°F before transport or service.

G. Sandwich Preparation

1. Practice *batch* preparation - make only a small number of sandwiches at a time and refrigerate before continuing with the next batch of sandwiches.
2. Chill all sandwich ingredients (including bread) to 41°F before preparation begins.
3. For high-protein "salad" fillings, follow the above procedures for salad preparation.
4. Use commercially made mayonnaise.

H. Portion Control and Pre-scoring:

1. Do not pre-score menu items served with a #8 scoop (i.e., pudding, potato salad).
2. Pre-score appropriate menu items (i.e., cornbread, cake, brownies, etc.) prior to transport.

Subject:	HOLDING COLD FOODS PRIOR TO TRANSPORT OR SERVICE	Page: 1 of 1
Issued by:	AAA	Date: December 2012

POLICY: Potentially hazardous cold foods shall be maintained at 41°F or lower prior to transport to site kitchens or prior to serving (if dining area is in the same facility).

PROCEDURES:

A. To maintain appropriate temperatures for the holding of cold cooked or raw foods:

1. Use only equipment designed to keep food cold (41°F or lower).
   a. Keep cold foods in the refrigerator or freezer until just before transport or serving.
   b. If refrigerators are not available, keep cold foods in insulated containers before serving. (Placing pans of ice at the top and bottom inside the cambros may help to prolong **safe** holding.)
2. Ice used for cooling cannot touch food being held cold.
3. Keep all cold foods covered until serving.

B. Measure and record food temperatures at these specified intervals:

1. Central Kitchen/Caterer:
   a. at the end of food preparation. (Hot Food Production Schedule)
   b. just before loading bulk food onto transport vehicles. (Delivery Slip)
2. Home Delivered Meal Routes:
   a. Before portioning home delivered meals.
   b. Before delivering the last home delivered meal (measure temperature and record once a week for each route).
3. Congregate Site:
   a. Upon arrival at the site **before** the driver leaves.
   b. Before serving (if more than 30 minutes has lapsed since recording delivery temperatures).

C. Corrective action if cold temperatures rise above 41°F:

1. If the temperature of a chilled potentially hazardous food is between 41°F and 45°F, place in the refrigerator, blast chiller or blast freezer to lower temperature as rapidly as possible. Serve immediately and discard any leftover food.
2. If the temperature of a chilled potentially hazardous food (such as custard) is 46°F or above, the Supervising Cook will discard the food and contact the Project Dietitian/Program Director to approve a menu substitution.
3. Do not discard whole fruit.

Subject:	HOT FOOD PREPARATION	Page: 1 of 3
Issued by:	AAA	Date: December 2012

POLICY: Standardized recipes (with CCPs), time and temperature controls, and sanitary procedures shall be followed in the hot food preparation of potentially hazardous foods.

PROCEDURES:

A. Preparing food for cooking

1. Wash hands.
2. Use clean and sanitized utensils and pans.
3. Use standardized recipes that specify HACCP procedures.
4. Keep foods refrigerated before preparation.
5. Prepare food in small batches as close to cooking time as possible. Return each batch to the refrigerator until cooking begins.
6. Wash fruits/vegetables (see cold food preparation).
7. Eggs and egg-based mixtures:
   a. Only use pasteurized eggs except for hard-cooked eggs used in salads and sandwiches - this will insure greater safety for at-risk populations such as the elderly and those with weakened immune systems.
8. Stuffings:
   a. Stuffings must be cooked separate from meat or poultry.
   b. If a potentially hazardous food is an ingredient in the stuffing, it must be held hot and served immediately after cooking or must be cooled and then refrigerated to an internal temperature of 41°F. The stuffing must be reheated to 165°F prior to service.
9. Batters and breadings:
   a. Use commercially prepared battered and breaded items when possible. This will avoid exposing potentially hazardous foods to contaminated coatings and to extended times in the temperature danger zones while items are being coated.
   b. Leftover batters and breadings must be discarded.
   c. Thoroughly cook coated foods to make sure the coatings do not keep out the heat. Measure the internal temperature with a thermometer.
   d. Frozen battered and breaded items can be cooked frozen; adding more time as needed to reach the appropriate internal product temperature.

B. Hot Food Production Schedule (see Hot Food Production Schedule).

1. List hot menu items on the production schedule and staff member assigned to the preparation and cooking.
2. List the total quantity prepared (number of servings).
3. Record time and temperatures monitored at end of cooking (recorded on Hot Food Production Schedule) and just prior to departure to site kitchens (recorded on Delivery Slip).

C. Cooking

1. Use recipes that indicate a "minimum internal product temperature" (CCP) as the standard for determining when the food is completely cooked. As an added safety measure, cook foods higher than this minimum temperature (unless the quality will be compromised).
2. Cooked food temperature requirements (maintained for a minimum of 15 seconds):
   a. Poultry and chicken stock – 165°F
   b. Stuffed meats and stuffed pastas – 165°F
   c. Mixed dishes or casseroles – 165°F
   d. Rice and re-hydrated dried beans – 165°F
   e. Beef roasts, corned beef and other whole beef cuts, Roast pork – 145°F (for 4 minutes)
   f. Ground beef and ground pork – 155°F
   g. Pork steaks/chops, ham, sausage, and bacon – 145°F
   h. Fish, shellfish and crustacea – 145°F
   i. Eggs cooked and immediately served – 145°F
      Eggs held on the serving line – 155°F
   j. Vegetables – 145°F
   k. Desserts (brownies, custard, etc.) – 145°F
   l. Sauces – 145°F
3. Microwave cooking:
   a. Heat food until all parts reach 165°F.
   b. Half way through the estimated cooking time, rotate or stir the item to help spread the heat.
   c. Allow the cooked food to stand for two minutes so that all parts heat to the required internal temperature.
4. Measure food temperatures with a thermometer accurate to ±2°F. Never second-guess that the temperature has been reached.
5. Avoid overloading cooking surfaces or oven shelves. The unit's temperature may drop or food may spill onto adjacent food items.
6. Before adding a new batch, allow the cooking unit to return to its preheated temperature.

D. Tasting Food During Preparation

1. Ladle a small amount of food into a small dish. Use a clean spoon to taste the food. Immediately remove the tasting dish and spoon to the dishwashing area or discard.

E. Advance Food Production - Agencies and caterers preparing and cooking food a day ahead must maintain an Advance Production Chart (see Advance Production Chart).

1. Cooling Procedures/Records
   a. List hot menu items on the Advance Production Chart and staff member assigned to the preparation, cooking and chilling.
   b. List total quantity prepared.

c. Record time food reaches 140°F.
d. Record time and temperature at the end of two (2) hours; food must reach 70°F. Record time and temperature after an additional 4 hours. Food must be 41°F.
e. Failure to meet these temperature critical limits will require food to be reheated to 165°F and repeat the above procedures.

2. Reheating Procedures:
   a. Reheat to 165°F for 15 seconds within two (2) hours.
   b. Discard food if the 165°F is not reached within the 2 hours.
   c. Record times and temperatures in the Reheat Record columns.

F. Batch Cooking - To minimize the holding time for vegetables and other heat-sensitive foods, batch cooking planned close to transport time shall be practiced whenever possible.

G. Unless a portioning utensil is used for portion control, casserole dishes (i.e. meatloaf, lasagna, tuna noodle casserole) shall be pre-scored into appropriate serving sizes prior to transport or before placing on the tray line.

HOT FOOD PRODUCTION SCHEDULE

Kitchen: _____

Date	Person	Menu Item	Quantity	End Cooking Temp and Time	

_____ **Project Dietitian or Project Director**

Subject:	HOLDING HOT FOODS PRIOR TO TRANSPORT OR SERVICE	Page: 1 of 1
Issued by:	AAA	Date: December 2012

POLICY: Potentially hazardous cooked foods which are to be served hot shall be maintained at 140°F or above prior to transport to site kitchens or prior to serving (if dining area is in the same facility).

PROCEDURES:

A. **Hot food must be heated to approximately 165°F (180°F for soup) prior to transport or holding in order to maintain 140°F until serving. To minimize loss of quality and nutrients, food is not to be held longer than a total of 3 hours after food leaves the Central Kitchen/Caterer's facility and before meal service. The shortest time possible is encouraged.**

B. **Use only hot-holding equipment that can keep foods at 140°F or higher.**
   1. Use steam tables, warming units and heated cabinets. Adjust temperature controls so that safe temperatures are maintained but not so high as to destroy quality and nutritive value (165°-180°F).
   2. Place pans in a heated oven or on range top if the above equipment is not available or operational. Remove pans just prior to transport or prior to serving (if dining area is in same facility) to minimize heat loss.
   3. Keep hot food in insulated containers (Cambros) until transport or serving if no equipment is available or operational.
   4. Keep containers covered throughout the holding period.
   5. Steam tables, warming units, and heated cabinets are used to hold food, not to reheat prepared foods.

C. **Measure and record food temperatures and times at these specified intervals:**
   1. At the end of food preparation.
   2. Prior to loading food onto transport vehicles.
   3. As food arrives at congregate site before the driver leaves.
   4. Before serving, if more than 30 minutes has lapsed after recording arrival temperatures.
   5. Before portioning food for home delivered meals.
   6. Before serving the last home-delivered meal (measure once every 2 weeks for each route).

D. **Corrective action if hot temperatures fall below 140°F:**
   1. 131-139°F: Reheat to 165°F and hold for 15 seconds using an oven or range.

ADVANCE PRODUCTION CHART
COOLING AND REHEATING

DATE	PERSON	MENU ITEM	QTY.	COOLING					REHEAT RECORD			
				140°F	2 Hours		Additional 4 Hrs.		Start		Ending	
				Time	Time	Temp	Time	Temp	Time	Temp	Time	Temp

Foods must be rapidly chilled from 140°F to 70°F in 2 hours or less, and to 41°F in 4 additional hours or less. If foods do not reach these limits, reheat and cool again properly. Foods must be reheated to a minimum internal temperature of 165°F for at least 15 seconds within 2 hours. Reheat foods only one time if there is a break in temperature. Maintain hot food at a minimum temperature of 140°F and cold food at 41°F or below.

C.K. FOOD PREPARATION

Subject:	VEGETABLE PREPARATION TO MAXIMIZE QUALITY / NUTRIENT CONTENT	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Heat-sensitive vegetables such as cauliflower, broccoli, zucchini, bok choi, etc. will be cooked and prepared for transport using techniques to maximize quality and nutrient content.

PROCEDURES:
**See illustrations on the following pages.

A. Cooking Procedures

1. Cook vegetable using available equipment (steam jacketed kettle, steamer, wok, etc.) to only 150°F.
2. Portion the vegetable into hotel pans.
3. Season, if desired.

B. Preparation for transport

1. Cover the pans with plastic wrap.
2. Lift plastic wrap from sides and allow steam to escape.
3. Reseal edges of plastic wrap.
4. Cover with foil, shiny side down.
5. Poke holes through the foil and plastic.
4. Transport in Cambros, as usual.

1. Cook broccoli.
   Here it is boiled in a kettle.

2. Broccoli should only reach about 150°F.

3. Portion the broccoli into pans.

4. Add peppers for color, if desired.

5. Add butter, if desired.

6. Cover with plastic wrap.

7. Lift plastic wrap from sides and allow steam to escape. Cover completely.

8. Cover with foil, <u>shiny side down.</u>

9. Poke holes through foil and plastic. Transport in Cambros as usual.

C.K.: COOLING AND REHEATING PREPARED FOODS

Subject:	COOLING PREPARED FOODS	Page: 1 of 3
Issued by:	AAA	Date: December 2012

POLICY: Cooked potentially hazardous foods (PHF) must be cooled from 140°F to 41°F within 90 minutes using a blast chiller. If this unit is not available, foods shall be cooled within 2 hours from 140° to 70°F and from 70°F to 41°F or less in an additional 4 hours. This process must be documented on the Advance Production Chart.

PROCEDURES:

A. Use rapid cooling equipment such as a blast chiller designed to cool food from 140°F to 41°F in 90 minutes.

B. Two-Stage Cooling Procedure - When a blast chiller is not available, use the cooling process as listed below to bring product temperature down from 140°F to 70°F as quickly as possible. Never use storage refrigerators or freezers to cool foods taken directly out of the oven or off the stove. Hot foods can raise the unit's temperature and can place all stored food at risk.

1. **Stage One: Cool foods from 140°F to 70°F within two hours.**
   a. Begin recording the temperature on the Advance Production Chart once the product reaches 140°F.
   b. Transfer food to shallow pan placed in ice bath.
   c. Stir periodically.
   d. Check the temperature after one hour to determine if food is cooling rapidly enough to reach the required 70°F after an additional hour of cooling – to total two hours. If the temperature does not reach 70°F within a two-hour period, reheat food to 165°F for a minimum of 15 seconds within two hours and begin the cooling process again.

2. **Stage Two: Cool foods from 70°F to 41°F or lower within an additional four hours. Loosely cover and place on upper shelves uncovered.**
   The following is for all foods, except liquids – see Item C.1 below.
   a. Place in refrigerator.
   b. Monitor the temperature after two hours to determine if the product is cooling adequately in order to reach 41°F within an additional four hours.
   c. Check the temperature at the conclusion of the cooling period to assure that it has reached 41°F or below within the addition four-hour required time period. If not, the product must be reheated to 165°F for a minimum of 15 seconds within two hours and then, once again, follow the cooling procedure.

3. **At the Conclusion of the Cooling Period:**
   a. When the product temperature is 41°F or lower, cover and label with product name, date and time prepared and 'use by' date.

4. **Advance Production Chart:**
   a. All times and temperature must be documented on the Advance Production Chart **(CK-35)**

C. **Methods to Accelerate Cooling Times**
Cooling times can be shortened by using one or more of the following methods best suited to the type of food being cooled.

1. **Cooling Liquids (Soups, Stocks, Sauces, Stews):**
   Do not place in cooler until these items reach 70°F after completing Stage One of the cooling process.
   a. Place stockpots in an ice bath. Be sure the ice-water mixture for the ice bath consists of mostly ice. It is recommended that liquid be transferred to an empty stockpot that has already been placed in the ice bath to further accelerate the cooling process.
   b. Use an ice wand/frozen paddle placed in the center of the food and stir regularly to further speed the cooling process. Stir ice in the ice bath.
   c. Regularly replenish ice in the ice bath, as it will melt quickly.
   d. Once the product reaches 70°F, you may continue cooling in the ice bath until the product reaches 41°F –or – continue the cooling process in the refrigerator. To do so, place product in hotel pan to a maximum depth of two inches (2") and place pan on the upper shelves of the cooler either uncovered or loosely covered to continue the cooling process.
      1) Monitor the temperature after two hours to determine if the product is cooling adequately in order to reach 41°F within an additional two hours.
      2) Check the temperature at the conclusion of the cooling period to assure that it has reached 41°F or below within the additional four-hour required time period. If not, the product must be reheated to 165°F for a minimum of 15 seconds and then follow the cooling procedure.
   e. Once product reached 41°F or below, cover and label with product name, date and time prepared, and 'use by' date.

   <u>Optional Step for Cooling Liquids</u>
   Adding half the recipe's water as ice water after cooking (appropriate for stocks and broths) will further speed up the cooling process.
   a. Reserve half the water during preparation.
   b. Add the other half of the liquid as ice water after cooking.

2. **Cooling Solids (Rice, Mashed Potatoes)**
   These items may be placed directly in the refrigerator.
   a. Place the food on sheet pans or in shallow hotel pans, uncovered.
   b. Spread/fill to a maximum depth of two inches.
   c. Place on the upper shelves of the cooler either uncovered or loosely covered to continue the cooling process.

d. Once product reaches 41°F or below, cover and label with product name, date and time prepared.

3. **Cooling for Individual Portions (Cooked Chicken Breasts):**
These items may be placed directly in the refrigerator.
   a. Place food on sheet plans, with spacing between each product to accelerate cooling.
   b. Place on the upper shelves of the cooler either uncovered or loosely covered to continue the cooling process.
   c. Once product reaches 41°F or below, cover and label with product name, date and time prepared.

4. **Cooling for Roasts and Similar Products:**
These items may be placed directly in the refrigerator.
   a. Cut or deeply score food (such as turkey and roasts) into smaller pieces.
   b. Place food on sheet pans or in hotel pans, with spacing between each product to accelerate cooling.
   c. Place on the upper shelves of the cooler either uncovered or loosely covered to continue the cooling process.
   d. Once product reaches 41°F or below, cover and label with product name, date and time prepared.

D. Single-Stage Cooling Procedure

Potentially hazardous foods at ambient temperature, such as canned tuna, must be cooled to 41°F or less within four hours from the beginning of preparation. This would also include other salad and sandwich ingredients.

E. Cooling Leftover Foods

1. Transfer product to a clean and sanitized container and follow the applicable steps of Section C to accelerate cooling times.
2. Record the quantity and time the item was placed in the refrigerator on the Advance Production Chart.
3. Do not mix old and new product when using leftovers, refer to *Reheating Procedures.*

C.K.: COOLING AND REHEATING PREPARED FOODS

Subject:	REHEATING PREPARED FOODS	Page: 1 of 1
Issued by:	AAA	Date: December 2012

POLICY: Potentially hazardous foods (PHF) that are cooked, cooled and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds.

PROCEDURES:

A. **When reheating food from refrigeration, remove food just prior to the reheating process.**

B. **Reheat all previously cooked food to an internal temperature of 165°F for at least 15 seconds. Reheating cannot take more than two hours and will probably take much less.**
   1. Check the internal temperature at approximately half way through to confirm that the food temperature will reach 165°F in 2 hours.
      a. Divide the food into smaller portions and continue heating if the reheating process is in danger of exceeding 2 hours.
   2. Discard food if the temperature does **not** reach 165°F in 2 hours.

C. **Use appropriate cooking equipment for reheating – ovens, convection ovens, and steamers.**

D. **Potentially hazardous food reheated in a microwave oven must reach an internal temperature of 165°F in all areas probed. Temperatures must be tested in at least two to three areas depending on the size of the item. Food must stand for two minutes to allow heat to spread evenly to all parts. Use microwave ovens appropriately:**
   1. Heat **pans** of food in **commercial** microwaves.
   2. Heat single serving portions in **standard** microwaves.

E. **Transfer reheated food to hot-holding equipment only after food has reached 165°F.**

F. **Reheat food only once.**
   1. Any reheated food that is left over must be discarded and never chilled for future use.

G. **Record time and temperature of the foods on the Advance Production Chart under the "Reheat Record" column.**

C.K.: FOOD TRANSPORTATION

Subject:	LOADING COLD FOOD FOR TRANSPORT	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Cold food must be packaged and handled in a sanitary manner so as to assure absence of contamination and spillage.

PROCEDURES:

A. **Schedule food production so that minimal time lapses between end of production and departure to congregate sites.**

B. **Cold food must be placed in clean, sanitized pans and properly covered and labeled.**
1. To minimize spillage, do not over-fill the pans.
2. Take departure temperatures and record on delivery sheet.
3. Tightly seal pans to prevent spillage and dilution of product by ice or ice water.
4. Label pans with the following information:
   a. Name of food
   b. Name of congregate site receiving food
   c. Number of servings
   d. Number of pans per food item

C. **Transport Containers**
1. Milk and juice may be packed in ice chests and completely covered with ice.
2. Whole pieces of previously washed fruit may be packed in clean, non-insulated containers.
3. Cardboard boxes may not be used to transport food.

D. **Safe temperatures must be maintained throughout the loading process.**
1. Do not load food into vehicles until **all** food is packaged and ready for transport.

E. **Never place food pans directly on the kitchen floor or on the dock prior to departure.**

F. **All transport vehicles must be clean and well maintained.**
1. Floor mats and floors must be washed frequently to remove food debris and spills.
2. Cardboard and other non-washable materials cannot be used as floor coverings.
3. Use delivery equipment such as delivery carts that are clean and sanitized.
4. A delivery back-up system must be place in the event of vehicle breakdown.

G. **Box lunch loading and delivery:**
1. When box lunches are assembled into individual containers prior to transport, special efforts must be made to ensure temperature control throughout transport. Use of ice blankets layered between containers or the placement of containers into ice chests with sufficient ice blocks are two possible methods.
2. If appropriate temperatures cannot be maintained throughout transport for assembled box lunches, pre-portioned foods must be placed into ice chests with sufficient blue ice blocks and assembled into containers at the site kitchen.

Subject:	LOADING HOT FOOD FOR TRANSPORT	Page: 1 of 2
Issued:	AAA	Date: July 2010

POLICY: Hot food must be packaged and handled in a sanitary manner so as to assure absence of contamination and spillage.

PROCEDURES:

A. **Schedule food production so that minimum time lapses between end of production and departure to congregate sites.**

B. **Hot food must be placed in clean, sanitized pans and properly covered and labeled.**
   1. Do not overload pans. Use two-inch (2") or four-inch (4") cafeteria pans. **Do not use 6" pan.**
      a. Do not tightly pack food into pans at too great a depth in order to conserve pans - food may have a "mashed" appearance and be difficult to serve.
      b. Overloaded pans are difficult to load into steam table wells and may cause injury to food service workers.
      c. Tightly packing food into pans may interfere with the even transfer of heat during holding and reheating.
      d. To prevent excess spillage, leave sufficient space from the food surface to the top of the pan. Tightly seal each pan.
   2. Label pans with the following information:
      a. Name of food
      b. Name of congregate site receiving food
      c. Number of servings
      d. Number of pans (when more than one pan has been ordered for a single menu item).

C. **Safe temperatures must be maintained throughout the loading process.**
   1. Place covered food pans into warming ovens, heated cabinets, or insulated containers until loading begins.
   2. Do not load food into vehicles until **all** food is packaged and ready for transport. Quickly load foods.
   3. Use stackable food containers if space limitations require stacking.

D. **Never place food pans directly on the kitchen floor or on the dock prior to departure.**

E. **Take departure temperatures just prior to loading food pans into vehicles.**
   1. For **each** meal site, monitor the temperature of one pan for each hot menu item.

F. **Record the following information on the delivery slip:**
   1. Date and time of departure

2. Departure temperatures of all hot and cold menu items
3. Number of pans (when more than one pan has been ordered for a single menu item)
4. Number of meals ordered
5. Driver's initials

G. Place hot food pans into clean, sanitized and insulated containers designed to maintain temperatures during transport.

1. Check that all latches are intact and securely fastened.
2. Check that the insulated containers are clean and in good condition.

H. All transport vehicles must be clean and well maintained.

1. Floor mats and floors must be washed frequently to remove food debris and spills.
2. Cardboard and other non-washable materials cannot be used as floor coverings.
3. Use delivery equipment such as delivery carts which are clean and sanitized.
4. A delivery back-up system must be in place in the event of vehicle breakdown.

C.K.: FOOD TRANSPORTATION

Subject:	RECEIVING PROCEDURES AT CONGREGATE SITES FOR BULK FOOD TRANSPORT	Page: 1 of 1
Issued:	AAA	Date: June 2011

POLICY: Bulk food shall be delivered to the site kitchens using sanitary methods so as to assure the absence of contamination and spoilage.

PROCEDURES:

A. **Insulated containers and individual food pans will be placed on clean and sanitized carts and pushed into the kitchen.**
   1. Containers are not to be placed on the ground or on any surface that has not been previously cleaned and sanitized.

B. **The delivery slip must be marked with the departure time just prior to transport. Shortly after arrival to the site, the site manager must markdown the arrival time.**

C. **The Site Manager will check the delivery slip and/or menu to insure that all menu items, condiments and supplies are delivered.**
   1. The Site Manager is responsible for insuring that the correct number of pans is removed from the vehicle and placed in the kitchen.

D. **The driver will place all menu items and supplies on clean, sanitized surfaces in the kitchen.**
   1. Hot food pans will be placed in steam table wells or ovens. When no equipment is available for maintaining hot temperatures, the hot food will remain in the insulated containers until meal service.
   2. Cold food will be placed in the refrigerator. If no refrigerator is available, the tightly covered pans and milk cartons will remain in the insulated containers or be placed in ice baths until meal service.
   3. Soup cambros will be placed on the counter or on a surface that is 6" from the floor.
   4. All food served at room temperature will be placed on the counter.

E. **The driver will remain at the site until all delivery food temperatures have been recorded on to the delivery slip. One copy of the delivery slip will be left with the site manager. One copy will be returned to the production kitchen.**
   1. The driver may assist in taking temperatures only if a clean, sanitized and calibrated thermometer is used and appropriate procedures followed.
   2. When a food temperature is not acceptable for meal service, the driver must stay at the site until a decision is made regarding replacement or reimbursement.

Subject:	HIGH TEMPERATURE DISHWASHING	Page: 1 of 2
Issued by:	AAA	Date: June 2011

POLICY:
1. Pots, pans, utensils and equipment shall be washed at the proper temperature using appropriate procedures, and will be air dried.
2. All mechanical dishwashers will meet NSF standards.

PROCEDURES:

A. Check and record wash and rinse temperatures daily on appropriate temperature log.
1. Fill machine; run several cycles empty until correct temperature is reached.
2. Check and record temperature of wash water: Standard is 150°F or greater.
3. Check and record temperature of final rinse water: Standard is 180°-194°F.
4. If temperatures of wash or rinse water are below standard, report to Nutrition Project Director responsible for ordering service.

B. Preparations for Warewashing
1. Discard paper, food, and other disposables in trash receptacles.
2. Rinse off food debris into disposer if available.
3. Soak and scrape pans with dried-on or cooked-on food.
4. Rack all items except cooking utensils. Do not double-rack items together.
5. Pre-soak cooking utensils in pan containing pre-soak solution.

C. Warewashing
1. One employee or volunteer should handle the "dirty" end, another the "clean" end.
2. If one employee works both the clean and dirty sides of the machine, she/he must wash hands before handling clean pans and utensils.
3. Load racks into machine. Start machine.
4. Air dry items without stacking.

D. Flatware (Refer to CS-54)

E. Washing Utensils
1. Transfer utensils from pre-soak solution to rack. Do not crowd.
2. Send rack through machine.
3. Place air-dried serving utensils into clean covered container or drawer.

NOTE: Only cooking equipment, removable equipment parts and pans go in dishwasher. Do not put floor mats, trashcans, or non-dishware into machine.

F. Cleaning Dishmachine

1. Clean dishmachine after using.
2. Remove jet spray pipes; clean and replace.
3. Remove, wash and replace filter screen and drain plugs.
4. Hose down the inside of the machine. Leave tank door open to air-dry overnight.
5. Wipe the outside of the machine with a cloth.

G. De-lime as needed, using approved de-liming agent, following manufacturer's instructions.

HIGH TEMP DISHWASHER TEMPERATURE LOG

Wash Temp: Standard is 150°F or greater. **Rinse Temp:** Standard is 180°-194°F.

DATE	TIME	WASH TEMP.	RINSE TEMP.	INITIALS*

NOTE: If temperatures of wash or rinse are below standard after several cycles, report to supervisor immediately.

Reviewed by: _____ Project Dietitian or Project Director

*If dishmachine is out of temperature range what is being done to correct it?

CK-49

Subject:	LOW TEMPERATURE DISHWASHING	Page: 1 of 2
Issued by:	AAA	Date: February 2016

POLICY:
1. Cooking utensils, pots, pans and equipment parts shall be washed at the proper temperature using appropriate procedures, and will be air dried.
2. All mechanical dishwashers will meet NSF standards.

PROCEDURES:

A. Check and record wash and rinse temperatures daily on appropriate temperature log. Check and record sanitizer concentration in rinse water daily.
1. Fill machine; run several loads empty until acceptable temperature is reached.
2. Check temperature of wash water. It should be at least 120°F. Record temperature.
3. Report to supervisor any temperatures under 120°F.
4. Using sanitizer test strip, check sanitizer concentration in rinse water. Chlorine should be 50ppm (test strip should turn purple). Record concentration on Low Temp Dishwasher Temperature Log.
5. Report low sanitizer concentration to supervisor; load is not properly sanitized.
6. Report high sanitizer concentration to supervisor; excessive sanitizer used.

B. Preparations for Warewashing
1. Discard paper, food, and other disposables in trash receptacles.
2. Rinse off food debris into disposer.
3. Soak and scrape pans with dried-on or cooked-on food.
4. Rack all items except cooking utensils. Do not double-rack items together.
5. Pre-soak cooking utensils in pan containing pre-soak solution.

C. Warewashing
1. One employee or volunteer should handle the "dirty" end, another the "clean" end.
2. If one employee works both the clean and dirty sides of the machine, she/he must wash hands before handling clean dishes or pans.
3. Load racks into machine. Start machine.
4. Air dry items without stacking. Air drying may take some time.

D. Flatware (Refer to CS-57)

E. Washing Utensils
1. Transfer utensils from pre-soak solution to rack. Do not crowd.
2. Send rack through machine.
3. Place air-dried utensils into clean covered container or drawer.

NOTE: Only cooking equipment, pots, pans and equipment parts go in dishwasher. Do not put floor mats, trashcans, or non-dishware into machine.

F. Cleaning Dishmachine

1. Clean dishmachine after using.
2. Remove jet spray pipes; clean and replace.
3. Remove, wash and replace filter screen and drain plugs.
4. Hose down the inside of the machine. Leave tank door open to air dry overnight.
5. Wipe the outside of the machine with a cloth.

G. De-lime as needed, using approved de-liming agent.

LOW TEMP DISHWASHER TEMPERATURE LOG

Wash Temp: Should be at least 120°F.

Chlorine: *Should be 50 ppm*
Quats: Should be 200 ppm.

DATE	TIME	WASH TEMP.	SANITIZER CONC.	INITIALS	REMARKS*

NOTE: Report to supervisor any temperatures under 120°F.

Reviewed by:_____ Project RD or Project Director

* If dishmachine is out of temperature range, what is being done to correct it?

CK-52

C.K.: WAREWASHING AND SANITATION

Subject:	MANUAL WAREWASHING	Page: 1 of 1
Issued by:	AAA	Date: December 2012

POLICY: Pots and pans, cooking utensils and equipment parts shall be washed, rinsed and sanitized by hand following appropriate procedures and will be air dried.

PROCEDURES:

A. Preparations for Manual Warewashing

1 Sort, scrape and pre-soak before washing.
2. Rinse off any food residue.

B. Check and record wash water and rinse water temperatures daily on appropriate temperature log. Check and record sanitizing solution with chem.-strip daily.

1. Clean and sanitize sinks, work surface areas and drying counters or shelves before each use.
2. Run hot water into first sink. Add detergent. Water should be at least 110°F. Remove visible food, dirt and grease.
3. Run hot water for rinsing into second sink. Water should be at least 120°F. Rinse off dirt and suds.
4. Run water into third sink for sanitizing. Add sanitizing solution. Follow manufacturer's instructions for sanitizer. For chlorine, concentration should be 100 ppm (one teaspoon per gallon of water) (test strip should be purple). Quats 146 concentration should be 150-400 ppm. (Test strip should be green.) Record on appropriate log. Submerge wares in solution for a minimum of 30 seconds.
5. **CAUTION:** Do not mix two (2) different sanitizers or sanitizer and detergent – this may produce dangerous fumes.
6. Allow to air dry.

C. Two-sink Method for Manual Warewashing

1. First sink: Wash items in detergent solution (110°-120°F). Scrub with brush.
2. Second sink: Rinse items in hot water (120°F). Remove all traces of detergent.
3. Empty and rinse out first sink. Refill with clean, water. Add sanitizing solution.
4. Sanitize in first sink.
5. Optional sanitizing method #1: Following step #C-2 (above), spray all surfaces of item with a sanitizer/water solution and place on clean surface.
6. Optional sanitizing method #2: Purchase plastic tub, use for sanitizing.
7. Air dry items.

D. Maintain Proper Water Temperature and Sanitizing Concentration

1. If temperatures are low, add more hot water until desired temperature is reached.
2. If sanitizing solution is weak, follow manufacturer's instructions or add more chlorine (1 teaspoon per gallon water) or 2 Tablespoons per 6 gallons of water.
3. If soapsuds disappear or water becomes dirty and cloudy, empty compartment and refill, beginning with Step A.1 above.

MANUAL WAREWASHING TEMPERATURE LOG

NOTE: WATER TEMPERATURES:
1. Wash should be 110°-120°F.
2. Rinse should be 120°F

SANITIZER:
1. Chlorine should be 100 ppm. Other sanitizer: follow directions on product.

DATE	TIME	WASH TEMP.	RINSE TEMP.	SANITIZER CONCENTRATION BUCKET/BOTTLE	INITIALS	REMARKS*

Reviewed by: _____ Project Dietitian or Project Director

*If temperatures or sanitizer are out of range, what is being done to correct is?

C.K.: WAREWASHING AND SANITATION

Subject:	CHLORINE SANITIZING OF COUNTERS AND EQUIPMENT IN PLACE	Page: 1 of 1
Issued by:	AAA	Date: December 2012

POLICY: All surface areas where food preparation, serving and eating takes place at a site should be cleaned and sanitized daily before food arrives.

PROCEDURES:

A. Cleaning – The Removal Soil and Food Matter

1. Wipe area free of all loose debris. (Do not wipe onto floor.)
2. Using a cleaner or detergent solution, remove all soil and food matter from the surface.
3. The hotter the water, the faster the cleaning. Wash water temperature should not exceed 110°-120°F.
4. Rinse with hot, clear water.

B. Sanitizing – The reduction of bacteria to safe levels on food surface areas.

1. Mix a solution of chlorine bleach and water (one [1] gallon of water to one [1] teaspoon bleach) in a bucket or spray bottle. The solution must be made fresh daily. Check with chlorine test strip that solution is 100 ppm.
2. Spray all previously "cleaned" areas.
3. Let all surfaces air dry. If necessary, wait 30 seconds and wipe up excess liquid with single-use paper towel.

NOTE: Sanitizing is not a substitute for cleaning. A surface must first be cleaned before it can be sanitized.

C. Items to be Cleaned Daily

1. Counters, service tables, dining tables, and plastic tablecloths will be cleaned and sanitized daily before and after meal service.
2. Equipment used in the meal program, such as hot food/steam tables and service trays, will be cleaned and sanitized daily.

Subject:	CLEANING SCHEDULES	Page: 1 of 2
Issued by:	AAA	Date: June 2011

POLICY: Cleaning tasks shall be scheduled, posted and effectively supervised to ensure clean and sanitary premises and equipment.

PROCEDURES:

A. The Supervising Cook shall post a DAILY cleaning schedule at the beginning of each week.

1. The Supervising Cook will assign a staff position to complete each daily cleaning task; this will be noted under the "Who" column on the cleaning schedule.
2. Schedule major cleaning when food will not be contaminated or service interrupted. Allow sufficient time for cleaning before the end of the day to discourage staff from cutting corners in order to leave on time.
3. The assigned employee will be responsible for completing the task on the assigned day(s) and will initial the appropriate box.

B. The Supervising Cook shall post a WEEKLY cleaning schedule at the beginning of each week.

1. The Supervising Cook will assign a staff position to complete each weekly cleaning task (noted under the "Who" column) and will specify the day of the week for its completion.
2. As this is not a part of the daily routine, the Supervising Cook will check the weekly cleaning schedule each morning and inform the specified employee of his/her assigned task.
3. The assigned employee will be responsible for completing the task and will initial the appropriate box on the cleaning schedule.

C. "As Needed Cleaning Tasks" are assigned monthly, quarterly and twice a year.

1. The Supervising Cook will schedule these cleaning tasks at the beginning of each fiscal year and list on the kitchen calendar. Each week the cook will check the calendar and transfer any special cleaning tasks onto the weekly cleaning schedule and follow the above steps for 'B'.
2. Monthly task:
   a. Thoroughly clean any equipment not presently in use but which is stored in the kitchen or storeroom.
   b. Clean ceiling and ceiling vents.
3. Quarterly task:
   a. Defrost ice machine and dismantle.
   b. Using a detergent solution, brush-wash all parts of the machine, inside and out. Check that holes in water control are completely cleaned to give even flow of water. Rinse thoroughly, inspect flow line and re-assemble.

4. Twice a year tasks:
   a. Strip and reseal floors.
   b. Wash walls.

D. At the end of each day, the Supervising Cook shall check that all cleaning tasks have been completed and that the appropriate boxes on the cleaning schedules have been initialed.

1. Initialing boxes without completing the tasks will be considered "dry lab."

***NOTE: When more than one person is assigned to a single cleaning task, the Supervising Cook shall be responsible for ensuring its completion and for initialing the appropriate box on the cleaning schedule. (This also applies when volunteers or community service workers are assigned to a cleaning task.)**

DAILY CLEANING SCHEDULE

ITEM	WHAT	WHEN	WHO	DATES: INITIAL M	Tu	W	Th	F
Floors	Damp mop and scrub	As needed and at closing						
Walls	Wipe up splashes	As needed and at closing						
Hoods and filters	Empty grease traps	Before closing						
Kitchen sinks	Scrub, clean and sanitize	As needed and at closing						
Work tables	Clean, rinse and sanitize	As needed and at closing						
Steam tables	Clean, rinse and sanitize	After meal service						
Food mixers, meat slicer, veg. chopper	Clean, rinse and sanitize all removable parts and surfaces	After food production						
Can openers	Clean, rinse, sanitize removable parts / surfaces	As needed and at closing						
Garbage Container	Wipe drips on outside and insert clean liner	As needed and at closing						
Floor drains	Remove waste, wash, flush and sanitize	Last task of the day						
Dishmachine	Clean surfaces and scrap trays	Before & after use						
Restrooms and hand sinks	Clean sinks and toilets. Re-supply soap, hand towels, and toilet paper.	As needed and before closing						
Tables and tray carts	Clean, rinse and sanitize	Before and after use						
Mobile heating and cooling carts	Clean, rinse and sanitize	Before closing						

ITEM	WHAT	WHEN	WHO	M	Tu	W	Th	F
Mops, wiping cloths, etc.	Clean, rinse, sanitize and air dry	Before closing						
Walk-in cooling units floors	Remove debris, wipe up spills and mop when indicated	As needed and before closing						
Range & steamers	Clean all removable parts, outside and inside surfaces. Check pilots.	After food production						

SPECIAL WEEKLY CLEANING TASKS

ITEM	WHAT	WHEN	DAY	WHO	INIT.

WEEKLY CLEANING SCHEDULE
DATES:

ITEMS	WHAT	WHEN	DAY	WHO	INIT.
Ovens	Clean inside and outside surfaces with detergent and de-greaser solutions	After use and has cooled down			
Filters and hood	Clean filters in dishmachine. Clean inside and outside surfaces of hood	Before closing			
Refrigerators	Discard inappropriate items. Clean/sanitize interior and exterior surfaces	After food production			
Freezer	Discard inappropriate items. Clean exterior surfaces. Clean and sanitize shelves and interior surfaces	After food production			
Cabinets, drawers & shelves	Empty, clean & sanitize - include frame	After food production			
Warming units	Clean, rinse and sanitize	After food production			
Dry storeroom	Check that all stored items are 2" from the wall	Between rushes during day			
Dry storeroom	Sweep floor under shelves. Clean tops of bulk food bins and tops of food containers	Between rushes during day			
Dishmachine	Delime	Before end of day			
Office	Clean and organize material	Before end of day			
Floor coving	Scrub and mop	Before end of day			
Garbage containers	Hose down and thoroughly clean	Before end of day			
Dumpster area	Remove all debris and hose down area and scrub if indicated	Before end of day			

C.K.: OTHER MAINTENANCE REQUIREMENTS

Subject:	FIRE / HEALTH INSPECTIONS	Page: 1 of 1
Issued:	AAA	Date: February 2016

POLICY: Nutrition service providers shall comply with all State and local fire, health, sanitation, and safety regulation applicable to food service operations.

PROCEDURES:

A. Fire extinguishers will be recharged and tagged annually by a designated fire safety service.

1. Fire officials will inspect and certify the fire extinguisher annually.
2. The DASS RD will check the fire extinguisher tag monthly to ensure that the service date is current and that the safety card is intact.
3. The DASS RD will check the ANSUL units' tag monthly to ensure that service has been conducted every six (6) months.

B. Inspections by local fire officials will be secured for all sites prior to beginning service and annually thereafter.

1. Fire Officials will inspect the kitchen and dining area annually.
2. The nutrition Project Director will request a fire inspection by phone and by mail prior to the inspection due date.
3. If the fire official comes but does not leave a report (no findings) the site manager will report the time and date of inspection to the Nutrition Project Director.
4. Copies of fire inspections are sent to the Nutrition Project Director.
5. Fire officials will post an occupancy sign for all dining areas. The Project Dietitian will check that the sign is in place as part of the monthly site monitor report.

C. Heath Inspection Certificates and the last inspection scores will be posted at all sites and kitchens. Copies will be on file in the Project Director's office.

1. The local health department will make a minimum of one inspection annually. The Project Dietitian will check that the Health Inspection Certificates are in place as part of the kitchen/site monitor report.
2. The Project Dietitian will review the last inspection scores and assist the agency in correcting any violations.
3. Copies of the Health Inspection are sent to the Nutrition Project Director.

Subject:	**PEST CONTROL**	**Page:** 1 of 2
Issued:	AAA	**Date:** February 2016

POLICY: ***SEE CONGREGATE PROCEDURES CS-75***

C.K.: OTHER MAINTENANCE REQUIREMENTS

Subject:	PEST CONTROL WAIVER	Page: 1 of 2
Issued:	AAA	Date: February 2016

POLICY: ***SEE CONGREGATE PROCEDURES CS-79***

C.K.: OTHER MAINTENANCE REQUIREMENTS

Subject:	EQUIPMENT MAINTENANCE	Page: 1 of 1
Issued:	AAA	Date: June 2011

POLICY: Equipment shall be kept clean, properly operated and maintained.

PROCEDURES:

A. **Equipment shall be kept clean following the manufacturer's directions and HACCP guidelines. Cleaning of all equipment shall be incorporated into the cleaning schedule to ensure routine cleaning.**

B. **Equipment shall be regularly lubricated, inspected and maintained in accordance to printed directions. Scheduled equipment maintenance is recommended (See attached sample schedule).**
Machine oil must be kept away from food. Food grade lubricants must be used whenever possible.

C. **Needed repairs shall promptly be reported to the appropriate service company or maintenance department.**
Equipment must always be checked after maintenance and /or repair, because appliance personnel may not always have corrected the problem or set the controls properly.

D. **Organizing and maintaining an equipment manual is recommended for all kitchens. The manual should include:**
1. Initial cost of equipment
2. Equipment manufacturer's printed directions for care and operation
3. Inspection and maintenance schedule for all equipment
4. Repair log for each piece of equipment - with date and cost of each repair

This information is important in establishing an effective maintenance program and should help to appraise upkeep costs and determine when new equipment is indicated.

MAINTENANCE SCHEDULE

Equipment	Assigned to*	When done**	What to do, lubricated, inspected, maintained according to directions	Done by (Initial / date)	Comments and corrective action

Verification_____ Date_____

* You may use a code such as: fp - food preparation person; st = sanitation technician; sp = service person; ap = administrative person.

** Be as specific as possible. You may use a code such as: 3h = every 3 hours; a/u = after each use; a/o = at opening of the facility; ac = at closing of facility; a/r= as required during daily operations; wk = weekly.

MAINTENANCE PROCEDURES AND STANDARDS

Name (Model #) or Area:

Person responsible:	Date:
Verifier:	Job Time:
Standard:	

Employee Maintenance

Equipment required:

Procedure:

Maintenance Department Maintenance

Equipment required:

Procedure:

Safety Warnings (mechanical, chemical, electrical)

Subject:	DISASTER RELIEF CENTERS	Page 1 of 2
Issued by:	AAA	Date: June 2011

POLICY: The agency shall determine whether to become a disaster relief center in the event of an emergency or disaster. As a relief center, the central kitchen must be prepared to provide prompt emergency food service to a large number of casualties, personnel and volunteers.

PROCEDURES:

A. **A food inventory of two to four days' perishables and a one-week supply of canned goods and staples should be adequate to feed increased numbers for an emergency period of two to three days. The agency should select simple menus (see suggestions below) and set aside an area for the storage of these items.**

B. **When electricity and water are not available use perishable foods first. Items not requiring electricity or water are:**

Menu I
Juice
Cold cereal
Bread or crackers
Milk (canned or powdered)

Menu II
Juice
Baked beans, canned tuna
Bread or crackers
Canned fruits, Canned pudding

Menu III
Juice
Baked beans
Corn salad
Bread, crackers
Canned chocolate pudding

Menu IV
Juice
Tuna sandwiches
3-bean salad
Canned Peaches
Milk (canned or powdered)

Note: Use perishable foods first; substitute cooked meat and cheese in place of beans if available.

C. **When electricity and water are available:**

Menu I
Juice
Cereal
Eggs
Toast and butter
Applesauce

Menu II
Vegetable soup
Macaroni and cheese
Stewed tomatoes
Bread and butter
Fruit cocktail, beverage

D. **A two to three day supply of drinking water (1-2 liters per person/per day) should be stored and rotated every six months.**

E. Foods stored as disaster supplies must be rotated, used and re-supplied every six months.

F. The gas turn-off valve is located _____.
Water turn-off is located _____.

***Following a disaster, the gas will be turned off until the line can be checked.**

Subject:	PERSONNEL QUALIFICATIONS	Page: 1 of 2
Issued by:	AAA	Date: December 2012

POLICY: Responsibility for assuring compliance by all personnel shall be assigned to competent supervisory personnel. There shall be at all times at least one supervisory level person on duty during all operating hours trained in the prevention of foodborne illness and injury.

PROCEDURES:

A. General Qualifications for All Management personnel:

1. Managers who are responsible for identifying sanitation failures or food contamination shall have a background or education and/or experience to enable them to produce clean, safe food.
2. Training shall include proper food handling techniques and food protection principles, and danger of poor personal hygiene and unsanitary practices.

B. Nutrition Services Director

1. Has no less than a bachelor's degree with emphasis in foodservice management, business administration, personnel and/or human resource management or gerontology.
2. Preferably, has no less than 2 years experience with increasing responsibility and an emphasis on management ability.
3. Certified Safe Foodhandler – has taken or will take the ServSafe® class and has passed the ServSafe® exam. If the Director fails the ServSafe® exam, he/she may repeat the ServSafe® class when it is next offered.
4. Has taken or will take a nationally certified HACCP course and has passed the HACCP course exam. If he/she does not pass the HACCP exam, the course/exam may be taken again when it is next offered.
5. Has had foodservice management training through college classes or AAA inservice training.

C. Program Dietitian

1. Has Registration with the Commission on Dietetic Registration.
2. Has two years professional experience in nutrition or dietetics, preferably foodservice management (administrative dietetics), geriatric nutrition, or community nutrition. Completion of one year of dietetic internship may be substituted for one year of experience.
3. Certified Safe Foodhandler – has taken or will take the ServSafe® class and has passed the ServSafe® exam
4. Has taken or will take a nationally certified HACCP course and has passed the HACCP course exam. If he/she does not pass the nationally certified HACCP exam, the course/exam may be taken again when it is next offered.

D. Congregate Site Coordinator

1. Certified Safe Foodhandler – has taken or will take the ServSafe® class and has passed the ServSafe® exam.
2. If the Coordinator fails the ServSafe® exam, he/she may repeat the ServSafe® class when it is next offered.
3. Attends all quarterly inservice training sessions provided by the Project Dietitian.
4. Attends and participates in monthly Quality Assurance (QA) meetings.

E. Congregate Site Manager

1. Certified Safe Foodhandler – has taken or will take the ServSafe® class and has passed the ServSafe® exam.
2. If the Site Manager fails the ServSafe® exam, he/she may repeat the ServSafe® class when it is next offered.
3. Attends all quarterly inservice training sessions provided by the Project Dietitian.
4. Attends monthly QA meetings.

F. Home Delivered Meal Coordinator

1. Has taken or will take the ServSafe® class and has passed the ServSafe® exam.
2. If the HDM Coordinator fails the ServSafe® exam, he/she may repeat the ServSafe® class when it is next offered.
3. Attends all quarterly inservice training sessions provided by the Project Dietitian.
4. Attends monthly QA meetings.

G. Food Service Manager

1. Has taken or will take the ServSafe® class and has passed the ServSafe® exam.
2. If the Food Service Manager fails the ServSafe® exam, he/she may repeat the ServSafe® class when it is next offered.
3. Has taken or will take a nationally certified HACCP course and has passed the HACCP course exam. If he/she does not pass the HACCP exam, the course/exam may be taken again when it is next offered.
4. Attends monthly QA meetings.

CENTRAL KITCHEN MEAL PROCEDURES: EMPLOYEE MANAGEMENT

Subject:	PERSON IN CHARGE (PIC)	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: One management staff person shall be designated as the key contact person for the Senior Nutrition Program and that person shall have the authority to act on behalf of central kitchen personnel at the central kitchen to address routine day to day concerns.

PROCEDURES:

A. **Develop communication list for Senior Nutrition Program, including emergency phone numbers and distribute to key contact person for Senior Nutrition Program. One copy shall be posted in the Central Kitchen Office.**

B. **Designated management staff person (person in charge - PIC) shall be responsible for overseeing the HACCP program.**

C. **The PIC shall be responsible for quality assurance measures.**

D. **The PIC shall be a Certified Food Handler (CHF) and shall have taken and passed ServSafe and HACCP training.**

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C.K.: EMPLOYEE / VOLUNTEER HEALTH AND SAFETY

Subject:	HYGIENE AND HEALTH	Page: 1 of 2
Issued by:	AAA	Date: January 2015

POLICY: Employees and volunteers shall follow good personal hygiene and health practices.

PROCEDURES:

A. Personal Hygiene

1. Employees and volunteers shall bathe daily and wear clean, washable clothing.
2. Employees handling food shall not wear jewelry other than a simple wedding band.
3. Employee fingernails shall be short and kept clean to avoid food being caught under nails. Nail polish and acrylic nails shall not be permitted for food handlers.
4. Volunteers may wear jewelry and acrylic nails provided they wear gloves.
5. Employees and volunteers shall not eat or drink beverages in the kitchen and shall have their lunch in the dining room or designated break area before or after the seniors are served.
6. Employees and volunteers shall not smoke in the kitchen or congregate dining room (only outside or in designated break area, if permitted).
7. Employees and volunteers who handle food shall wear hair restraints (such as hats, hair coverings or nets, beard restraints) and clothing that covers body hair, that are designed and worn to effectively keep hair from contacting exposed food.

B. Health Practices

1. Employees or volunteers with cuts or skin problems shall check with the supervising cook before starting work.
2. Employees or volunteers with coughs, colds, diarrhea, fever or communicable diseases shall be excused from work. Communicable diseases include, but are not limited to:
   a. Gastroenteritis
   b. Strep throat
   c. Pink eye (conjunctivitis)
   d. Hepatitis A, B & C
   e. Whooping cough (pertussis)
   f. Tuberculosis (TB)
   g. Measles
3. Handkerchiefs or facial tissues shall not be carried into the food production or foodservice areas. Disposable facial tissue shall be made available at the hand washing sink where employees may use them and then wash their hands.
4. Employees shall not bring personal medications into the kitchen or food production areas. Medication shall be stored in employee lockers, away from exposed food or equipment/utensil washing areas.

C. Accidents, Injuries, Incidents

1. The Supervising Cook or person in charge (PIC) shall follow established agency procedures in the event of injury or accident to seniors, staff or volunteers, but at least will complete the following:
   a. Employees and volunteers shall promptly report any accidents or injuries to the Supervising Cook or (PIC).
   b. The Supervising Cook or person in charge shall inform the Project Director and follow instructions. The Supervising Cook or designee shall administer first aid, if necessary, for minor injuries. For questionable or major injuries or incidents, Supervising Cook shall call 911 for emergency services.
   c. The Supervising Cook shall complete the accident report form.

ACCIDENT REPORT

Name of injured individual_____ Social Security #_____

Date of birth_____ Sex_____ Home address_____

City_____ ZIP_____ Phone #_____ Age_____

Date of injury or onset of illness_____ Time injury or illness occurred_____

Specific injury/illness and part of body affected (medical diagnosis if available):

_____

_____

Location at facility where injury/illness occurred_____

How injury/illness occurred; describe sequence of events_____

_____

_____

Describe medical attention or first aid administered to injured party_____

_____

_____

Name/ address/ phone # of physician _____

_____

If hospitalized as an inpatient, name/ address/ phone # of hospital: _____

_____

Report completed by (print)_____ Signature _____

Date_____

CK-74

C.K.: EMPLOYEE VOLUNTEER HEALTH AND SAFETY

Subject:	LOCKER ROOM AND RESTROOMS	Page: 1 of 1
Issued:	AAA	Date: December 2012

POLICY: All personal belongings shall be stored away from toilets, food, paper goods, utensils, kitchen equipment, and other supplies used in the preparation or service of food. These items must be kept in a clean, pest-free locker room or in an area specially designated for this purpose. Restrooms shall be adequately supplied and shall be clean and maintained.

PROCEDURES:

A. Before beginning work, staff and volunteers will store their personal belongings in a locker room or in an area specifically designated for this purpose.

1. All items will be stored off the floor to facilitate cleaning.
2. All food brought from home must be kept in covered containers, refrigerated if necessary, and must be used or discarded by the end of the day.
3. Staff food requiring refrigeration must be placed on the lowest shelf of the refrigerator in a special section designated for staff food. These items must be kept separate from senior project food.

B. The locker room will be kept clean and free of pests.

1. Floors will be swept and mopped as needed to prevent the accumulation of dirt and debris.

C. The restroom shall be adequately supplied with:

1. Hand soap in soap dispensers
2. Single-use paper towels and/or hand drying device
3. Toilet paper properly mounted
4. Non-absorbent waste receptacles (and an additional non-absorbent covered waste receptacle in the women's restroom).
5. Hand wash signs must be posted.

D. All restroom fixtures shall be clean and maintained (included in cleaning schedule).

C.K.: EMPLOYEE / VOLUNTEER HEALTH AND SAFETY

Subject:	HANDWASHING	Page: 1 of 2
Issued by:	AAA	Date: December 2012

POLICY: Employees and volunteers will wash hands frequently; always BEFORE beginning work; always AFTER using the restroom, after touching face, eating or smoking; and always BEFORE touching food, clean utensils and pans.

PROCEDURES:

A. Facilities

1. Designated handwashing sink(s) with soap dispenser, paper towel dispenser and wastebasket will be available at each central kitchen.
2. A "Wash Hands" sign will be posted at each hand sink, including those in employee restrooms.

B. Handwash

1. This method must be used:
   - a. At the beginning of work after putting on hairnet and apron, before putting on gloves.
   - b. After using restroom.
   - c. After taking a break.
   - d. After picking things up off the floor.
   - e. After handling money.
   - f. After touching the trash container lid or any other contaminated surface.
   - g. After touching the face, hair or other body part.
   - h. After sneezing or blowing the nose.
   - i. After eating or drinking a beverage.
   - j. After performing any cleaning task.
   - k. When changing into a new pair of disposable gloves.
   - l. After touching dirty equipment and before touching clean.
   - m. After touching raw foods.

2. Method:
   - a. Scrub hands and nails with soap at the start of work or after using the restroom.
   - b. Scrub hands and lower arms thoroughly with warm water (98°-105°F) and soap, working into a lather for 10-15 seconds.
   - c. Rinse and dry with a single-use paper towel.

CK: EMPLOYEE / VOLUNTEER HEALTH AND SAFETY

Subject:	USE OF PLASTIC DISPOSABLE GLOVES	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Employees and volunteers will wear gloves when serving food.

PROCEDURES:

A. Employees and volunteers must observe the following order when putting on disposable gloves:
1. Put on hairnet or cap and apron.
2. Thoroughly wash and rinse hands; dry with single-use paper towel.
3. Put on disposable gloves.

B. Employees and volunteers will wear gloves:
1. When serving food on the serving line.
2. When handling items (containers, utensils) that come in contact with food.

C. Employees and volunteers will use gloves to serve bread, tortillas and whole pieces of fruit.

D. While wearing gloves, employees and volunteers will treat gloves like utensils:
1. Do not touch counters, carts, pans or door handles.
2. Do not touch face, hair, etc.
3. If employee/volunteer does touch face, hair, etc., she/he will discard gloves, wash hands, and put on a new pair of gloves.

E. Before using the restroom, employees and volunteers must first discard their gloves. When returning to the workstation, hands must be thoroughly washed and rinsed before putting on a new pair of gloves.

F. Never re-use or wash gloves.

G. Employees and volunteers may not directly handle food with gloves except as stated in C above. Use utensils to serve salad, bread and cookies.

C.K.: EMPLOYEE / VOLUNTEER HEALTH AND SAFETY

Subject:	**SDS (SAFETY DATA SHEETS)**	**Page:** 1 of 1
Issued by:	AAA	**Date:** January 2015

POLICY: All employees and volunteers will be informed about and have access to data about potentially hazardous substances.

PROCEDURES:

A. The Kitchen Manager will provide SDS (Safety Data Sheets) information covering any potentially hazardous products in use at the site.

B. Such products may include dishwasher detergent, chlorine solutions, and other cleaning supplies.

C. The Project Director or Project Dietitian will conduct classes scheduled at least annually on hazardous substances and how to handle them.
   1. New staff will be trained as needed by Kitchen Manager or other staff deemed appropriate.
   2. Training will be documented with documentation maintained.

D. The SDS material will be available at congregate sites and in the Central Kitchen/Catering kitchen in the SOP Manual in an area easily accessible to employees.

E. The SDS information will be updated as needed. Project Director will check 800 # on chemical container to obtain a current faxed copy.

LOS ANGELES COUNTY COMMUNITY & SENIOR SERVICES

DIETARY ADMINISTRATIVE SUPPORT SERVICES

Safety Data Sheet (SDS) Training

NAME	POSITION

FACILITY:_____ DATE:_____

Conducted by:_____

C.K.: FOOD SAFETY KIT

Subject:	PROFESSIONAL FOOD SAFETY KIT	Page: 1 of 1
Issued:	AAA	Date: December 2012

POLICY: All Central Kitchens shall maintain a complete professional food safety kit equipped with tools and testing equipment designed to monitor food safety in accordance with HACCP standards.

PROCEDURES:

A. Each Central Kitchen will be assigned a kit housed in a binder.

1. Each Person in Charge (PIC), Head Cook or Supervisor must sign for it and be informed that he/she is now responsible for the kit and its contents.
2. If kit refills are needed, the agency director shall be notified.

B. Proper use and care of kit contents:

1. Thermapen - Used for taking food temperatures upon delivery and prior to meal service if more than 30 minutes has lapsed since recording delivery temperatures.
2. Alcohol swabs - To be used for sanitizing only (not cleaning) thermometers.
3. Sanitizer Check Papers:
   a. Chlorine or Quats 146 paper in a roll - Another method of testing for adequate strength of chlorine or quats sanitizer in water to ensure proper sanitation. Chlorine or quats paper in roll must also be maintained near the dish/pot washing sink. (Quats rolls will be included in kits only on request)
   b. Chlorine paper strips - One method of testing for adequate strength of chlorine (bleach) in water to ensure proper sanitation of pots, pans, trays and utensils. Paper strips are to be maintained near the dish/pot-washing sink.
   c. Low-Temp dishwasher chemical strips: Rinse water shall have a sanitizer concentration of 100 ppm (chlorine) or 150-400 ppm (quats 146).
   d. Manual Warewashing - Sanitizer concentration shall be100 ppm (chlorine) or 150-400 ppm (quats 146).
4. The Thermapen, alcohol swabs, and sanitizer test strips will be encased in a durable pouch that fits inside the binder.

Subject:	TAKING FOOD TEMPERATURES	Page: 1 of 4
Issued:	AAA	Date: June 2011

POLICY:

1. All kitchens must have at least two (2) readily available, sanitized, accurate, easily readable, digital thermometers, such as Comark Digital Pocket Thermometer or Thermapen (0EF to 220EF).
2. Time and temperatures must be taken and recorded at the following times:
   - A. Receiving potentially hazardous food from the vendor or food distributor - recorded on food invoices.
   - B. Before and following cooling procedures for potentially hazardous foods (entrees prepared the day prior to serving, salads prepared with dressing and milk based desserts) - production chart on Advance Temperature Record.
   - C. At the end of the estimated cooking period for potentially hazardous food (assessing the internal product temperature) - recorded on Hot Food Production Schedule.
   - D. Just prior to departure for the congregate sites.
   - E. After placing in serving wells for home delivered meal assembly - recorded on delivery slip.
   - F. Potentially hazardous food must be defrosted in the refrigerator or cut up if necessary and placed directly in cooking equipment.
3. Temperatures will be recorded immediately after being taken.

PROCEDURES:

A. Washing and Sanitizing Thermometers

1. Before using, wash thermometer stem and holder in soapy water, rinse in clean hot water.
2. Sanitize thermometer with alcohol pad. Air dry thermometer and holder
3. Thermometer must be cleaned and sanitized prior to being put away.

B. Taking Temperatures of Food

1. Wash, rinse, sanitize and air dry thermometer stem before use.
2. For Comark Digital Pocket Thermometer or Thermapen:
   - a. After inserting the stem into the food, wait for the numbers to the left of the decimal point to stop for 3-15 seconds, then record the temperature reading and the time.
3. Rinse and wipe with single-use paper towel to clean the stem between readings.
4. Temperatures will be recorded immediately after being taken.

5. Critical Control Points (CCP's)

Food	Temp. Upon Arrival	Corrective Action (if temp. is not achieved)
Frozen food	Starting to Soften	Reject delivery
Cold potentially hazardous food	41°F or lower	Reject delivery
	Internal Product Temp. (at end of cooking period)	
Poultry and chicken stock	165°F	Continue cooking to 165°F or higher for 15 seconds
Stuffed meats and stuffed pastas	165°F	Continue cooking to 165°F or higher for 15 seconds
Mixed dishes or casseroles	165°F	Continue cooking to 165°F or higher for 15 seconds
Rice and rehydrated dried beans	165°F	Continue cooking to 165°F or higher for 15 seconds
Beef roasts and other whole beef cuts	155°F (145°F for 4 minutes-Medium-Rare) 155°F for Medium	Continue cooking to 145°F for 4 minutes (medium rare) or 150°F for one minute (medium)
Ground beef and pork	155°F	Continue cooking to 155°F or higher for 15 seconds
Pork, ham, sausage and bacon	155°F	Continue cooking to 155°F or higher for 15 seconds
Fish, shellfish, and crustacean	145°F	Continue cooking to 145°F or higher for 15 seconds
Eggs and egg dishes	145°F	Continue cooking to 145°F for 15 seconds if served immediately or 155°F for 15 seconds if held.

	Internal Product Temp. (at end of cooking period)		
Vegetables	145°F		Continue cooking to 145°F or higher for 15 seconds
Desserts (brownies, custards, etc.)	145°F		Continue cooking to 145°F or higher for 15 seconds
Sauces	145°F		Continue cooking to 145°F or higher for 15 seconds
	Cooling Temps.		
	End of 2 hrs.	End of 6 hrs	
Hot Potentially Hazardous Food	70°F	41°F	Reheat to 165°F for 15 seconds in 2 hours (Discard if temp. not reached). Serve immediately.
	Cooling Temps. End of 6 hours		
Salads and milk based desserts	41°F		Discard potentially contaminated food
	Temps. Before Departure		
Frozen Food	0°F		Place in freezer to harden. If completely thawed - discard
Ice Cream	5-14°F		Place in freezer to maintain frozen state
Cold Potentially Hazardous Foods	41°F		Place in freezer to bring temps down as rapidly as possible. If 46°F or above - discard.
Cold poultry, fish, meat, milk based desserts or other chilled desserts-cut fruit	41°F		Place in freezer to bring temps down as rapidly as possible. Discard if 51°F or above.
Lettuce and salads with dressing	41°F		Use bath with ice or place in freezer for a very short time, watch out for freezing.

Hot Potentially Hazardous Food	41°F	Reheat to 165°F if temp was 130°F or above. If below 130°F discard

6. Temperatures are not required on breads, cookies, cakes, or whole fruit.

FROZEN MEAL
Policies and Procedures
Los Angeles County Area Agency on Aging
Community & Senior Services

A. Requirements for Frozen HDM Production FM-1

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FROZEN MEALS: FROZEN HDM PRODUCTION

Subject:	REQUIREMENTS FOR FROZEN HDM PRODUCTION	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Nutrition Projects that produce frozen meals must have the program approved by the Area Agency on Aging

PROCEDURES: To apply, submit the following:

A. Letter of request for AAA approval

B. Menus

1. Planned 5- or 6-week cycle menu showing frozen meals and refrigerated components, Vitamin A and Vitamin C sources.
2. Chart showing portion size by weight and measure of all frozen meal components.

C. HACCP standardized recipes adapted for items prepared then frozen. Recipes should include:

1. Preparation steps.
2. Critical Control Points (CCP) for potential hazardous foods (PHF).
3. Equipment temperatures and estimated cooking times.
4. CCPs for cooking, cooling, blast freezing, holding and retherm.

D. Specification sheets and directions for handling prepared foods purchased for the frozen meal program.

1. Specification sheets should include a nutritional analysis of the product.
2. Directions should give HACCP-based instructions on how prepared food is handled.

E. Additional documentation submitted should include:

1. Client evaluation: Suitability for Frozen Meals (see page HDM-8)
2. Meal Quality Assurance Evaluations:
   a. Test meal evaluations
   b. HDM client satisfaction surveys
3. Samples of completed Time and Temperature Logs:
   a. Cooking
   b. Blast Freezing/Chilling
   c. HDM Storage
   d. Transportation

FROZEN MEAL PROCEDURES: MENU STANDARDS

Subject:	MENU STANDARDS	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: All frozen meal components shall meet standards for type/specification, nutritional content, quality and quantity during preparation and delivery.

PROCEDURES:

A. **A five-week or six-week cycle menu shall be followed for meal production and delivery.** The menu shall be revised annually and certified by the AAA Nutritionist.

B. **Menu substitutions shall be submitted in writing for approval by the Dietary Administrative Support Services (DASS) Registered Dietitian and /or AAA Nutritionist at least 5 days in advance of serving date.** Menu substitutions shall be kept on file up to 2 years.

C. **In emergency or disaster situation, menu substitutions may be made with verbal approval of DASS Registered Dietitian and /or AAA Nutritionist.** Written approval shall follow verbal approval.

D. **All frozen meals shall follow the approved five or six-week cycle menu.** The Frozen Meal Cycle shall include meals served on Saturday and Sunday.

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Subject:	STANDARDS OF NUTRITIONAL ADEQUACY FOR FROZEN MEALS	Page: 1 of 2
Issued by:	AAA	Date: June 2011

POLICY: All frozen meals shall meet the Title III standards for nutritional adequacy at the time of delivery.

PROCEDURE:

A. Title III Meal Pattern Specifications for Nutritional Adequacy are:

1.	Meat or Meat Alternate	3 oz. edible protein for whole meats, (exclusive of bone, fat, gristle, etc.), 2 oz. edible protein for casserole, AAA Nutritionist must approve specifications for all processed pre-formed meats before adding to menu.
2.	Vegetable/Fruit	2 to 3 - ½ cup servings each (exclusive of dessert)
3.	Juice	½ cup (100% pure fruit juice or juice base with vitamin C fortification required) as needed to satisfy vitamin C requirement.
4.	Starch or Alternate	1 serving cooked starch such as rice, pasta, etc. Selections made from whole grains are preferred. One slice bread and/or whole grain preferred.
5.	Fortified Trans fat free Margarine or Butter	1 teaspoon
6.	Dessert	1 each ½ cup or fresh fruit equivalent
7.	Milk or Milk Products	1% or non-fat 8 fluid oz. serving or calcium equivalent.
8.	Beverage (fluid requirement optional)	Water, coffee, decaf, tea

B. Preparation Considerations

1. In the preparation of all meals, the Subcontractor shall use a minimum of simple sugars.

2. Each meal shall not exceed 1000 mg sodium (when the week's menu is averaged) and shall be low in fat (standard is no more than 30% of total calories).

3. 100% milk shall be available in: non-fat and 1% low-fat.

4. Subcontractor shall provide all condiments which are normally served with specific menus, including but not limited to salt, pepper, salad dressing, tartar sauce, mustard, catsup, sugar and garnishes such as lemon slices and parsley (as agreed upon).

5. Ground beef shall not be used more than twice a week and must be in solid form, such as meatloaf or Salisbury steak for one of the servings. The fat content of the meat cannot exceed 15% to 20%.

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Subject:	STANDARDIZED RECIPES	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Standardized recipes adapted for frozen meals shall meet HACCP requirements.

A. **Standardized recipes shall be adapted to frozen meal production**, for example:
   1. IQF frozen vegetables may be portioned without thawing.
   2. Use of Cold Starch 456 can simplify production of sauces and gravies.

B. **Standardized recipes shall include HACCP requirements:**
   1. CCPs and PHFs shall be identified.
   2. If food is cooked, equipment temperature setting and estimated cooking time shall be included.
   3. If PHF is cooked, the critical control points (CCPs) pinpointing cooked internal temperatures times shall be included.
   4. Instructions and CCPs for cooling, freezing, and reheating shall be included.

C. **If pre-prepared foods, e.g. lasagna, are purchased for the frozen meal program, the following shall be available:**
   1. Food specifications, including nutrient content.
   2. Directions for handling the food, including HACCP CCPs as necessary.

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Chicken Primavera – Frozen Meals

Yield: 50 Servings

Portion: 3 oz. Chicken – 3 oz. Sauce – 1 oz. Vegetables

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Cooked Chicken Meat, diced 28-32 lbs. chicken (AP) will yield approx. 9 lb. 6 oz. cooked meat.	9 lbs 6 oz	PHF CCP	If purchased precooked, store at 41°F until assembly. If cooked on site, chill to 41°F within 2 hrs. prior to assembly.
Carrots, fresh – 1" julienne strips Broccoli cuts	1 lb 1 lb		Steam vegetables separately until tender-crisp. Drain. Save for later step. Mix and chill to 41°F within 2 hrs. prior to assembly.
Margarine, melted Onions, chopped Garlic, minced Flour, all purpose Water Milk Chicken base-low sodium	12 oz 4 oz 4 cloves 12 oz 2 ¾ qt 2 ½ qt 4 oz	 CCP PHF	Add onions and garlic to melted margarine. Cook until onions are tender. (½ oz [½ c] dehydrated onion, rehydrated in ½ c water may be substituted for fresh onions.) Add flour. Stir with wire whip until flour is mixed in. Cook for 5 minutes, stirring often. Combine water, milk and low sodium chicken base and gradually add to roux, stirring with wire whip.
Parsley, fresh snipped Basil, dried, crumbled Frozen Peas Mushrooms, sliced	½ c ½ c 10 oz 8 oz	 CCP	Add to hot sauce. Add carrot and broccoli cuts. Thin as needed with hot milk or chicken stock. Chill mixture to 41°F within 2 hours prior to assembly. Freeze serve 2 oz sauce, 3 oz chicken and top with another 2 oz sauce.

CCP Prepping: Assembly: Starting Time_____ Temp_____ Finish time_____ Temp_____ Initial_____
Label each meal with Product ID (including food items, production date and expiration date).

CCP Cooling: Blast freeze product from 140°F to 0°F within 4 hours. Start of freezing process: Time_____ Temp_____ Initial_____
End of freezing process: Time_____ Temp_____ Initial_____

CCP Storage: Move meals from Blast Freezer to Storage Freezer. Complete Freezer Storage Bank form.
Mark and retain 2 meals for future testing (max. 3 months). Maintain daily Freezer Temperature Log.

CCP Reheating: Reheat rapidly to a minimum of 165°F for 15 seconds (Oven – preheat to 350°F and heat for 35 minutes) (Microwave – heat 12 minutes on medium).

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Subject:	EQUIPMENT NECESSARY FOR FROZEN MEAL PROGRAM - COOK/FREEZE	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Nutrition projects shall use appropriate equipment to produce, hold, and transport cold or frozen home delivered meals (HDM).

PROCEDURES: The following equipment is required for cook-freeze production:

A. A blast freezer (a freezer with fan capable of chilling a load of food from 170°F to 0°F in four (4) hours for production of cook-freeze meals.

B. Freezer space at –10°F to hold a maximum of seven (7) days' supply of food.

C. A thermometer with a needlepoint probe capable of reading temperatures of frozen foods.

D. Delivery/transport equipment capable of transporting frozen food so that it is still frozen at the end of the route.

E. Optional: Microwave or toaster ovens to loan/rent to HDM clients.

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Subject:	FOOD PRODUCTION FOR FROZEN MEAL PROGRAM	Page: 1 of 1
Issued by:	AAA	Date: January 2014

POLICY: Food shall be prepared in a safe manner to maximize quality following retherm.

PROCEDURES:

A. Entrees and other food items are prepared according to production schedule and standardized recipes.

1. Appropriate HACCP style standardized recipes shall be used to prepare all food on menus.
2. Standardized recipes may be adjusted to decrease primary cooking time since food will be blast frozen and reheated prior to consumption. However, HACCP safety requirements must be met in recipe adjustment process.
3. Standardized recipes shall include blast chilling/freezing, holding, and retherm standards.

B. Sliced meats are roasted, blast chilled, sliced, and portion weighed prior to assembly.

C. Pre-portioned meats and other items are cooked the day of assembly, chilled at 2" depth in bulk pans to 41°F in blast chiller/freezer, then used in assembly.

D. Frozen vegetables are not cooked prior to assembly, but may be slacked (defrosted) in the refrigerator if necessary for portioning.

E. Soups are prepared the day of assembly. Soups may be portioned hot (170°F) or cold (41°F).

F. Hot foods either portioned into trays or into bulk containers must be held at or above 140°F until ready for chilling/freezing. Don not place into the walk-in cooler, as this places food in the temperature danger zone for too long a period.

Subject:	PORTIONING AND LABELING FOOD FOR FROZEN MEALS	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: All meals to be frozen shall be portioned to meet Title III nutritional standards and labeled with "use by" date, listing of meal components and retherm instructions.

PROCEDURES:

A. Implements used to portion foods will follow menu and recipe guidelines.

B. All meals shall be labeled with a production code (identifying date of production).

C. Each label must contain the following information:
1. "Use by" date – two (2) months following production date
2. Meal components

D. All meals shall have retherm instructions for reheating in oven and, if appropriate, microwave oven. The retherm instructions must include one or both of the following:
1. Time heated in a 350°F oven or
2. Time heated on "high" setting in a microwave oven

As well, "Do not refreeze after thawing" will be added to label information.

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FROZEN MEAL PROCEDURES: FROZEN HDM PRODUCTION

Subject:	FREEZING AND STORAGE OF FROZEN MEALS	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Meals for the Home Delivered Meals (HDM) Program shall be frozen and held in a safe manner according to established procedures.

PROCEDURES:

A. **All meals will be blast frozen and reach temperatures of 0°F within four (4) hours.**
   1. Fill out the Blast Freeze Log (Page FM-11).

B. **All frozen meals shall be transferred from the blast chiller/freezer to a holding freezer (38EF) when freezing is complete.** Frozen meals may be left overnight in blast chiller/freezer.
   1. Fill out the Freezer Storage Bank Log (Page FM-12).

C. **Mark and retain one (1) or two (2) test meals from each production run. The test meals will be held for three months and used for testing.**

D. **Clean the blast chiller/freezer daily in accordance with standard cleaning procedures. Defrost blast freezer periodically.**

E. **Conduct freezing time/temperature checks during freezing periodically, but at least every month.**
   2. Take temperatures every hour of blast chilling/freezing.
   3. Determine typical time/temperature profile for product tested.
   4. If temperatures do not meet established standards, notify supervisor, defrost blast freezer, or call service agency.

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BLAST FREEZER LOG

DATE	# OF ITEMS	MENU - MENU CODE (DAY, DATE, CYCLE)	TEMP / TIME IN	TEMP / TIME OUT	OPERATOR (initial)	Remarks*

_____ Project RD or Project Director

*If Blast Freezer is out of temperature range, state what is being done to correct it.

FREEZER STORAGE BANK

DATE	# OF ITEMS	MENU - MENU CODE	DATE OUT	# OF ITEMS	OPERATOR (initial)	Remark*

_____ Project RD or Project Director

*If Blast Freezer is out of temperature range, state what is being done to correct it.

FROZEN MEAL PROCEDURES: FOOD PRODUCTION

Subject:	QUALITY ASSURANCE STANDARDS	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Frozen meals shall be checked and evaluated for quality and safety on a scheduled basis.

PROCEDURES:

A. **Twice per month retherm one meal from the previous day's production run.** Follow retherm instructions.

B. **Evaluate the meal using the Frozen Meal Evaluation Form.** At least two (2) people shall evaluate each meal.

C. **Each HDM Driver shall evaluate the frozen meals at least twice per month.**

D. **Periodically, but at least monthly, involve different people in the evaluation process:** Kitchen and Project personnel, and seniors.

E. **If a meal is judged unsatisfactory, hold before serving. Discuss in Quality Assurance (QA) meeting. Document any changes made.** Follow up to make sure suggested changes are made.

F. **Periodically, but at least once every year, review all forms and make appropriate changes in recipes, menus and retherm instructions.**

G. **Keep records up to 2 years.**

FROZEN MEAL EVALUATION

Agency: _____ **Date:**_____ **Route #**_____ **Evaluator's Name**_____

Microwave the meal following label instructions. List the menu and rate each item on a scale of 1 to 5, with 1 being the lowest score and 5 being the highest score.

	Entrée	Vegetable	3rd Item	Soup
List Menu				
Appearance				
Taste				
Texture				
Portion Size				

Can this meal be improved?

_____

_____

_____

_____

_____

Is the time and power level for the microwave oven appropriate as written on the label?

_____

- -

FROZEN MEAL EVALUATION

Agency: _____ **Date:**_____ **Route #**_____ **Evaluator's Name**_____

Microwave the meal following label instructions. List the menu and rate each item on a scale of 1 to 5, with 1 being the lowest score and 5 being the highest score.

	Entrée	Vegetable	3rd Item	Soup
List Menu				
Appearance				
Taste				
Texture				
Portion Size				

Can this meal be improved?

_____

_____

_____

_____

_____

Is the time and power level for the microwave oven appropriate as written on the label?

_____

Subject:	LABORATORY TESTING FOR FROZEN MEALS	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Frozen meals shall be analyzed for safety by a recognized and approved testing agency.

PROCEDURES:

A. Once per quarter, send several frozen meals to a laboratory for microbial analysis.

B. Perform the following:

Standard Plate Count	Safe Level <100,000/gm
Coliform Count	Safe Level <10/gm

C. Discard food if analyses show unsafe levels.

D. QA food to determine reason for high counts.

E. Keep laboratory records on file for at least two (2) years.

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FROZEN MEAL PROCEDURES: TRANSPORT

Subject:	TEMPERATURE AND TIME REQUIREMENTS	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: All frozen meals shall be delivered to the sites at a safe temperature.

PROCEDURE:

A. **Frozen meals shall be delivered in refrigerated trucks and/or sanitized, closed, approved bulk food containers designed to maintain frozen food temperatures.**

B. **Frozen meals shall be held and shipped in separate containers from hot foods.**

C. **Frozen meals shall be delivered to the site in a hard frozen state.** Hard frozen state shall be considered as Satisfactory; any other state shall be considered Unsatisfactory.

D. **Frozen meal state shall be recorded upon delivery to the site by kitchen personnel.** The state of the meals shall be recorded on the Meal Delivery Ticket as Satisfactory or Unsatisfactory. Satisfactory state shall be determined by visual observation, a temperature not higher than 29°F, and by touch to determine whether the frozen meals are still in a hard frozen state.

E. **Transport times shall be scheduled such as to ensure the frozen meals are delivered in a satisfactory frozen state.**

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FROZEN MEAL PROCEDURES: RETHERM REQUIREMENTS

Subject:	HOME EQUIPMENT	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: All HDM recipients shall have appropriate equipment to hold frozen/refrigerated meal components and to retherm frozen foods.

PROCEDURE:

A. **Equipment available in the home shall be surveyed before the start of meal delivery.** Equipment must be available to hold a week's supply of frozen and refrigerated meal components and to reheat frozen meals. Equipment must be in working order.

B. **Equipment shall include a freezer/refrigerator and an oven, toaster oven and/or microwave oven.**

C. **If necessary, the project may loan toaster ovens or microwave ovens to clients who need them.**

D. **Periodically, the driver shall check food in the freezer/refrigerator and report to the HDM meal coordinator if food is not being eaten.**

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FROZEN MEAL PROCEDURES: RETHERM REQUIREMENTS

Subject:	HDM RECIPIENT IADLs	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: All recipients of HDMs shall be physically/mentally capable of retherming the frozen meals, or have appropriate help available on a daily basis.

PROCEDURE:

A. **The HDM recipient's ADLs / IADLs will be assessed during the first home visit.**

B. **If the client cannot retherm meals, the HDM assessor will determine if help is available to heat the meals.**

C. **The HDM coordinator will try to obtain appropriate help if none is available.** The client will be served hot meals until help is available or an alternative provider is identified.

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FROZEN MEAL PROCEDURES: RETHERM REQUIREMENT

Subject:	CONVERSION FROM HOT TO FROZEN PROGRAM	Page: 1 of 1
Issued by:	AAA	Date: June 2011

POLICY: Nutrition Projects may convert hot home-delivered meal routes to frozen home-delivered meal routes providing that the meal recipients are first assessed to see if they are capable of reheating frozen meals; and that the Nutrition Project maintains a hot home-delivered meal route for those recipients needing hot meals or coordinates transfer of client to another OAA provider of hot home-delivered meals.

PROCEDURES:

A. Conversion - Home Delivered Meal Recipient

1. All Home Delivered Meal Recipients must be assessed by nutrition Project Coordinator, or Social Worker in their home for ability to store and reheat home delivered meals.
2. Project personnel shall check equipment:
   a. Is there adequate freezer/refrigerator space?
   b. Does the client have a microwave, toaster oven, or range oven?
   c. Does the equipment work?
      1) The project may choose to loan toaster oven or microwave if necessary.
3. Project personnel shall assess client's physical status, mental status, and help available:
   a. Bed-bound and wheelchair bound clients, especially those without helpers, may need hot meals.
   b. Clients who demonstrate confusion or who have medical diagnoses, including mental problems (early Alzheimer's, etc.) may need hot meals.
   c. A new client just out of the hospital may need to start on hot meals until conditions have been assessed, or until he/she is stronger.
   d. The project may refer clients to Case Management, IHSS or APS.
4. Clients shall receive a letter outlining new frozen meal program before conversation begins.

B. On-going Operation of Hot Meal Program

1. The Nutrition Project shall maintain at least one (1) hot HDM route for clients in need of heated meals.
2. New clients shall be offered a choice of hot or frozen meals until their in-home assessment has been completed.
3. After in-home assessment, the client shall be assigned to the type of meal program best suited to client's needs and agency availability.

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MENUS
Policies and Procedures
Los Angeles County Area Agency on Aging
Community & Senior Services

A. Menu Writing Guidelines 2012-2013 ..... M-1

B. Food Sources
- Vitamin A M-10
- Vitamin C M-12
- Fiber M-14

C. Menu Cover Sheet M-15

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COUNTY OF LOS ANGELES AREA AGENCY ON AGING
TITLE III C MENU WRITING SPECIFICATIONS
2012-2013

These menu writing specifications and requirements are developed to facilitate the menu writing process and encourage agencies and caterers to meet the Dietary Reference Intakes (DRIs) included in the Dietary Guidelines for Americans 2010. The specifications will assist agencies and project dietitians in providing nutritious, appetizing, tasty, and cost effective Title IIIC meals for the seniors we serve.

GENERAL SPECIFICATION SHEET AND RECIPE REQUIREMENTS

1. If a food item is purchased ready prepared, a food specification sheet is required. Serving size, nutritional analysis, and brand name should be included. Copy the Nutrition Panel on the food label, or obtain Food Specification sheets (cut sheets) from your suppliers. This year we will establish a baseline for amount of sodium allowable in various processed foods.

2. Experiment with herbs, seasonings and flavor blends that do not contain sodium, or try commercial low salt (sodium) flavor enhancers.

3. If your agency or caterer develops a low sodium recipe popular with seniors, PLEASE SHARE IT.

4. Recipes should include a HACCP plan detailing safe food handling procedures are required for all menu items made by the Central Kitchen or Caterer.

5. Each agency and/or caterer may use standardized HACCP recipes, or may modify their own recipes to meet HACCP requirements. Standardized recipes are included in the L.A. County Foodservice Standard Operating Procedures (SOP) Manual.

6. Ethnic menus, Boomer Salad menus, and Asian, Latino and Boomer Salad HACCP recipes are also available from the DASS contractor.

7. HACCP recipes developed by agencies/caterers should follow the recipe format found in the SOP Manual, or follow the format outlined in the National Restaurant Association's (NRA's) HACCP Reference Book. Each recipe should note the Critical Control Points (CCPs) and Potentially Hazardous Foods (PHFs).

8. Agencies and caterers are encouraged to try new recipes. The recipe must be put in a HACCP format when it is added to the cycle menu.

9. All food specification sheets and HACCP recipes must be on file by July 1, 2012.

GENERAL MENU REQUIREMENTS

1. All menus using nutritional analysis must be updated for nutritional content. Nutritional content can be averaged each week to see if nutrient standards have been met. **However, the menu must contain at least 25mg Vitamin C every day, 250ug Vitamin A on at least three different days of the week and 200 IU of Vitamin D daily (may be averaged over the week). Potassium rich foods must be on the menu consistently.**

2. The component meal pattern template may be used instead of nutrition analysis for determining nutritional adequacy. If the component method is used, all menu component boxes must be filled in. The menu must meet the Senior Meal Pattern requirements. The menu must contain at least 25mg Vitamin C every day, and 250ug Vitamin A three times per week in a 5 day program, or four times per week in a 7 day program. Vitamin C sources must be indicated by one *, Vitamin A sources must be indicated by two**. Two foods can be used to provide the Vitamin C or the Vitamin A. The menu must contain four good sources of fiber every week. (See list of high fiber foods). Sodium that exceeds 1,000mg must be noted with three*** and cannot exceed two meals per month (3 in the 6 week menu cycle). Potassium rich foods must be on the menu consistently and noted with four****. **If for any reason the menu does not meet the menu component requirements, the Nutrition Project Director must obtain the approval of the AAA Nutritionist and/or DASS RD.**

3. **Senior Component Meal Pattern Requirements:**

Food Group	Required Servings Per Meal	2005 Dietary Guidelines Servings Per Meal
Meat or meat alternate	3 oz	• 3 oz servings whole or ground meats, chicken or fish. Limit ground meat to two times per week.
	2 oz	• 2 oz meat or meat alternate used in casserole dishes. • Limit casseroles to two times per week. • 2 oz meat or meat alternate used in salad entrée recipes. • 2 oz meat or meat alternate used in sandwich recipes. • Limit sandwiches to one time per week.
Vegetable/Fruit	2-3 servings	• 1 to 1 ½ cups total servings of vegetables and fruits. • Serve 3 servings a minimum of 2 times per week. • ½ cup lettuce salad counts as ½ serving. • ½ cup or 1 piece of fruit for dessert counts as 1 serving.

Bread or Grain	1-2 servings	• 1 to 2 servings per meal such as 1 slice whole grain bread or ½ cup rice or pasta. • Frequently use brown rice, or whole grain pasta • Use unusual grains like quinoa or bulgur. • Serve two servings a minimum of one time per week. • 3 of the 6 servings per week must be whole grains (3 gms fiber/serving). • ½ of all grains must be whole grains.
Milk	1 serving	1 cup; Serve 1% fat or non-fat milk.
Fats	Optional—1 serving Trans fat free Margarine	1 teaspoon or equivalent measure.
Dessert	1 serving fruit, grain/bread, or dairy	½ cup fruit, pudding, or small (1 oz) serving of cake, cookies. If a dessert containing trans fat is served, fruit must be available as an alternative choice.
Beverages	1 serving	6 to 8 oz water Optional beverages (regular and decaffeinated coffee and tea) do not contribute to meeting 1/3 RDA and are not an allowable AAA expense

4. All cycle menus shall be planned for a minimum of five weeks or a maximum of six weeks, approved by the agency dietitian, and approved by DASS contractor prior to submission for certification by the AAA Nutritionist. Menus must be certified once per year.

5. To increase variety, include entrée alternates in the cycle. The agency can serve alternate one in the first month, alternate two in the next cycle. Menus will be analyzed using both alternates.

6. Two to four times a month, have a "Choice Day" when the seniors can select one of two entrees served. Pair a popular item like pork chops with one not so popular, like fish, to increase the variety of entrees served.

7. The menu cycle should include holiday meals, ethnic meals, box lunches, special breakfast and/or dinner menus. Special menus should be substituted in the menu at least once per month to add variety and interest. The DASS RD must approve all menu substitutions.

8. Serve an entrée salad a minimum of twice a month during July, August, and September.

9. Serve soup with all sandwich and salad meals on the standard menu.

10. Menus shall reflect seasonal availability of food. The term "Seasonal fruit" may be listed on the menu no more than once per week. If the fruit is the Vitamin C source, the type of fruit must be identified.

11. Menus must be typed, the responsibility of the agency, not the dietitian.

12. The Project's Registered Dietitian must carefully review the menus after they have been typed to catch and correct any errors.

13. Menu cover sheets must be completed properly with dates and signatures of the Project Director, the Project Council Chairman, and the Project Registered Dietitian. Menus must list the dates served.

14. **WHEN THE MENU HAS BEEN APPROVED BY THE PROJECT RD, E-MAIL ONE COVER SHEET AND ONE COMPLETE MENU TO THE DASS CONTRACTOR. BE SURE THE AGENCY MAINTAINS A COPY. DO NOT FAX MENUS. MENUS MAY BE SENT BY U.S. MAIL TO THE DASS CONTRACTOR.**

15. The certified cycle menu for each week shall be posted in a conspicuous spot in the kitchen at each congregate meal site. The Site Manager shall check the certified menu for the scoops and ladles needed to serve each meal. The approved menu for the month shall be posted in the site's dining room. Monthly menus shall be available for seniors.

16. **ALL MENU SUBSTITUTIONS MUST BE PRE-APPROVED BY THE PROJECT REGISTERED DIETITIAN. SERVING UNAPPROVED MENU CHANGES MAY RESULT IN DISALLOWED COSTS FOR THE MEALS BY THE AAA.**

17. **ALL SPECIAL EVENTS MENUS MUST BE PRE-APPROVED BY THE PROJECT REGISTERED DIETITIAN. SERVING UNAPPROVED MENU CHANGES MAY RESULT IN DISALLOWED COSTS FOR THE MEALS BY THE AAA.**

18. Most meals providing one-third of the RDA would contain on average approximately 550 to 700 calories. This must be no less than a minimum of 550 calories, however, you may provide more calories to a high of 900 calories per meal on a limited basis.

19. A No-Added Salt (NAS) diet should be followed. Sodium may be averaged over the week to provide no more than 750-1,000mg of sodium per meal. Target sodium per meal is 750mg. **LIMIT HIGH SODIUM MEATS OR CHEESE TO TOTAL THREE OUNCES PER MONTH (1 3-OZ SERVING, OR DIVIDED UP IN 1 OZ SEGMENTS).** If sodium content in the meal is over 1,000mg, the meal must be identified on the menu as a high sodium meal by using three***. A high sodium meal cannot be provided more than twice per month and three times per six-week menu cycle, excluding ethnic menus. When possible, use low sodium cheese and meats. The sodium levels of all processed foods MUST be listed on the menu. It is the caterer's responsibility to provide this information during the menu planning phase. This

would include such items as meat lasagna, stuffed cabbage, stuffed peppers, breaded meat or chicken patties, etc.

20. Low sodium products to make soups, gravies and sauces MUST be used. Check, duplicate, and save Nutrition Facts from the labels on sauces, salad dressings, and other prepared foods. Use herbs, spices, and lemon to enhance the flavor of food prepared. Do not use monosodium glutamate.

21. Limit use of ground meat or poultry to twice per week for 5 days per week programs and to three times per week for 7 days per week programs. One of the products must be a formed ground meat product.

22. Encourage low fat methods of preparation (bake instead of fry), and use of reduced fat products such as 1% and nonfat milk. Meals should contain no more than 30 to 35% total calories from fat.

23. Trans fat free oils must be used in food preparation. Trans fat free prepared entrees crackers, and desserts shall be served. A trans fat free prepared food contains less than 0.5 grams trans fat per serving.

24. During FY2012--2013 plan to serve a totally trans fat free menu. Agencies may occasionally serve food containing trans fats if the substitute trans fat free product is considerably more expensive. Obtain the Project RD's approval for including food containing trans fats.

25. If a dessert containing trans fat is served, mark the menu with an exclamation mark "!" <u>and</u> provide fruit as a substitute for seniors who do not want the trans fat containing dessert.

26. Food items shall be varied within the week and within the menu cycle.

    a. Avoid having the same entree, fruit, vegetable or dessert on the same day of the following week. For example, do not serve turkey on Monday of two consecutive weeks.
    b. Do not use the same meat, poultry, starch, vegetable, or fruit, even in a different form, two consecutive days in a row. For example, do not serve apple juice on Monday and baked apple on Tuesday.
    c. Provide a variety of foods and preparation methods. Consider color, different food combinations, texture, size, shape, taste, and appearance.

27. Specify foods used. For example, identify vegetables used in vegetable soup and stew; the type of gelatin and fruit used in fruited gelatin; the specific fruit used for dessert; or fruits used in a fruit cup. If vegetable soup provides the vegetable serving for the day then ensure that ½ cup of vegetable is in each portion.

28. Indicate the type of dressings for salads. Use dressings low in saturated fat and sodium. **Programs must now offer at least one low-sodium salad dressing option (such as oil and vinegar) as a choice.** Nutrition education emphasizing the high sodium content of salad dressings and other condiments will be a focus.

29. Specify the types and amounts of gravies, sauces, and relishes to be served.

30. Double check that the word "Fortified" is indicated when appropriate for margarine, mashed potatoes and juice.

31. Serving sizes and/or serving implements must be included for all items served. Example: 2 peanut butter cookies; 4 oz grapefruit juice; 2" x 2" spice cake; 2 4-oz ladles beef stew.

32. Encourage a switch from Styrofoam cups, plates, and bowls. Start using paper or reusable dishware.

MEAL COMPONENTS

1. Protein—Meat, Fish, Poultry, Legumes, Eggs, and Cheese

The meal shall contain 3 ounces of cooked, edible portions of meat, fish, poultry, legumes, eggs, cheese (or a combination there of) or, in casserole dishes, entrée salads, and sandwiches, 2 oz of cooked, edible portions of meat, fish, poultry or fish providing at least 15 grams of protein for one meal per day. Meat and poultry should be lean or low-fat, and nuts should be unsalted.

a. If meats normally high in sodium are served for variety and client satisfaction, use low sodium versions whenever possible.

b. Serve legume dishes using mature dried beans, peas, and lentils as often as possible in accordance with participant acceptance. Try to include legumes at least once per week.

c. Legume dishes may not be counted as both a vegetable and a protein in the same meal.

d. Soups containing at least one-half cup of beans, lentils, or split peas may be counted as one ounce of protein/meat. Soup containing one ounce of protein/meat must be served with an entrée containing at least two ounces of meat.

e. ½ C of firm tofu can be counted as 3 oz of meat.

2. Vegetables

a. Vegetables as a primary ingredient in soups, stews, casseroles or other combination dishes must total ½ cup per serving.

b. One serving of raw leafy vegetables equals 1 cup. ½ C of raw leafy greens may be served, but is counted as ½ serving.

c. Legume dishes may not be counted as both a vegetable and a protein in the same meal.
d. Potatoes and sweet potatoes count as vegetables. Cornbread counts as a grain, but not a whole grain. Sweet corn would be a vegetable.

3. Fruit

a. A serving of fruit is generally:
   - Medium sized whole fruit
   - ½ cup fresh, chopped, cooked, frozen or canned, drained fruit
   - ½ cup 100% fruit juice

b. Vitamin C fortified juice bases may be used as vitamin C sources, but do not count as servings of fruit.

c. Fresh, frozen, or canned fruit should be packed in juice, light syrup, or water. Rinse fruit packed in heavy sugar syrup.

4. Breads/Grains

A variety of whole grain products should be consumed. Recommended are those highest in fiber (barley, brown rice, buckwheat, bulgur, dried ground corn (cornmeal, masa), oats, popcorn, quinoa, triticale, whole rye, whole wheat, wild rice).

a. Ideally, one serving of the daily intake should be from whole grains.

b. At least three of six servings per week shall be from whole grains. Whole grains contain 3 grams of fiber per serving.

c. Grains that are processed (not whole) must be fortified.

d. High sodium grains are to be used only in conjunction with low sodium entrees. This would include cornbread, biscuits, large flour tortillas and the large French rolls. 1/2 of a French roll could be used to cut sodium to 200mg.

5. Milk

Each meal shall contain eight ounces of fortified skim, reduced fat, or buttermilk (maximum of 1% milk fat)

a. Have different types of milk available (1%, non-fat, etc).

b. Use 2% milk only if nutritional analysis shows that the menus contain no more than 35% calories from fat.

c. If religious preference precludes the acceptance of milk with the meal, it may be omitted from the menu. However another substitute (dry milk solids) should be available.

6. Fat

Fat is not a requirement. Each meal may contain fat components to increase the palatability and acceptability of the meal. Trans fat free fat or margarine may be used in food preparation or served as an accompaniment to the meal.

a. Fats and oils are part of a healthful diet. The type of fat consumed makes a difference to heart health, and total amount consumed is also important.
   - Consume less than 10% of calories from saturated fatty acids and less than 300 mg/day of cholesterol.
   - Avoid trans fatty acids (hydrogenated fat in entrees, crackers, desserts etc).
   - Keep total fat intake between 20 to 35% of calories. Use sources of polyunsaturated and monounsaturated fatty acids, such as fish, nuts, and vegetable oils.

b. Select lean, low-fat, or fat-free meats, poultry, beans, milk, and milk products.

7. Dessert

Dessert may be provided to satisfy the caloric requirements or for additional nutrients. Encourage desserts that are low in fat or low in sugar.

a. When a dessert contains ½ cup of fruit per serving, it may be counted as a serving of fruit.

b. Serve fruit at least twice per week. One serving must be fresh and other servings may be fresh, frozen, cooked or canned fruit.

c. When a dessert contains the equivalent of 1 serving starches/grains per serving, it may be counted as a serving of starches/grains (example: rice pudding, oatmeal cookie).

d. When serving pudding or Jell-o, consider using a sugar-free product for all participants.

e. A high calorie, nutrient poor dessert (cake, pie) may be served once per week.

f. If a high calorie dessert is served, consider having fruit, sugar free Jell-o or sugar free pudding available for diabetic seniors.

8. Condiments and Product Substitutes

a. Salt substitutes shall not be provided.

b. Sugar substitutes, pepper, herbal seasonings, lemon, vinegar, non-dairy creamer, salt, and sugar may be provided, but do not count as fulfilling any part of the nutrient requirements.

c. Salad dressings, salsa, hot sauce, ketchup, soy sauce, mustard, mayonnaise do not need to be counted as long as they are served on the side and are not mixed in with the food.

d. Shelf stable meals may be used as emergency supplies. Meals must follow menu standards. If purchased for emergencies, the meals must be used before or discarded after the use by/expiration date.

e. Vitamin and or mineral supplements shall not be provided.

f. Medical foods, nutritional supplements and food for special dietary uses shall not be provided with federal or state nutrition funds.

VITAMIN A SOURCES

Vitamin A Vegetables

Item	µg RE	Amt
Broccoli, Frozen, Chopped, Baked	174.0	1/2 cup
Broccoli, Raw, Chopped	68.0	1/2 cup
Cabbage, Raw, Shredded	105.0	1/2 cup
Cabbage, Boiled, Shredded	6.0	1/2 cup
Cabbage, Chinese, Boiled, Shredded	58.0	1/2 cup
Carrots, Raw	2025.0	2.5 oz, 1 med.
Carrots, Boiled, Sliced	1915.0	1/2 cup
Carrots, Canned, Sliced	1006.0	1/2 cup
Carrots, Frozen, Boiled, Sliced	1292.0	1/2 cup
Chard, Swiss, Boiled, Chopped	276.0	1/2 cup
Greens, Beet	367.0	1/2 cup
Greens, Collards, Frozen, Boiled	508.0	1/2 cup
Greens, Collards, Boiled, Chopped	175.0	1/2 cup
Greens, Kale, Boiled, Chopped	481.0	1/2 cup
Greens, Kale, Frozen, Boiled	413.0	1/2 cup
Greens, Mustard, Frozen, Boiled	335.0	1/2 cup
Greens, Mustard, Boiled, Chopped	212.0	1/2 cup
Greens, Turnip, Raw	213.0	1/2 cup
Greens, Turnip, Boiled, Chopped	396.0	1/2 cup
Greens, Turnip, Canned	420.0	1/2 cup
Greens, Turnip, Frozen, Boiled	54.0	1/2 cup
Lettuce, Romaine, Shredded	73.0	1/2 cup
Mixed Vegetables, Canned	995.0	1/2 cup
Mixed Vegetables, Frozen	389.0	1/2 cup
Peas & Carrots, canned	739.0	1/2 cup
Peas & Carrots, Frozen	621.0	1/2 cup
Peppers, Jalapeño, Chopped	116.0	1/2 cup
Potato, Sweet, Baked with Skin	2488.0	4 oz
Potato, Sweet, Mashed without Skin	2797.0	1/2 cup
Potato, Sweet, Candied	440.0	2½ x 2"
Potato, Sweet, Canned, Mashed	1929.0	1/2 cup
Potato, Sweet, Syrup Pack	701.0	1/2 cup
Pumpkin, Boiled, Mashed	132.0	1/2 cup
Pumpkin, Canned, Mashed	2691.0	1/2 cup
Pumpkin Pie Mix, Canned	1120.0	1/2 cup
Spinach, Raw, Chopped	188.0	1/2 cup
Spinach, Canned	939.0	1/2 cup
Spinach, Frozen, Boiled	739.0	1/2 cup
Squash, Butternut, Boiled	714.0	1/2 cup
Squash, Butternut, Frozen, Boiled	401.0	1/2 cup
Squash, Hubbard, Baked, Cubed	616.0	1/2 cup
Squash, Hubbard, Boiled, Mashed	73.0	1/2 cup
Tomato, Boiled	89.0	1/2 cup

Vitamin A Fruits

Item	µg RE	Amt
Apricot Nectar	165	1/2 cup
Apricots, Raw	277	3 med.
Apricots, Canned, Heavy Syrup	112	4 halves
Apricots, Canned, Juice Pack	142	3 halves
Apricots, Canned, Light Syrup	112	3 halves
Cantaloupe, Pieces	258	1/2 cup
Mango, Raw	806	1 med.
Papaya, Raw	612	1 med.
Persimmon	364	1 med, 6 oz
Prunes, Dried	50	3 med.
Tangerine, Fresh	77	3 oz
Vegetable juice Cocktail	142	1/2 cup

Vitamin A Miscellaneous Food Items

Item	µg RE	Amt
Braunschweiger Sausage	760	18 gm
Cheese, American	82	1 oz
Cheese, Cream	124	1 oz
Eggs, Boiled	84	1 lrg
Margarine	47	1 tsp.
Milk, Fluid, Skim, 1%, or 2%	140-149	1 cup
Liver, Beef, Braised	9087	3 oz

FOOD SOURCES OF DIETARY FIBER

Food Sources of Dietary Fiber ranked by grams of dietary fiber per standard amount; also calories in the standard amount. (All are >-10% of AI for adult women, which is 25 grams/day.)

Food, Standard Amount	Dietary Fiber (g)	Calories
Navy beans, cooked, ½ cup	9.5	128
Bran ready-to-eat cereal (100%), ½ cup	8.8	78
Kidney beans, canned, ½ cup	8.2	109
Split peas, cooked, ½ cup	8.1	116
Lentils, cooked, ½ cup	7.8	115
Black beans, cooked, ½ cup	7.5	114
Pinto beans, cooked, ½ cup	7.7	122
Lima beans, cooked, ½ cup	6.6	108
Artichoke, globe, cooked, 1 each	6.5	60
White beans, canned, ½ cup	6.3	154
Chickpeas, cooked, ½ cup	6.2	135
Great northern beans, cooked, ½ cup	6.2	105
Cowpeas, cooked, ½ cup	5.6	100
Soybeans, mature, cooked, ½ cup	5.2	149
Bran ready-to-eat cereals, various, ~1 oz	2.6-5.0	90-108
Crackers, rye wafers, plain, 2 wafers	5.0	74
Sweet potato, baked, with peel, 1 medium (146 g)	4.8	131
Asian pear, raw, 1 small	4.4	51
Green peas, cooked, ½ cup	4.4	67
Whole-wheat English muffin, 1 each	4.4	134
Pear, raw, 1 small	4.3	81
Bulgur, cooked, ½ cup	4.1	76
Mixed vegetables, cooked, ½ cup	4.0	59
Raspberries, raw, ½ cup	4.0	32
Sweet potato, boiled, no peel, 1 medium (156 g)	3.9	119
Blackberries, raw, ½ cup	3.8	31

Source: ARS Nutrient Database for Standard Reference, Release 17. Foods are from single nutrient reports, which are sorted either by food description or in descending order by nutrient content in terms of common household measures. The food items and weights in these reports are adapted from those in 2002 revision of USDA Home and Garden Bulletin No. 72, Nutritive Value of Foods. Mixed dishes and multiple preparations of the

LOS ANGELES COUNTY AREA AGENCY ON AGING TITLE III C MENU PATTERN COVER SHEET

_____ to _____

_____
Agency Name

PROJECT TITLE: _____

MENU WRITTEN BY: _____ DATE _____

MENU APPROVED BY DIETITIAN/NUTRITIONIST (SIGNATURE): _____ DATE _____

MENU APPROVED BY PROJECT
COUNCIL OR DESIGNEE (CHAIRPERSON'S SIGNATURE) _____ DATE _____

MENU APPROVED BY PROJECT DIRECTOR (SIGNATURE) _____ DATE _____

COMMENTS ON THE MENUS BY ANY OF THE ABOVE INDIVIDUALS _____ DATE _____

_____

MEALS PREPARED BY: [ ] ON-SITE or CENTRAL KITCHEN [ ] CATERER _____
NAME OF CATERER

NAME OF FROZEN MEALS VENDER _____

CONTRACTED MEALS/DAY
Mon-Fri _____
Sat. & _____
Sun: _____

CONTRACTED HOME DELIVERED MEALS/DAY
_____
_____
_____

OF MEAL LOCATIONS _____
Duration of Menus: _____
Date of Implementation: _____

DO NOT COMPLETE ANY OF THE ITEMS BELOW

Evaluated by: Date Received: Date Revised:

MENU PATTERN REQUIREMENTS	Acceptable YES	NO	RDA REQUIREMENTS	ACCEPTABLE YES	NO
Menu approved by Dietitian/Nutritionist			Vitamin A sources 3 x/ week		
Menu submitted 4 weeks prior to service			Vitamin C source 30mg daily		
Food component listed separately (casseroles)			Meat or alternate 3 ounces		
Portion size is listed			Vegetables/fruit two 1/2 cups daily		
Good use of seasonal foods			Whole Grain bread or alternate 1 serving		
Ethnic, cultural and religious preferences			Trans fat free margarine or butter 1 teaspoon (optional)		
Restrict carbohydrates, fats and sodium			Milk 8 ounces		
Variety in types of foods			Beverages (optional)		
Variety in preparation					
Variety in color/texture/flavor					

Areas of Improvement: _____

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Policies and Procedures
Los Angeles County Area Agency on Aging

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Breads, Pastries, Crusts
Yield:
Portion:

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weigh/measure all ingredients. Ingredients used for batters should always be cold.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Batters and doughs Yeast and lactic acid bacteria (added to some bread doughs)		Batter PHF	1. Mixing - batters and doughs are mixed to ensure the even distribution of ingredients and proper dough or batter development. To minimize the potential growth of toxin- producing organisms, batters must not be allowed to remain at room temperatures for a long period of time prior to baking Yeast growth during the proofing of bread dough competitively inhibits the growth of pathogens in the dough as does the growth of lactic acid bacteria in sour dough products. 2. Forming and panning - items should be weighed or allotted according to volume, in order to produce uniform, high quality products.
		CCP	3. Baking - during the baking process, batters and dough reach temperatures of 180°F to 212°F within the products. Temperatures at the surface of the baking item exceed 212°F when crusts brown. Infective organisms and vegetative cells are inactivated.
Fillings used in baked products		CCP PHF	4. The fillings used in some baked products must be made quickly and cooled rapidly to ensure that ingredients and handling procedures do not cause infective and toxin-forming microorganisms to grow. All pastry items should be filled with cold fillings with a temperature of below 41°F. The handling of hazardous cream fillings should be completed in less than 20 minutes, with the temperature of the filling remaining less than 50°F.

Egg whites and meringue pie toppings		**CCP PHF**	5. Egg whites and meringue pie toppings should be placed on hot pie fillings and then baked and browned in a hot oven. This will inactivate infective organisms that might accumulate on the top of the pie or between the pie and the meringue topping.

CCP Holding: Non-hazardous, low moisture, high-acid pastries can be held and displayed at ambient temperatures. Hazardous pastries (those with fillings) must be kept refrigerated below 40°F and used within 5 days.

CCP Cooling: Potentially hazardous cream pies which are approximately 1.5 inches thick must be cooled to 70°F or below in 2 hours; and then to 41°F within 4 hours. Record time and temperature.

CCP Storage: Filled baked products must be covered, labeled, dated and stored in refrigerated units at 40°F.

Funded by the County of Los Angeles Commu Senior Services

Cold Combination: Salads, Hors D'oeuvres, Sandwiches

Yield:

Portion:

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Chill all ingredients (including mayonnaise, salad dressing, vegetables, pasta, sauces, and cooked meat, poultry, or fish items). Wash all vegetables prior to chopping.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Mayonnaise, salad dressing, vegetables, pasta, sauces, cooked meat, poultry, or fish -		PHF	1. Portion and mix products within 30 minutes or less. The temperature of the ingredients must be maintained below 50°F to prevent toxin production. 2. When commercial mayonnaise with its acid is added to ingredients the shelf life is extended, and to a degree, the safety of the product may be improved.

Serving: Serve immediately or hold at 40°F or below for up to one hour. Record time and temperature.

CCP Holding: Hold at 40°F; use within 2 days. Do not add fresh product to the existing products on serving lines. When fresh product and old, microbiologically contaminated product are mixed together, the fresh product becomes cross-contaminated with both spoilage and pathogenic microorganisms.

CCP Cooling: Chill to 70°F or below within 2 hrs; and then to 41°F within 4 hrs. Record time and temperature throughout chilling process.

CCP Storage: Cover, label, date and store in 40°F refrigerator.

Hot Broths, Sauces, Soups, Custards, Fillings

Yield:
Portion:

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. The portioning and cutting process of all PHF should be organized so that it can be accomplished in 30 minutes or less. The temperature of the ingredients should be kept below 41°F.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Bones Vegetables, poultry, fish, meat and/or bones	(To achieve the proper meat flavor in beef broth, a ratio of 50% meat to 50% bone by weight must be used)	PHF PHF & CCP	1. Bones should be cracked in order to extract the marrow. 2. Vegetables, poultry, fish, meat and/or bones are cooked in water or juices from 10 minutes to 12 hours at simmering temperatures (190°F to 190°F) to produce a both or stock. A 6-8 hour extraction period is required for beef broth to extract the flavor from bone. It is safe to assemble these ingredients in the afternoon, place them in a closed stock pot in the evening to boil, then simmer overnight. It can be strained and made into a good beef stock for use during the day.
Herbs and spices			3. Herbs and spices should be added the last 20 minutes before service to extract maximum flavor. If added too early they are lost because of their volatile nature.
Solid pieces, such as bay leaves and peppercorns			4. Bay leaves and peppercorns should be placed in a cheese cloth bag so they can be removed easily and not be consumed as hard foreign objects.
Thickeners		May be a PHF CCP	5. To maintain temperature uniformity, stock should be thickened no sooner than 20 minutes before it is to be used. If egg yolks are used to thicken sauces, the sauces must be heated sufficiently to inactivate any Salmonella which may have been introduced. 6. Record final temperature and time at end of cooking.

Serving: Serve immediately or hold at 140°F or above for broths, sauces and soups; 40°F and below for custards and fillings - up to one hour. Record time and temperature.

CCP Holding: Hot liquids must be kept covered at a temperature above 140°F (they can be kept indefinitely, but to retain quality should not be held longer than 4 hours).

Milk and cream sauces have a tendency to scorch and thicken if held in stream tables or other uncontrolled hot holding Cream or Bechamel sauces should be held in a bain marie or a large double boiler covered and surrounded by water at 165°F (can be held for up to 3 hours without "breaking").

CCP Cooling: If the stock is to be served at a later time, it should be chilled to a temperature below 41°F in 6 hours or less. In a shallow pan, chill to 70°F or below within 2 hours and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

Custards and fillings must be cooled using the above procedure to assure safety from spore outgrowth. Excellent cold thickening starches are available which can be used with powdered egg, powdered milk, fresh pasteurized egg or fresh pasteurized milk to make a cold filling and thus avoid the problem of chilling a hot filling.

CCP Storage: Cover, label, date and store in 40°F refrigerator. Use within two (2) days. For frozen broths, sauces and soups - store at 0°F and use within 30 days. Thaw in refrigerator.

CCP Reheating: Reheat broths, sauces and soups to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Hot Combination: Casseroles and Stews - Bulk Product Method

Yield:
Portion:

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. (PHF) Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Raw food			1. Raw food should be below 40°F when it is mixed with other recipe components.
Meat		PHF CCP	2. Meat is usually browned at a high temperature (from 2 minutes to 15 minutes). Water is then added and the meat is allowed to simmer until it becomes tender.
Vegetables		CCP	3. Vegetables are added and cooked to the desired state of doneness.
Roux or other thickening agent			4. The mixture may be thickened by adding a roux or other thickening agent.
Pasta or rice (cooked)			5. Finally, cooked pasta and rice can be added.
		CCP	6. At the end of cooking, record internal temperature. Mixture must reach 165°F for 15 second temperature.
			7. After the casserole or stew is combined and cooked or heated adequately, it can be panned for service, hot holding, or rapid chilling. This should be accomplished in 10 minutes.

Serving: Serve immediately or hold at 140°F or above for up to one hour. Record time and temperature.

CCP Holding: Casseroles and stews can be held at hot holding temperatures of 140°F and above for about 45 minutes before there is noticeable loss of quality. After two hours the quality is quite poor and the remaining food should be discarded.

CCP Cooling: Chill to 70°F or below within 2 hrs; and then to 41°F within 4 hrs. Record time and temperature throughout chilling process.

CCP Storage: Cover, label, date and store in 40°F refrigerator. Use within two (2) days; frozen store at 0°F and use within 30 days. Thaw in refrigerator.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

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Hot Combination: Casseroles, Stews, Pies - Portioned Product Method

Yield:

Portion: *This method ensures uniform portions of a high-quality product which can be used over a period of time longer than 2 hours.

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. (PHF) Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Casserole or stew ingredients (meat, vegetables, sauce, pasta) -		PHF CCP	1. Ingredients are washed, cut, diced and pre-prepared. They are partially cooked and chilled to 41°F. 2. Measurement - Chilled ingredients should be weighed or volume measured into a container, such as a casserole dish or a steam table pan. Meat is usually added first, followed by vegetables, sauce and pasta. The product's depth should be no more than 2 inches to assure proper cooling and reheating. 3. Heating - If the item is to be served hot, it is simply heated to above 165°F, kept hot and served immediately. If the item is prepared cold, it is covered and chilled in a refrigerator to below 41°F. The items should not be held for longer than 2 to 5 days (if blast chilled) to ensure that there is no unsafe growth of low-temperature infective organisms.

Serving and Holding (CCP): In order to retain both sensory and nutritional quality, a product should not be held for more than 2 hours above 140°F.

Multiportion, >2"; Solid, Thick;
Meat, Poultry, Fish
Yield:
Portion:

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Keep cutting equipment clean and sanitized in order to prevent cross-contamination of products: Cutting boards, forks, knives, and spits should be cleaned after use for each product and after every four hours of continuous use.

Pre-prep Instructions: Take from storage only the amount that needs to be prepared. Handle no more amounts than can be processed in 30 minutes with a maximum temperature increase to 50°F, before it is either returned to the refrigerator or placed in a cooking unit.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Spices and herbs			1. Although conventional, non-sterilized spices can be expected to contaminate products, the extremely small amounts which are added to products in comparison to the amounts of other ingredients results in a pathogen count per gram too low to cause illness. However, maintaining the correct temperature throughout cooling and holding is important to prevent possible spore outgrowth.
Beef		CCP PHF	2. Cooking - cook beef roasts to an internal product temperature of 140°F held for 12 minutes, 145°F held for 3 minutes, 150°F held for 72 seconds and at 160°F held for 7.2 seconds.
Pork		CCP PHF	Cook pork until all parts reach 145°F held for 3 minutes, 150°F held for 1 minute, or 155°F held for 15 seconds.
Veal and lamb		CCP PHF	Cook veal and lamb to a temperature of 150°F for 1 minute.
Poultry		CCP PHF	Cook poultry products to an internal temperature of 165°F or above held for 15 seconds. (The Turkey Federation recommends cooking dark meat to 185°F).
Fish		CCP PHF	Fresh and frozen fish should be cooked to an internal temperature of 145°F held for 15 seconds (Dr. Snyder recommends 155°F held for 15 seconds). When fish is cooked, fish protein coagulates and begins to "flake". Recor[illegible]oked temperature and time.

****The greatest hazards begin during the following stages of food handling mandating that the specified CCPs be applied:**

CCP Holding: Remove from oven and transfer immediately to a holding unit heated to 145°. Each time the meat is removed for slicing, the surface will cool slightly. When the meat is returned to the warming unit, any surface contamination will be controlled.

Serving: Place in covered containers in steam table wells. Serve immediately or hold at 140°F or above for up to one hour. Record time and temperature.

CCP Cooling: Chill to 70°F or below within 2 hrs; and then to 41°F within 4 hrs. Cut leftover meat into thicknesses of less than 2 inches Record time and temperature throughout chilling process.

CCP Storage: Cover, label, date and store in 40°F refrigerator. Use within two (2) days; frozen store at 0°F and use within 30 days. Thaw in refrigerator.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Single Portion; Thin; < 2";
Minced, Cut, Filet, Meat, Poultry, Fish, Dairy
Yield:
Portion:

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Food contact surfaces, including grinding and chopping machines, must be cleaned and sanitized between food products to prevent cross-contamination.

Pre-prep Instructions: No raw food should be out of cooler storage (for portioning, cutting, or mixing) longer than 30 minutes or rise to a temperature over 50°F before it is either put into a cooking device or returned to the refrigerator.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Marinades		PHF	1. Foods should be marinated at less than 41°F and stored at this temperature. If marinades that have been used for raw meat, poultry and fish are used as a sauce for prepared food items, these marinades must be heated to 165°F for 15 sec. to ensure safety.
Batters		PHF	2. Batters used for coating chicken and fish should be kept below 41°F. throughout the dipping procedure. If buttermilk or sour cream is used, the lowered pH reduces the rate of bacterial growth.
Eggs		PHF	3. Eggs must be kept refrigerated or iced at less than 40°F once emptied from the shell. It is much safer to use pasteurized, liquid eggs.
Meat, Poultry, Fish, Dairy		PHF & CCP	4. Cooking - techniques include: kettle boil, braise, roast, grill, broil, griddle, saute, microwave, poach, steam, and fry. Cooking time varies from 30 seconds to 60 minutes. The food must reach 140°F for 8.6 minutes, 150°F for 52 seconds, or 160°F for 5 seconds to ensure safety.

Serving: Serve within 20 minutes or less while exposed uncovered in the steam table wells.
CCP Holding: Cover and hold at 140°F or above up to two hours. Record time and temperature.
CCP Cooling: Chill to 70°F or below within 2 hrs; and then to 41°F within 4 hrs. Record time and temperature throughout chilling process.
CCP Storage: Cover, label, date and store in 40°F refrigerator. Use within two (2) days; frozen store at 0°F and use within 30 days. Thaw in refrigerator.
CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

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Vegetables, Fruits, Pastas, Cereals, Lentils

Yield:

Portion:

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils (including cutting boards) before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Buy fruits and vegetables from growers who have a HACCP program. Sort products in order to remove hard foreign objects. Wash fruits and vegetables to remove surface pathogens as described below.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Vegetables, fruit, lentils, pastas, cereals, lentils -			1. Trim, clean and wash - The products are trimmed, cleaned, washed, separated from dirt and stones. This should be done in less than 30 minutes, and the product temperature of cold items should be maintained below 50°F in order to reduce the growth of spoilage organisms. Washing does not ensure safety, it only reduces the amount of pesticides and herbicides and number of pathogens on the surface.
			2. Cut and peel - This should be done in less than 20 minutes. The temperature of the food should be maintained below 50°F. Cutting boards should only be used for raw vegetable and fruit preparation. Remove water from all washed product. Excess water will tend to dilute salad dressings and allow the growth of slime bacteria. It will encourage the growth of mold on some fruits and the product will spoil faster.
Potatoes			Potatoes should be peeled raw and stored uncooked under water (to prevent any possibility of botulinum intoxication.)
		CCP	3. Cooking - Following pre-preparation, fruits or vegetables can be battered, flavored and cooked "al dente." The final internal temperature should be 170°F to 200°F. Record temperature and time.

Batters		PHF	Batters in which vegetables are dipped prior to frying or baking must be kept cold <41°F. Dipping vegetables into a batter causes the transfer of the spoilage organisms and a few pathogens to the batter, where they multiply rapidly if the batter is not refrigerated. If fruits and vegetables are pre-cooked, they should only be cooked to a 3/4 -done stage. Immediately after cooking, they should be placed in slush ice water to reduce their temperature rapidly below 41°F.
Macaroni and spaghetti			Macaroni and spaghetti should be transferred at once from the cooking device into ice water to stop the cooking and to assure quality when the product is reheated.

Serving: Serve immediately or hold at 140°F or above for up to one hour. Record time and temperature.

CCP Hot Holding: For highest quality, most hot food can only be held about 20 minutes at 150°F to 185°F. After this time, it loses quality and customer appeal, and should be discarded. For this reason, batch cooking is recommended.

CCP Cooling: Chill to 70°F or below within 2 hrs; and then to 41°F within 4 hrs. Record time and temperature throughout chilling process.

CCP Storage: Cover, label, date and store in 40°F refrigerator. Use within two (2) days; frozen store at 0°F and use within 30 days. Thaw in refrigerator.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Barbequed Hamburger (Sloppy Joe)
Yield: 100 Servings
Portion: 5 oz. (3 oz. beef, 2 oz. sauce)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Ground Beef (no more than 15% fat)	25 lbs	PHF	1. Brown all the meat. Drain off excess fat.
Tomato Puree	1/2 gal		
Catsup	1 qt.	CCP	2. Add remaining ingredients and simmer gently to at least 145° F or higher for 3 minutes.
Lemon Juice	1/2 cup		
Brown Sugar	1 lbs		
Water	1 qt.		3. Record time and temperature.
Mustard (dry)	1 Tbsp		
Celery	1 lb		4. Toast buns.
Green Pepper, diced	1 lb		
Onion, chopped	1 lb		
Vinegar	1/2 cup		
White Pepper	1 tsp		
Basil	1 Tbsp		
Oregano	1 Tbsp		
Chili Powder	1/4 cup		
Hamburger Buns	100 Buns		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for BBQ Hamburger (Sloppy Joe) shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

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Beef and Black Bean Wraps

Yield: 50 Servings

Portion: 2 oz Meat, 3 oz. Beans

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.

Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Lean Ground Beef	6 lb.		PHF	1. In a large skillet cook ground beef, onion and garlic for 5 minutes or until meat is brown and reaches a minimum internal temperature of 155°F. Drain off fat. 2. Stir in cumin, chili powder, and coriander. Cook and stir for 1 minute. Stir in black beans, tomato, and black pepper. Cook, covered, for 5 minutes more, stirring occasionally. 3. To serve, spoon beef mixture down the center of each tortilla. Sprinkle with lettuce and cheese. Roll up. If desired, serve with salsa.
Chopped Onion		2 ½ quart		
Minced Garlic	20 each			
Ground Cumin		5 tbsp		
Chili Powder		3 ¼ tbsp		
Ground Coriander		5 tsp		
Black Beans, cooked, from dry	9 ½ lb			
Large Tomato	10 each			
Black Pepper		2 ½ tsp		
Whole Wheat Flour Tortillas	50 each			
Shredded Lettuce		3 ¾ quart		
Shredded Cheddar Cheese	1 ½ lb			

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 180-185°F prior to transport.

CCP Holding: Holding time for Beef and Black Bean Wraps shall not exceed 4 hours from end of production to beginning of food service. Hold Beef and Black Bean Wrap sat 140°F or above.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within 4 hrs. Record the time and temperature at those 2 intervals.

CCP Storage: In shallow pan cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record the time and reheat temperature.

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Recipe provided by Lei Yuille, RD, Courtesy of B[illegible] Homes & Gardens

Beef Lasagna

Yield: 48 portions or 2 pans 12x20x2 inches

Portion: 6 oz

Oven: 350°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients. (CCP)*If frozen, thaw ground beef under 40°F refrigeration or under 70°F or less cold running water.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Ground Beef	5 lbs AP	PHF	1. Cook beef, onion, and garlic until meat reaches an internal temperature of 155°F.
Onions, finely chopped	12 oz	CCP	
Garlic, minced	2 cloves		2. Drain off fat.
Tomato Sauce	3 quarts		3. Add tomato and seasonings to meat.
Tomato Paste	1 quarts		4. Simmer for about 30 minutes, stirring occasionally.
Pepper, black	1 tsp		5. Cook noodles according to directions.
Basil, dried - crumbled	1 tsp		6. Store noodles in cold water to prevent from sticking.
Oregano, dried - crumbled	1 Tbsp		7. Drain when ready to use.
Noodles, lasagna	2 lbs 8 oz		8. Combine cheeses.
Water, boiling	2 gallons		9. Arrange in two greased 12X20X2 inch counter pans in layers in the following order: Meat Sauce, 1 qt.; Noodles - overlapping, 1 lb 12 oz; Cheeses, 1 lb 4 oz
Salt	2 oz		
Vegetable oil	2 Tbsp		
Mozzarella Cheese, shredded	2 lbs 8oz	PHF	Repeat Sauce, noodles, and cheese. Spoon remainder of meat sauce on top. Bake at 350°F for 45 minutes - 1 hour or until an internal temperature of 155°F is maintained for a minimum of 15 seconds.
Parmesan Cheese, grated	6 oz	PHF	
		CCP	
			10. Allow to stand 15-20 minutes before cutting - cut 4X6

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be 160°F prior to transport.

CCP Holding: Holding time for Lasagna shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: Chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those two intervals of chilling process.

CCP Storage: Cover, label, date and store in refrigerator at 40°F or below and use within 30 days.

CCP Thawing: Thaw lasagna in refrigerator. Do not refreeze.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Meat Sauce for Spaghetti
Yield: 100

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weigh/measure all ingredients. (CCP) If frozen, thaw beef in 40°F refrigerator.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Ground Beef (no more than 15% fat)	16 lbs	PHF	1. Brown ground beef and turkey until no longer pink and juices run clean. Drain fat.
Ground Turkey	9½ lbs	PHF	2. Incorporate spices and paste into spaghetti sauce.
Spaghetti Sauce (Heinz)	2 (#10 can)		3. Add sauce to browned meat, and simmer for 30 minutes or medium heat until internal temperature reaches 165°F for 15 seconds.
Tomato Paste	1 (#2½ can)		
Black Pepper	½ tsp		
Greek Oregano	½ tsp		4. Add meat sauce over already prepared and heated spaghetti noodles.
Granulated Garlic	½ tsp		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be 165°F-170°F prior to transport.

CCP Holding: Holding time for Meat Sauce for Spaghetti shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those two intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe from: O...ners, Adapted by CNS 1998

Funded by the County of Los Angeles Community ... Senior Services

Beef Stew

Yield: 100 servings

Portion: 1-1/4 cups (10 oz)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

Pre-Prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Beef, diced, thawed Flour, wheat, general purpose, sifted Pepper, White Garlic, dehydrated	30 lbs (18 lbs 12 oz. EP) 8 oz. 1 tsp 1/4 cup	PHF	1. Dredge beef in mixture of flour, pepper and garlic. Shake off excess.
Shortening, melted or salad oil Water, hot Tomatoes, canned, crushed Thyme, ground Bay leaves, whole Carrots, fresh, cut into 1-inch pieces Celery, fresh, ½ inch rings Onions, cut into 1/4 Potatoes, white, fresh, peeled, cut into 1-1½" cubes Flour, wheat, general purpose, sifted Water, cold	3 cups 1 gal 1 #10 cans 1 Tbsp 4 leaves 8 lbs 5 lbs 8 lbs 8 lbs 1 lb 1 qt.	CCP	2. Brown beef in hot shortening or salad oil in steam-jacketed kettle or stock pot. 3. Add water, tomatoes, thyme and bay leaves to meat. Cover - simmer 2 hours. 4. Add carrots to beef mixture and cover - simmer 15 minutes. 5. Add celery, onions, and potatoes. Stir to mix. Cover - simmer 20 minutes or until vegetables are tender. 6. Remove bay leaves. Thicken gravy if desire. Combine flour and water. Add to stew while stirring. Cook five (5) minutes or until thickened and internal temperature reaches 145°F for fifteen (15) seconds.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Beef Stew shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

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Beef Stroganoff
Yield: 100 Servings
Portion: 6 oz. Spoodle (3 oz. beef EP + 3 oz. sauce)

CCP= Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients. (CCP) If frozen, thaw beef in 40°F refrigerator.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Beef Round, cut into strips	30 lbs (18 lb 12 oz EP)	PHF	1. Brown meat in 350°F range oven for 30 minutes.
Beef Stock	2 gal		2. Add beef stock, tomato puree and Worcestershire sauce to the meat mixture.
Tomato Puree	2 cups		
Worcestershire Sauce	1/4 cup	CCP	3. Simmer until the meat is fork-tender (about 2 hours) and until internal temperature reaches 145°F or higher for 3 minutes.
Flour, All purpose	12 oz		
Water, cold	2 cups		4. Stir flour and salt into cold water until smooth.
Mushrooms, fresh, sliced	3 lbs		5. When meat is cooked, stir in flour into meat liquid to thicken gravy.
Butter or Margarine	12 oz.		
Sherry	2 cups		6. Saute mushrooms in butter or margarine and add to meat mixture.
Sour Cream	5 lbs		7. Stir in sherry and sour cream before serving.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Beef Stroganoff shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

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Recipe from CV Committee on Aging; adapted by CNS 1996.

Funded by the County of Los Angeles Community & Senior Services

Braised Beef & Noodles
Yield: 100 Servings
Portion: 9 oz. = 1 1/4 cup (3 oz. beef EP - 2 oz. sauce - ½ cup noodles)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. (PHF) Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Beef, diced, thawed Onions, diced Garlic, dehydrated White Pepper Beef stock, boiling Catsup, tomato Flour, wheat, general purpose sifted Water, cold	30 lbs (18 lbs 12 oz. EP) 4 lbs 1 tsp 1 tsp 1 1/2 qt 1 #10 can 1 1/2 qt 3 cups	PHF CCP	1. Divide beef into 4 12x~~12~~20" pans in 350°F range oven. 2. Brown beef in own juices for about 30 minutes uncovered. Do not drain. 3. Add onions, garlic, and white pepper. Cook until onions are transparent (about 15 minutes). Do not drain. 4. Combine beef stock & catsup. Stir well. Pour about 1-1/2 qt. sauce over beef in each pan. Mix well. Cover-bake at 350°F for 2 to 2-1/2 hours or until beef is tender and a minimum of 145°F or higher is achieved for 3 minutes. 5. Combine flour and water to make a smooth mixture; stir about 1/2 qt into beef mixture in each pan until well blended. Return to oven. Cook 10 minutes or until thickened.
Egg Noodles Water, boiling Salt	7 lbs 6 Gal 1 Tbsp	CCP	6. Add noodles to salted boiling water; return to a boil; cook 15 minutes or until al dente; drain throughly. 7. Add cooked noodles to beef. Stir well. 8. Bake 20 minutes, covered, or until thoroughly heated and a minimum of 145° or higher is achieved for 15 seconds.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Braised Beef & Noodles shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

NOTE:

1. In step 1, 30 lbs beef, pot roast, diced in 1 to 1 1/2 " pieces may be used. Trim beef to remove excess fat and gristle.
2. In step 2, 4 lbs 7 oz dry onion (A.P.) will yield 4 lbs sliced onions.
3. In step 2, 8 oz (2 2/3 C) dehydrated onions may be used.
4. In step 2, 1 1/3 Tbsp. (4 cloves) garlic, dry, may be used. Mince and fry with onions.
5. Steps 2-5 may be prepared in a steam-jacketed kettle, stockpot, or tilting fry pan.
6. Other sizes and types of pans may be used.

Variation:

BRAISED BEEF CUBES: Follow steps 1 and 2. In step 3, add 3 oz (½ C) soup and gravy base, beef, to 2 qt. boiling water. Add Tbsp. Ground thyme and 2 bay leaves. Omit catsup. Pour about 3 qts. mixture over beef in each pan. Bake 2 ½ to 3 hours or until beef is tender. Follow step 4. Omit steps 5-7. Remove bay leaves before Serving. EACH PORTION: 3/4 C

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Recipe from: SCV Committee on Aging; adapted by CNS 1996.

Funded by the County of Los Angeles Community & Senior Services

Ho Bo Stew

Yield: 100 Servings

Portion: 1 cup (3 oz. beef)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. (CCP) Thaw cut meat cubes in 40°F refrigerator. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Meat Cubes, stew (1 inch)	30 lb	PHF	1. Brown meat in 350°F oven for 45 minutes.
Tomatoes, whole, cooked, and pealed	2 #10 cans		2. Drain off fat.
Tomato Ketchup	1 #10 cans		3. Cook all vegetables in steamer.
Corn, frozen and cut	2 lbs		4. Add meat, tomato ketchup, tomatoes, vegetables, black pepper, garlic powder, and Worcestershire sauce to steam jacketed kettle.
Carrots, stew cut	3 lbs		
Onion, diced	2 lbs		
Celery, sliced	2 lbs	CCP	5. Simmer for one hour. Internal temperature of meat must reach 145°F for 3 minutes.
Potatoes, red, stew cut	3 lbs		
White Pepper	1 tsp		
Garlic Powder	2 Tbsp		
Worcestershire Sauce	1/4 cup		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for HoBo Stew shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

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Meatloaf (Beef) **with Brown Gravy**

Yield: 100 Servings 100 Servings

Portion: 4 oz. 1 oz

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients. (CCP) If frozen, thaw ground beef in 40°F refrigerator or under cold running water.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Wheat Bread, soft cubes Liquid Mocha Mix Ground Beef-85/15 Onions, sliced White Pepper Catsup Eggs-Med Gr AA Garlic Granules Parsley Flakes Kitchen Bouquet	2 lbs 1-1/2 qt 20 lbs 1 lb 8 oz. 1 tsp 1 qt. 25 each 1 tsp 1/4 cup 1/4 cup	PHF CCP	1. Soften bread cubes in mocha mix. 2. Add beef, onions, catsup, eggs and spices in large mixing bowl. Mix together-low speed with hook. 3. Roll into loaf on wax paper. 4. Bake on sheet pans at 375° for about 50 minutes and until internal temperature reaches 155°F or higher for 15 seconds.
Meat drippings All Purpose Flour Water White Pepper	6 oz. 7 oz. 3 qt. 1 tsp	CCP	1. Add flour and pepper to fat and blend. Add water gradually, stir constantly. 2. Cook until smooth, thicken and gravy has reached an internal temperature of 145° for 15 seconds.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Meatloaf with Gravy shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Recipe from Jewish Family Services: adapted by CNS 1996.

Funded by the County of Los Angeles Community & Senior Services

Pepper Steak and Sauce
Yield: 100 Servings
Portion: 3 oz. Steak + 2 oz. Pepper sauce

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.
(CCP) Day before: Pan 40 patties per sheet pan. Store covered, labeled, and dated in 40°F refrigerator.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Ground Beef patties (4 oz.)	100 each	CCP	1 Cook patties in a convection oven for 30 minutes at 300°F and until internal temperature of 145° is maintained for 3 minutes. DRAIN.
Green Pepper, chopped	1 lb		2. To stock, add tomatoes, onions, garlic powder, and green pepper.
Beef Stock	1 qt.		3. Simmer 30-40 minutes at 275°F until green peppers are tender.
Tomatoes, diced	1/2 #10 can		4. Combine cornstarch and water. Mix well.
Onions, diced	2 lbs.		5. Add soy sauce and cook for 5 minutes or until a minimum of 145°F or higher is achieved for 3 minutes.
Garlic Powder	2 Tbsp .	CCP	6. Pan ½ gal sauce per 40 patties.
Green Peppers, diced	3 lbs.		
Cornstarch	8 oz.		
Cold Water	1-1/2 cups		
Soy Sauce (Low Sodium)	1/2 cup		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Pepper Steak and Sauce shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

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Roast-whole Round of Beef
Yield: 100 Servings
Portion: 3 oz.

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients. (CCP) If frozen, thaw beef in 40°F refrigerator or running cold water. Remove from refrigerator in small batches.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Beef, round rump and shank off, bone in	30 lbs	PHF	1. Wipe roast with damp cloth. Place in roast pans.
White Pepper	1 tsp		2. Combine pepper & garlic salt and rub into roast.
Garlic Salt	3 Tbsp	CCP	3. Roast at 250°F for 12 minutes per pound, until internal temperature reaches 145°F for 3 minutes.
Carrots, cut 1"	1 lbs		4. Place vegetables in the roast pan in the last 3 hours of cooking.
Celery and tops, cut 1"	1 lbs		
Onions, cut 1"	1 lbs		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between ~~165-170~~ 150-155°F prior to transport.

CCP Holding: Holding time for Roast Whole Round of Beef shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: Cut into smaller pieces. Chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

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Recipe from [illegible]ent Planners; adapted by CNS 1996.

Funded by the County of Los Angeles Community & Senior Services

Salisbury Steak

Yield: 100 Servings
Portion: 1 steak (5 oz. Raw)

CCP = Critical Control Point
PHF= Potential Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to use. (CCP) Thaw meat in 40°F refrigerator or under cold running water.

INGREDIENTS	AMOUNT Weight and Measures	CCP or PHF	PROCEDURE
Eggs, medium, beaten	10 each	PHF	1. Combine eggs and milk and mix together.
Skim Milk	2 qts.		2. Combine pepper and garlic powder and add to milk mixture. Pour over bread crumbs and mix.
Pepper, White	1 tsp		
Garlic Powder	1 tsp	PHF	3. Combine beef, onions, and peppers and add to milk mixture. Mix only long enough to combine ingredients well.
Bread Crumbs, dry	2 lbs		
Beef, ground, raw	25 lbs		4. Shape into oblong patties 5" x 4". (Round #8 scoop = 5 oz raw)
Onions, minced fine	1 lb	CCP	5. Brown on both sides on lightly oiled, medium hot grill (about two minutes on each side).Cascade in neat rows in 12 x 20 x 2" steam table pans. Bake; Regular Oven: 325°F, 25 - 30 min. Convection Oven: 275°F, 18-21 min. Internal temperature of 145°F should be maintained for 3 minutes.
Green Peppers, minced fine	8 oz.		

Alternate Method: Place directly on lightly oiled sheet pans (24 per pan) and bake: Regular Oven: 375°F, 20-25 minutes
Convection Oven: 325°F, 14-18 minutes.

NOTE: Do not over-mix meat mixture, and when forming patties, handle only enough to have patty hold its shape. Over-mixing or handling will toughen the product.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Salisbury Steak shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

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Southwest Stew
Yield: 300 Servings
Portion: 4 oz. Beef

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Ground Beef	100 lbs.	PHF	1. Brown the ground beef in skillet.
Corn, frozen	6 Bags		2. Drain off grease.
Onions, brown, raw	6 large		3. Place frozen corn in perforated hotel pan and steam for 10 minutes.
Garlic Powder	4 oz.		4. Wash, peel, and chop the onions into large pieces.
Black Pepper, ground	4 oz.		5. Place onions into perforated hotel pan and steam for 10 minutes.
Cumin	2 Tbsp. heaping		6. Add the garlic powder, black pepper, and cumin to skillet.
Picante Sauce	1 – 140 oz. container		7. Add the Picante sauce.
Pinto Beans	3 - #10 cans		8. Add the Pinto beans.
Tomatoes, diced, canned	4 - #10 cans		9. Add the canned tomatoes.
Water	as needed		10. Add the steamed onions and corn.
			11. Mix well.
			12. Add water until stew is of desired consistency.
		CCP	13. Mix well and cook until an internal temperature of 165°F is reached for 15 seconds.
			14. Serve or hot hold at 140°F or above.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Southwest Stew shall not exceed 2 hours from end of production to beginning of food service at site.

CCP Cooling: If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within an additional 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Recipe from Santa Clarita

Funded by the Los Angeles County Community & Senior Services

Stuffed Bell Peppers

Yield: 80

Oven: 375°F Conventional; 325°F Convection

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients. (CCP) If received frozen, thoroughly thaw ground beef in 40°F refrigerator. Remove/return to 40°F in small batches.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Margarine or Butter	4 oz		1. Melt butter or margarine in skillet. Add oil.
Oil, vegetable	4 oz		2. Sauté vegetables until tender, taking care not to overcook.
Celery, raw, diced	2 lbs	CCP	3. Cool and add to cooked ground beef. Return to 40°F refrigerator.
Onion, raw, diced	3 lbs		4. Boil rice until tender. Drain and add to meat mixture.
Bell Pepper, green, diced	1 lb		5. Add crackers, salt, pepper, Tabasco, tomato paste and eggs to meat mixture. Thoroughly incorporate in meat mixture.
*Beef, ground, cooked (no more than 15% fat)	15 lbs	PHF	6. Use #12 scoop rounded off. Place meat mixture in each cooked ½ bell pepper. Place peppers on ½ sheet pan and bake in oven at 375°F for 10-15 minute or until internal temperature reaches 165°F for 15 seconds.
Rice, washed in cold water	1 lb 8 oz	CCP	
Crackers, crushed or Bread crumbs	1 lb		
Salt, iodized	2 Tbsp		
Pepper, black, ground	1 tsp		
Tabasco sauce	½ oz		
Tomatoes, whole & broke	1 (#10 can)		
Eggs, liquid, pasteurized	1 lb	PHF	
Bell Pepper, green, cut in ½ lengthwise, cleaned and parboiled in water being careful not to overcook	16 lbs		

***Per County of Los Angeles Menu Requirements**

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be 165°F-170°F prior to transport.

CCP Holding: Holding time for Stuffed Bell Peppers shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those two intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe from Morrison's Health Care Group. Adapted by CNS 1998

Swedish Meatballs
Yield: 100 Servings
Portion: 3 Meatballs, 2 oz.

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Milk, nonfat, dry	2 oz	PHF	1. Reconstitute milk; add nutmeg and allspice; mix well.
Water, warm	1-1/2 cup		2. Pour milk mixture over bread; let stand 15 minutes.
Nutmeg, ground	1 tsp.	PHF	3. Combine bread mixture, beef, eggs & onions. Mix to blend, DO NOT OVER MIX.
Allspice, ground	1/2 tsp		
Bread, cut into ½ inch cubes	1 lb		4. Shape into balls weighing 1.5 oz. each; place 150 meatballs in two 18 X 24 inch roasting pan.
Beef patty mix, ground, thawed	25 lbs.		
Eggs, whole, slightly beaten	3 eggs		5. Bake at 400°F 30 minutes or until browned on all sides. Remove meatballs and discard drippings; set aside.
Onions, dry, chopped	1 cup		
Shortening, melted or salad oil	1 lb 8 oz.		6. Sprinkle flour evenly over shortening or salad oil in steam jacketed kettle or stock pot or in roasting pans on top of range. Cook roux at low heat until flour is a rich brown color. Stir frequently to avoid scorching.
Flour, wheat, general purpose, sifted	1 lb 8 oz.		
Chicken stock	1 gal 1 qt.		7. Add chicken stock to Roux, stirring constantly. Add milk and bring to a boil; reduce heat; simmer 10 minutes or until thickened, stir constantly.
Garlic, dehydrated	1 tsp		
Nutmeg, ground	2 tsp		
Pepper, White	1 tsp		
Paprika, ground	1 tsp		
Skim Milk	1 qt.		8. Add garlic, nutmeg, mushrooms and pepper; stir to mix well.
Mushrooms	1 #10 can		
		CCP	9. Pour 1-1/4 gal. gravy over meatballs in each pan. Bake at 350°F, 25 minutes, or internal temp. reaches 155°F for 15 seconds. Record time & temperature at end of cooking process. Sprinkle with paprika before serving.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Swedish Meatballs shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days..

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

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Yankee Pot Roast/New England Pot Roast

Yield: 100 Servings
Portion: 3 oz. Meat

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients. (CCP) If frozen, thaw ground beef under 40°F refrigeration or under cold running water.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Beef, for pot roasting	30 lbs	PHF	1. Brown meat in own juices. When well browned, add pepper, onions, carrots, garlic, parsley, bay leaves, and thyme.
White Pepper	1 tsp		
Onions, E.P., chopped	1 lb 8 oz.		2. Simmer a few minutes.
Carrots, diagonally cut	1 lb 8 oz.		3. Add wine, tomato paste, and sufficient water or broth to cover meat.
Garlic, minced	1/4 cup	CCP	4. Simmer slowly for about 4 hours, and until an internal temperature of 145°F is maintained for a minimum of 3 minutes.
Parsley, chopped	3 bunch		
Bay leaves	3 leaves		5. Remove meat and strain juice. Cook down to proper consistency for gravy.
Thyme	1 tsp		
White Wine	1/2 gal		
Tomato paste	1 #10 cans		
Water	1 1/2 gal		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Yankee Pot Roast shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Recipe from: TWCA Intervale, adapted by CNS 1996

Funded by the County of Los Angeles Community & Senior Services

Veal Pa...esan

Yield: 50 Portions
Portion: 4 oz cutlet
Oven: 325°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: (CCP)*Thaw veal patties in 40°F refrigerator. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
From Scratch			
Veal cutlets, 4 oz	12 lbs 8 oz	PHF	1. Dredge cutlets with seasoned flour.
Flour, all purpose	8 oz		2. Combine eggs and milk.
Salt	1 oz		3. Add Parmesan Cheese to bread crumbs.
Pepper, black	1/4 tsp		4. Dip cutlets in egg mixture, then roll in crumbs.
Eggs, liquid, pasteurized	12 oz	PHF	5. Heat oil on griddle. Brown cutlets.
Milk	1 1/2 cups	PHF	6. Place, slightly overlapping, in two 12x20x2-inch cafeteria pans.
Bread crumbs, fine	1 lb		7. Pour tomato sauce over veal.
Parmesan Cheese, grated	8 oz	PHF	8. Top with Mozzarella Cheese.
Vegetable Oil	1 lb 8 oz	CCP	9. Bake at 325°F for 30 - 45 minutes or until internal temperature of 165°F for 15 seconds.
Italian Tomato Sauce	2 quarts		
Mozzarella Cheese, grated	1 lb 8 oz	PHF	

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be 160°F prior to transport.

CCP Holding: Holding time for Veal Parmesan shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those two intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below and use within 2 days. Do not refreeze.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Veal Scallopini

Yield: 50 Portions
Portion: 4 oz
Oven: 325°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: (CCP)*Thaw veal patties in 40°F refrigerator. Assemble and weigh/measure all ingredients. Wash all vegetables prior to chopping.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Veal Cutlets, 4 oz	12 lbs 8 oz	PHF	1. Dredge cutlets with seasoned flour.
Flour, all-purpose	8 oz		2. Sauté veal in hot vegetable oil. Drain excess fat. Arrange in 18x26 baking pans. Return to 40°F refrigerator.
Salt	1 oz 1½ Tbsp		3. In stockpot, heat margarine.
Pepper, black	¼ tsp		4. Sauté mushrooms and onion in margarine.
Vegetable oil	1 lb 8 oz		5. Add chicken stock, lemon juice or vinegar, and spices.
Margarine	8 oz		6. Pour mixture over cutlets.
Mushrooms, fresh, sliced	3 lbs		7. Bake at 325°F for 30-45 minutes or until internal temperature reaches a minimum of 155°F for 15 seconds.
Onion, fresh, chopped	1 lb	CCP	8. Transfer to 12x20x2-inch pans for transport.
Chicken stock	2 qt	PHF	
Lemon juice or vinegar	1½ cups		
Parsley	1 tsp		
Oregano or marjoram	1 tsp		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165°F-170°F prior to transport.

CCP Holding: Holding time for Veal Scallopini shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those two intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below and use within 2 days. Do not freeze.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe from: F... for Fifty by Mary Molt, 1997, Adapted by CNS 1998

Funded by the County of Los Angeles Community & Senior Services

Pork Chops

Yield: 100 Servings

Portion: 3 oz. meat (EP) - 2 oz. gravy

CCP= Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients. (CCP) If frozen, thaw pork chops in 40°F refrigerator or under cold running water. Remove from refrigerator in small batches.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Pork Chops (6 oz.)	100 Chops	PHF	1. Set oven temperature at 400°F.
Flour	10 lbs		2. Combine flour, garlic powder, pepper, dredge pork chops. Arrange on lightly oiled baking sheet and sprinkle with paprika. Brown in oven.
Garlic Powder	1/4 cup		
White Pepper	1 Tbsp		3. Heat chicken stock, chopped onion and mushroom in tilting skillet. Bring to a boil.
Paprika	1/4 cup		
Chicken stock	1-1/2 gal		4. Arrange pork chops in roasting pans, pour sauce over pork chops. Bake at 325°F, 45 minutes to 1 hour, or until chops are fork tender.
Onion, chopped	1 lbs		
Mushrooms (# 10 can)	1 can	CCP	5. Internal temperature of pork chops must register at least 165°F for 15 seconds.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Pork Chop shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat rapidly to a minimum of 165°F for 15 seconds. Record time and temperature.

Garlic Thyme Pork Chop

Yield: 100 Servings
Portion: 3 oz edible portion

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Pork chops, cut 3 per pound	34 lb	PHF		1. Preheat oven to 350°F.
Garlic, minced	1 ½ c			2. Place pork chops on a single layer on sheet pans sprayed with non-stick cooking spray.
Thyme, dried whole	¾ c			3. Mix garlic, thyme, and black pepper. Spread or rub with gloved hands over pork chops.
Black pepper	6 tbl		CCP	4. Bake at 350°F until browned and internal temperature reaches 145°F, about 1-1 ¼ hours.
				5. Hold for service at a temperature above 140°F.

CCP Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within two (2) hours; and then to 41°F within four (4) hrs. Record the time and temperature at those two (2) intervals.
CCP Storage: When cool, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for fifteen (15) seconds. Record the time and reheat temperature.

Sweet and Sour Pork

Yield: 100 Servings

Portion: 6 oz. (3 oz. meat - 3 oz. sauce)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: (CCP) If frozen, thaw pork in 40°F refrigerator or under cold running water. Wash vegetables prior to dicing.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Pork Cubes	30 lbs (yield 18 lbs 12 oz EP)	CCP	1. Cook pork in 350°F oven for 45 minutes or until done and tender. Drain off fat. Add seasonings garlic, ginger).
Chefmate Sweet & Sour Sauce	3 qt.		2. Drain water from pineapple chunk cans and add to pork.
Green Bell Peppers	6 lbs		3. Add sweet & sour sauce and vegetables. Cook covered in 350°F oven for 35 minutes on low heat.
Onions, large	2 lbs	CCP	4. Internal meat temperature should reach 165°F for 15 seconds.
Pineapple chunks	1 #10 cans		
Garlic	1 tsp		
Ginger	1 tsp		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Sweet & Sour Pork shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Baked Chicken

Yield: 100 Servings

Portion: 1 piece

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Chicken, IQF legs or quarters White Pepper Butter, melted	100 each 1 tsp 1 lb 8 oz.	PHF CCP	1. To bake chicken, place frozen chicken pieces on pans, brush with butter and season with pepper. Bake at 375°F for 50 minutes to 1 hour in regular oven. In convection oven, bake at 350°F for 35-45 minutes. 2. Internal temperature must reach 165°F for higher and maintained for 3 min.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Baked Chicken shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe from: City of Pomona; adapted by CNS 1996.

Funded by the County of Los Angeles Community & Senior Services

Baked Chicken and Noodles

Yield: 50 servings
Portion: 8 oz (1 cup)
Oven: 350°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weight/measure all ingredients. (CCP) If frozen, thaw chicken in 40°F refrigerator.

INGREDIENTS	AMOUNT Weights and Measures		CCP or PHF	PROCEDURE
Noodles, uncooked	2 lbs	2⅔ qt		1. Cook noodles in boiling water with salt.
Water, boiling	16 lbs	2 gallons		2. Rinse and drain.
Salt	2 oz	4 Tbsp		3. Reheat and add butter or margarine and let it be absorbed.
Butter or Margarine	4 oz	½ cup		4. Add hot milk and let it be absorbed by noodles.
Milk, hot	1 lb	2 cups	PHF	5. Make white sauce with butter or margarine; flour, milk, and seasonings. Mix with Chicken gravy.
<u>White Sauce Ingredients</u>				6. Mix half the sauce with noodles and divide into 2 greased pans (12x20x2 inches).
Butter or Margarine	10 oz	1¼ cups		7. Combine remaining sauce with chicken and spread over noodles.
Flour, all purpose	6 oz	1½ cups		8. Combine cheese and crumbs and sprinkle over top.
Milk, hot	5 lbs 8oz	2¾ qt	PHF	9. Bake at 350°F for 30 minutes or until internal temperature reaches at least 165°F for 15 seconds and top is browned.
Salt	2 oz	4 Tbsp		
Pepper		2 tsp	CCP	
Chicken gravy	5 lb 8 oz	2¾ qt	PHF	
Chicken, cooked, minced	5 lbs	5 qt	PHF	
Cheddar Cheese, grated	8 oz		PHF	
Bread crumbs	4 oz	1½ cups		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be 160°F prior to transport.

CCP Holding: Holding time for Baked Chicken & Noodles shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within 2 days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Barbecued Chicken

Yield: 50

Portion: 4x4-inch pies

Oven: 425°F Conventional - Brown chicken; 325°F Conventional - Finish cooking

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Chicken quarters or chicken breasts	50	PHF	1. Place chicken in single layer on greased or parchment-lined baking sheets.
Barbecue Sauce	1 (#10 can)	CCP	2. Brown chicken at 425°F for 20-25 minutes. Reduce heat to 325°F. Pour 1½ gallon barbecue sauce (see recipe below) over chicken. Bake additional 40-45 minutes or until internal temperature reaches 165°F for 15 seconds.
Catsup	3 qt		
Water	2 cups		
Vinegar, cider	1 tsp		
Pepper, black	4 oz		Barbecue Sauce Yield: 1½ gallon
Sugar, granulated	1 tsp		1. Combine all ingredients.
Chili powder	¼ cup	CCP	2. Simmer for 10 minutes or until internal temperature reaches 165°F for 15 seconds.
Worcestershire sauce	1 Tbsp		
Hot pepper sauce	4 oz		3. Baste chicken or meat with sauce during cooking. Discard sauce after use.
Onion, grated			

CCP Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165°F-170°F prior to transport.

CCP Holding: Holding time for Barbecued Chicken shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Records time and temperature at those 2 intervals or chilling process.

CCP Storage: in shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe fro[illegible]d for Fifty by Margaret Molt, 1997, Adapted by CNS 1998

Funded by the County of Los Angeles Counn[illegible] Senior Services

Chicken Jambalaya

Yield: 100 Servings

Portion: 1 piece + ⅓ cup vegetables/sauce

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: (CCP) If frozen, thaw chicken chops in 40°F refrigerator or under cold running water. Remove from refrigerator in small batches. Wash and pan chicken quarters on sheet pans, 30 pieces per pan.
Wash vegetables prior to dicing. (PHF) Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Chicken quarters	100 each (3 oz. EP)	CCP	1. Cook chicken in 350°F oven until chicken has reached an internal end cooking temperature of 165°F or above for 15 seconds and is tender. Drain fat, if necessary.
Chicken Base	1/2 gal		
Onions, diced	3 lbs		
Celery, diced	2 lbs		2. Saute onions, celery, and green peppers in tilt skillet.
Green Pepper, diced	2 lbs		3. Add diced tomatoes, tomato puree, garlic powder and Italian seasoning, bring to a boil.
Tomato, diced	1/2 gal		
Tomato Puree	1 qt.		4. Add frozen vegetables and Louisiana Hot Link.
Garlic Powder	1/4 cup	CCP	5. Add diced red peppers and cook for 30 minutes until an end cooking temperature of 145°F for 15 seconds is achieved. Reheat chicken and vegetables to 165°F or above for 15 seconds.
Italian Seasoning	1/4 cup		
Okra, frozen	3 lbs		
Corn, frozen	2 lbs		7. When serving, divide sauce and pour equally over each pan of chicken.
Louisiana Hot Links	2 lbs		
Red Pepper, diced	1 lbs		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Chicken Jambalaya shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Crispy Chicken
Yield: 100 Servings
Portion: 3 oz. Chicken EP

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weigh/measure all ingredients.
(CCP) If frozen, thaw chicken in 40°F refrigerator or under cold running water. Remove from refrigerator in small batches. Wash chicken.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Chicken quarter	100 each	PHF	1. Maintain eggs refrigerated until ready to use.
Cornflake Crumbs	2 lbs	PHF	2. Layer chicken pieces on sheet pans-25-30 pieces.
All Purpose Flour	12 oz.		3. Mix flour, paprika, eggs, and water to make wash.
Paprika	1 oz.		4. Brush egg wash over chicken pieces.
Eggs	6 ea.		5. Spread cornflake crumbs on the top of chicken.
Water	1-1/2 qt.		6. Spray pan coating evenly over chicken.
Pan Coating-Spray		CCP	7. Bake at 350°F-55 minutes and until chicken has reached an internal end cooking temperatures of 165°F or higher for 15 seconds and is tender. Drain fat, if necessary.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Crispy Chicken shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe from Jewish Family Services; adapted by CNS 1996.

Funded by the County of Los Angeles Community & Senior Services

Macaroni and Cheese w/ Chicken

Yield: 100 Servings

Portion: 8 oz. = 1 cup (3 oz. chicken EP - 1 oz. sauce - ½ cup pasta)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: (CCP) Thaw chicken in 40°F refrigerator overnight. Assemble and measure all ingredients. Wash all vegetables prior to chopping.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Boneless chicken meat	18 lbs 12 oz.	CCP	1. Cook chicken until internal temperature of 165°F is maintained for 15 seconds. Cool rapidly in cooler. Dice into 5/8 inch pieces.
Macaroni, elbowed	dry=10 lbs/cooked=3 gal 2 oz.		
Celery, sliced	2 lb		2. Cook pasta, al dente. Rinse and drain pasta.
Onions, diced	2 lb		3. Cook vegetables in steamer until transparent.
White Pepper	1 tsp	CCP	4. Combine all ingredients and heat in 350°F oven for 45 minutes and until internal temperature reaches 165°F for 15 seconds
Cheese Sauce	3 lb		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Macaroni & Cheese with Chicken shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature. Hold at 140° or above.

Orange Glazed Cornish Game Hens

Yield: 50 Servings
Portion: 16 oz (1 hen)

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Cornish game hens	50 hens	PHF		1. Wash hens inside and out. 2. Remove packaged giblets. 3. Place in 4 x 4 in 18 x 26 x 2 inch pans. 4. Brush hens with melted butter. 5. Bake at 325°F for approximately 1½-1¾ hours until internal temperature reaches 180°F; following glazing instructions that follows. 6. Blend together juice concentrate, syrup, and marmalade. 7. Brush over poultry 30 minutes before end of roasting time and again 15 minutes before end of roasting time.
Butter or margarine, melted	1 lb 8 oz			
Orange juice, frozen, undiluted	2 cups			
Corn syrup, light	2¼ cups			
Orange marmalade	12 oz		CCP	

CCP Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within two (2) hours; and then to 41°F within four (4) hrs. Record the time and temperature at those two (2) intervals.
CCP Storage: When cool, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for fifteen (15) seconds. Record the time and reheat temperature.

Rosemary Lemon Chicken with Vegetables

Yield: 100 Servings
Portion: 1 ¼ cup including 4 oz breast per serving

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Potatoes, peeled and cut in 1 inch pieces, preferably red potato	25 lbs			1. Bring water to a boil over high heat in a stockpot. 2. Add potatoes and carrots and cook for 15 minutes; drain and set aside.
Carrots, cut	12 lbs			
Chicken breast, boneless, skinless 4 oz each	25 lbs	PHF	CCP	3. Cook chicken on a grill coated with olive oil until chicken reaches 165°F for fifteen (15) seconds.
Olive oil	1½ cup			4. Add potatoes, carrots, honey, rosemary, lemon, and pepper.
Lemon juice	6 cups		CCP	5. Cook over low heat until internal temperature of all ingredients reaches 165°F.
Honey	3 cups			
Rosemary, fresh or dried	3 or 1 cup			
Lemon peel, grated	½ cup			
Black pepper	1 Tbsp			

CCP Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within two (2) hours; and then to 41°F within four (4) hrs. Record the time and temperature at those two (2) intervals.
CCP Storage: When cool, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for fifteen (15) seconds. Record the time and reheat temperature.

Barbequed Turkey Wings

Yield: 100 Servings

Portion: 1 each + 1 oz. gravy

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.
(CCP) If frozen, thaw turkey wings in 40°F refrigerator or under cold running water. Remove from refrigerator in small batches. Wash turkey before use.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Turkey Wing Sections	100 each	PHF	1. Dredge turkey wings in flour, brown in oil in frying pan. Place wing sections in roasting pan. Add stock to cover bottom of pan.
Flour	3 cups		
Olive Oil	3/4 cup	CCP	2. Roast for 1 hour at 300°F- add barbeque sauce and spices and cook ½ hour more and an internal temperature of 165°F is achieved for a minimum of 3 minutes.
Chicken Stock	1 qt.		
Barbeque Sauce	1 qt.		
Garlic	1/4 cup		
White Pepper	1 tsp		
Paprika	1/2 cup		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for BBQ Turkey Wings shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Turkey Cacciatore

Yield: 100 Servings

Portion: 6 oz. (3 oz. turkey, 3 oz. sauce)

CCP= Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.
(CCP) If frozen, thaw turkey in 40°F refrigerator or under cold running water. Remove from refrigerator in small batches.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Onions, diced	5 lbs		1. Saute onion and green pepper in margarine until onions are transparent and peppers tender and crisp.
Green Peppers, chopped	4 lbs		2. Add mushrooms and garlic-cook 2-3 minutes.
Margarine	1 lb-8 oz		3. Add turkey and remaining ingredients. Cover and simmer 1 to 1-1/2 hours or until turkey is tender and has reached an internal temperature of 165°F or higher for 15 seconds.
Mushroom Stem/Pieces-CND	1 lb-8 oz	CCP	
Garlic Granules	2 oz.		
Diced Tomatoes/Juice	1 #10 can		
Tomato Sauce	1/2 #10 can		
Burgundy Cooking Wine	2 cups		
Whole Bay Leaves	5 each		
Sweet Basil	1/2 cup		
Ground Thyme	1/4 cup		
Ground Oregano	1/4 cup		
Raw Boneless Turkey Thigh	37 lbs 8 oz. (18 lb 12 oz EP)	PHF	

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Turkey Cacciatore shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat rapidly to a minimum of 165°F for 15 seconds. Record time and reheated temperature.

Turke, ast

Yield: See Recipe

Oven: 325°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: (CCP) If frozen, thaw turkey in 40°F refrigerator. DO NOT STUFF WHOLE TURKEY. BAKE STUFFING SEPARATELY. DO NOT PARTIALLY COOK IN ONE DAY AND FINISH COOKING ON THE NEXT.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Whole turkey(s) Water Seasonings Vegetable oil	See chart below ½ cup/pan As desired ½ cup approx/bird	PHF	1. Remove giblets and neck from body and neck cavities. Rinse bird well inside and out. 2. Fold neck skin over to the back and fasten with skewers or tie with a clean cord; tie legs together and fasten to tail; or, if there is a band of skin under tail, tuck legs under band. 3. Place whole turkey(s) in shallow roasting pans, breast side up. Add water to pan. Use separate pans for breast pieces and for legs (drumstick and thigh). 4. Season inside and outside of bird. 5. Brush with vegetable oil. 6. In the beginning, a tent of aluminum foil may be placed over the poultry, then removed for browning.
		CCP	7. Roast at 325°F (slow oven) using the time table provided as a guide to cooking time. When turkey is half done, release legs to speed cooking. Turkey is done when: • Thermometer registers 180°F to 185°F in inner thigh of whole turkeys, or 170°F in turkey roasts for 15 seconds, being careful not to touch the bone with the stem of thermometer. • Juice from turkey is clear with no pink color. • Drumstick meat when pressed between fingers is very soft and leg joint moves easily.
		CCP	8. Whole turkeys and larger roasts should be allowed to stand 20 minutes before carving. Do not allow to stand for any longer length of time. Then slice and serve turkey immediately or remove meat from bones. Spread pieces of meat in one layer to cool. As soon as cooled, wrap meat and store in 40°F refrigerator.
		CCP	9. If cooked the day before service, reheat sliced turkey in 12x20-inch pans, covered at 325°F for 30 minutes or until internal temperature of 165°F is reached for 15 seconds.

Note: Whole, ready-to-cook turkey will yield approximately 47% edible cooked meat without skin, neck meat, or giblets; turkey roast or roll will yield about 66%. Large fryers, about 35-40% usable cooked meat. Yield is also influenced by size, amount of bone, method of preparation and service and portion size.

Serving: Serve immediately or maintain at 140°F or above. If sent to site, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Turkey Roast shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within 2 days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat rapidly to a minimum of 165°F for 15 seconds. Record time and reheated temperature.

Form of Turkey and Approximate Weight	Approximate Cooking time, *Hours
Whole:	
12 to 16 lbs	3½ to 4½
16 to 21 lbs	4½ to 6
21 to 26 lbs	6 to 7½
Halves: 8 to 12 lbs	2¼ to 4
Quarters: 3 to 8 lbs	1½ to 3½
Pieces:	
Breast 8 to 12 lbs	3 to 4
Leg (drumstick and thigh) 3 to 8 lbs	1¾ to 3
Boneless roasts: 8 to 12 lbs	3 to 5

*Cooking time may vary depending upon internal product temperature reached.

Recipe from: School Food Service and Food for fifty by Mary Molt, 1997. Adapted by CNS, 1998

Turkey Tetrazzini

Yield: 50 Portions or 2 pans (12x20x2-inches)
Portion: 8 oz (1 cup)
Oven: 350°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: (CCP)*Thaw turkey in 40°F refrigerator. Assemble and weigh/measure all ingredients. Wash all vegetables prior to chopping.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
*Cooked chicken, diced	6 lbs	PHF	1. Add pimiento and parsley to chicken
Pimiento, chopped	4 oz		2. Cook spaghetti according to directions. Drain.
Parsley, chopped	2 Tbsp		3. Sauté vegetables in margarine.
Spaghetti	3 lbs AP / 9 lbs-cooked		4. Blend flour and seasonings into sautéed vegetables.
Water, boiling	3 gallons		5. Stir in chicken base. Cook 5 minutes.
Salt	1 oz 1½ Tbsp		6. Add water, stirring constantly. Cook until thickened.
Vegetable oil (optional)	2 Tbsp		7. Combine cooked spaghetti, chicken, and sauce.
Margarine	6 oz		8. Scale into 2 greased 12x20x2-inch cafeteria pans, 10 lbs per pan.
**Onion, finely chopped	1 lb		9. Sprinkle 8 oz cheese over top of each pan.
Green peppers, chopped	4 oz	CCP	10. Bake at 350°F for 30-40 minutes or until internal temperature reaches 165°F for 15 seconds and cheese is bubbly.
Mushrooms, sliced	1 lb 8 oz		
Flour, all-purpose	9 oz		
Salt	1 tsp		
Pepper, black	1 tsp		
Chicken base	3 oz	PHF	
Water	1 gallon		
Processed Cheese, shredded	1 lb	PHF	

***18-20 lb chicken AP will yield approximately 6 lbs cooked meat.**
****2 oz (1 cup) dehydrated onions, rehydrated in 1½ cups water, may be substituted for fresh onions.**

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165°F-170°F prior to transport.
CCP Holding: Holding time for Turkey Tetrazzini shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.
CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those two intervals of chilling process.
CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below and use within 2 days. Do not freeze.
CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe from: Food for Fifty by Mary Mott, 1997, Adapted by CNS 1998

Funded by the County of Los Angeles Community & Senior Services

Whole Grain Lasagna

Yield: 24 Servings
Portion: **8 oz**

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Sauce				Sauce
Diced Tomatoes, canned		½ #10 can		1. Brown turkey.
Tomato Puree, canned		¼ #10 can		2. Add other sauce ingredients. Boil and cook on simmer for 1 hour.
Water		1 qt		
Green Bell Pepper, diced	1 each			Assembly
Onion, diced	1 each			1. Layer sauce, uncooked pasta, ricotta and parmesan 4 times, with sauce and parmesan on top, to fill a "200" pan. Use all sauce for pasta to absorb while baking.
Garlic, granulated		1 Tbsp		
Italian Spice		3 Tbsp		
Brown Sugar		1 Tbsp	CCP	2. Bake in 350°F oven for 1 ½ -2 hours, **until internal temperature reaches 165°F.**
Beef or Vegetable Stock		3 Tbsp	PHF	
Turkey, lean, ground	2 lbs		PHF	
Ricotta Cheese	1 ½ lbs		PHF	**Serve immediately or maintain at 140°F or above.**
Eggs, whole	3 each		PHF	
Whole Wheat Lasagna pasta	2 lbs			
Parmesan, grated	1 lb			

Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed 4 hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within 4 hrs. Record the time and temperature at those 2 intervals.
CCP Storage: In shallow pan cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record the time and reheat temperature.

Baked

Yield: 100 Servings
Portion: 3 oz
Oven: 350°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: (CCP) Use cello pack or Pollack fish; remove from freezer in small batches. Do not mix old product with new. Spray baking sheets with non-stick cooking spray. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Fish fillets, frozen, unbreaded, square	4 oz	PHF	1. Place frozen fish on 18x26 pans..
Butter or margarine	1 lb approx		2. Brush top side of frozen fish with butter or margarine.
Paul Prudhomne's Seafood Magic	1 can	CCP	3. Sprinkle fish with Paul Prudhomne's Seafood Magic.
Tartar Sauce, packets	100 each		4. Bake at 350°F for 25 to 30 minutes or until temperature of fish reaches 145°F for 15 seconds and fish flakes easily when tested with a fork at thickest part.

CCP: There should be no leftovers with this item.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165°F-170°F prior to transport.

CCP Holding: Holding time for Baked Fish shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

Recipe from: Santa Clarita Valley Senior Citizen Center, Adapted by CNS 1998

Funded by the County of Los Angeles Community and Senior Services

Cheesy Tuna Casserole

Yield: 100 Servings

Portion: 10 oz. (2 oz. tuna - 1 oz. cheese - 3 oz. sauce - ½ cup noodles)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Noodles Boiling Water	5 lbs 4 gal		1. Cook noodles until tender. Drain. Add cold water to stop cooking. Drain water beforecombining with other ingredients.
Tuna, drained (66 ½ oz./can) Celery, diced Onion, diced	4 cans 2 lbs 2 lbs	PHF CCP	1. Flake tuna and add to noodles. Saute celery and onions, and add to tuna noodle mixture. 2. Mix well.
Boiling Water Nonfat Dry Milk Solids Hot Water (tap) American Cheese (grated) Flour Butter American Cheese (grated) (For sprinkling over top)	2 gal 2 lbs 12 oz 6 lbs 2 lbs 1 lb 2 lbs	PHF CCP	1. Make a roux of flour and butter, being careful not to scorch. Cook 5 minutes or more. Bringing the 1.2 gals of water to boil. 2. Mix nonfat milk with warm water (12 oz.) in mixer. Add to boiling water, reduce heat, add roux and stir until thick medium white sauce. Stir in grated cheese until melted, mix sauce, noodles and tuna together. 3. Pan according to production sheet, and bake at 300°F for 30 min. and internal temperature should reach 145°F for 15 seconds. 4. Sprinkle with cheese.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Cheesy Tuna casserole shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Creole Fish and Rice

Yield: 100 Servings

Portion: 3 oz. Fish + 2 oz. sauce + ½ cup rice

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weigh/measure all ingredients.
(CCP) Use cello pack or Pollock, thaw in 40°F refrigerator or under cold running water. Remove from refrigerator in small batches.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Fish, boneless white, raw 4 oz portion	25 lbs	PHF	1. Dip fish in vegetable oil (room temperature or warmer) and place on pans.
White Pepper	1 tsp		2. Combine seasonings and cover fish portions with the mixture.
Paprika	1 tsp	CCP	3. Bake at 450°F for 15-20 minutes, or until reaching internal temperature of 145°F or above for 3 minutes.
Vegetable Oil	2 cups		
Rice	5 ½ lbs dry (3 gal 2 cups cooked)		4. Fill steam table pans with rice. Assemble by laying the cooked fish over rice and cover with Creole Sauce.
Creole Sauce	2 gal		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between ~~155~~ 150-155°F prior to transport.

CCP Holding: Holding time for Creole Fish shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe from CV Committee on Aging; adapted by CNS 1996.

Funded by the County of Los Angeles Community & Senior Services

Lemon Baked Fish

Yield: 50 Servings
Portion: 3 oz
Oven: 400°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weight/measure all ingredients. (CCP)*Use cello pack or Pollack; thaw in 40°F refrigerator or under 70°F or less cold running water. Thaw fillets enough to separate. Remove from refrigerator in small batches. Do not mix old product with new.

INGREDIENTS	AMOUNT Weights and Measures		CCP or PHF	PROCEDURE
Fish fillets	12.5 lbs	50	PHF	1. Place 16 thawed fillets onto each 18X26-inch sheet pan.
Margarine	1 lb 8oz			2. Melt margarine. Mix with lemon juice and seasonings.
Salt	1 oz	1½ Tbsp		3. Brush generously on each piece of fish.
Paprika		3 Tbsp	CCP	4. Bake at 375°F for approximately 10 minutes for each inch of thickness or until fish flakes easily with a fork when tested at the thickest part and internal temperature is 145°F or above for 15 seconds. Transfer to a 12X10X2-inch pans.
Lemon Juice		1/3 cup		

Serving: Serve immediately or maintain at 140°F or above. If delivered to sites, product temperature needs to be between 150°-155°F prior to transport.

CCP Holding: Holding time for Lemon Baked Fish shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below and use within 2 days. Do not freeze.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Funded by the County of Los Angeles Community & Senior Services

Salmon .tties
Yield: 50
Portion: 2 (2½ oz) Patties
Oven: 400°F Conventional; 375°F Convection

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weigh/measure all ingredients. (CCP) If using frozen salmon, thaw in 40°F refrigerator or under cold running water. Remove from refrigerator in small batches.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Butter or margarine	12 oz		1. Combine butter, flour, salt and milk. Make into thick white sauce. Allow to cool.
Flour	9 oz		
Salt	1 tsp		2. Remove skin and bones from salmon. Flake and add to white sauce
Milk	1½ qt	PHF	
Salmon, fresh or equivalent canned	8 lb	PHF	3. Add cornflakes, onion juice, and pimiento to salmon mixture. Mix carefully.
Cornflakes	6 oz		4. Measure with #16 dipper and shape in 50 patties. Place on greased baking sheet.
Onion juice	3 Tbsp		
Pimiento, chopped	7 oz	CCP	5. Bake patties about 30 minutes in a 400°F oven or until internal temperature reaches 155°F for 15 seconds.

CCP Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 150°F-155°F prior to transport.

CCP Holding: Holding time for Salmon Patties shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Records time and temperature at those 2 intervals or chilling process.

CCP Storage: in shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe adap CNS 1998

Funded by the County of Los Angeles Commu Senior Services

Seafoo[illegible]d Chicken Paella

Yield: 50 Portions

Portion: 8 oz

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: (CCP)Use cello pack or Pollack fish; thaw in 40°F refrigerator or under cold running water. Assemble and weigh/measure all ingredients. Wash all vegetables prior to chopping.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Vegetable oil	1 cup		1. Lightly coat bottom of skillet with oil. Heat to 375°F.
Onion, diced ½-inch	1 lb 12 oz		2. Add onion and garlic. Sauté 3 minutes or until garlic is fragrant.
Garlic, fresh, minced	2 oz		3. Add chicken and fish to oil. Sauté quickly until both are no longer translucent.
Chicken, raw, diced	6 lbs	PHF	
Fish, boneless, white, raw, cut-up into small pieces	6 lbs	PHF CCP	4. Add water and vegetable base. Bring to a boil.
Water	3½ qt	PHF	5. Stir in rice and spices. Cover. Reduce heat and simmer 15 minutes. Temperature of fish should be at least 160°F for 15 seconds; chicken at least 165°F for 15 seconds.
Chicken base	4 oz		
Rice	10 oz	CCP	6. Add peas and corn. Cover and cook 10 minutes or until internal temperature reaches at least 165°F for 15 seconds and liquid is absorbed.
Green peas, frozen	1 lb 12 oz		
Corn, frozen	2 lbs		
			7. Divide into 12x10x4-inch pans.

Note: **Do not mix old product with new.**

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165°F-170°F prior to transport.

CCP Holding: Holding time for Paella shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those two intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within 2 days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Chile Egg Puff

Yield: 100 Servings (Pan Size 12x20x4")

Portion: 4 Pans = 24 Servings per pan (cut 4x6)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Pasteurized Liquid Eggs	10 lbs	PHF	1. Beat eggs in mixer.
Ortega Chiles, Mild	4 Cups		2. Add chiles to eggs.
Oil	4 cups		3. Add oil to mixture.
Lowfat Cottage Cheese	16 cups	PHF	4. Add cottage cheese, flour, baking powder, and shredded Monterey Jack Cheese.
Flour	4 cups		5. Beat until thoroughly mixed.
Baking Powder	8 tsp.		6. Spray pans with Vegetable Oil.
Monterey Jack Cheese, Shredded	6 lbs.		7. Pour mixture into prepared pans (12x20x4").
Vegetable Oil Spray		CCP	8. Bake in 300°F oven for 30 minutes until an internal temperature of 165°F is reached for fifteen seconds and the surface is light brown with the center firm.
			9. Cut into 4x6" squares.
			10. Hold at 140°F or above until service.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Chili Egg Puff shall not exceed 2 hours from end of production to beginning of food service at site.

CCP Cooling: If necessary, in shallow pan, to 70°F or below within 2 hours; and then to 41°F within an additional 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Recipe from AVCOA

Funded by the Los Angeles County Community & Senior Services

Quiche

Yield: 48 portions or 12 8-inch quiches
Portion: 1/4 quiche
Oven: 375°F Conventional; 350°F Convection

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weight/measure all ingredients. Receive and maintain eggs at 40°F.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
8-inch pie crust shells, pre-prepared	12 each		1. Thaw and/or bake pre-prepared shells, if necessary.
Eggs, liquid pasteurized	3lbs 4oz	PHF	2. Beat eggs. Add half & half, milk, and seasonings.
Half-and-half	2 qts	PHF	3. Sprinkle partially baked shells with Swiss cheese, 4 oz per pie, and bacon or ham, 2 oz per pie.
Milk	2 qts	PHF	4. Pour egg mixture into shells, 15 oz (approximately 2 cups) per pie.
Salt	1½ tsp		5. Sprinkle with Parmesan cheese, 2 Tbsp per pie.
Pepper, white	½ tsp	CCP	6. Bake until custard is set and lightly browned. Cover with foil, if necessary. Internal temperature must be at least 160°F for 15 seconds.
Swiss Cheese, grated	3 lbs	PHF	
Bacon; chopped, cooked and drained, or Ham, finely diced	1 lb		
Parmesan Cheese, grated	8 oz		

Serving: Serve immediately or maintain heated at 140°F or above for 1 hour.
CCP Holding: Holding time for Quiche between end of production and beginning of food service at site or delivery at last home delivered meal shall not exceed 2 hours.
CCP Cooling: Chill to 70°F or below within 2 hrs; and then to 41°F within 4 hrs.
CCP Storage: Cover, label, date and store in refrigerator at 40°F or below and use within 2 days.
CCP Reheating: Reheat rapidly to a minimum of 165°F for 15 seconds. Record time and reheated temperature.

Recipe from: Food for Fifty by Mary Molt, 1997. Adapted by CNS, 1998

Funded by the County of Los Angeles Community & Senior Services

Vegetable Lasagna

Yield: 100

Portion: 8 oz

Oven: 375°F Conventional; 350°F Convection

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights	AMOUNT Measures	CCP or PHF	PROCEDURE
Broccoli; chopped, frozen, defrosted	1 lb 8 oz	3¾ cups		1. Squeeze any moisture out of vegetables (Do Not Cook).
Squash, yellow; fresh, sliced	1 lb 8 oz / 1 qt 1¼ cup			2. In large bowl, blend together Ricotta cheese and tofu until smooth.
Spinach; chopped, frozen, defrosted	1 lb 8 oz	3¼ cups		3. Add beaten eggs, garlic powder and parsley. Blend well.
Ricotta Cheese, skim	2 lbs	3¾ cups	PHF	4. Add vegetables.
Tofu	3 lbs		PHF	5. Assemble lasagna as follows: spread a thin layer of vegetable lasagna sauce (or other red sauce) in pan, top with noodles, sauce, vegetables, cheese mixture plus Mozzarella cheese, Repeat. End with Parmesan cheese.
Eggs, liquid, pasteurized	1 lb 6 oz		PHF	
Garlic powder	9.36 oz	1 tsp	CCP	6. Bake at 375°F for 30 - 40 minutes or until internal temperature reaches 145°F for 15 seconds.
Frozen lasagna noodles	8 lbs			
Vegetable lasagna sauce (see recipe) or other red pasta sauce		1½ gallons	PHF	
Mozzarella Cheese, skim, grated			PHF	
Parmesan Cheese	4lbs			
	8.81 oz	2½ cups		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be 160°F prior to transport.

CCP Holding: Holding time for Vegetable Lasagna shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: Chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those two intervals of chilling process.

CCP Storage: Cover, label, date and store in refrigerator at 40°F or below and use within 3 days.

CCP Thawing: Thaw lasagna in refrigerator. Do not refreeze.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe fro[illegible] Not Just Desserts by the Calif. Assoc. Of Nutrition Directors for the Elderly, 1992, Adapted b[illegible]S, 1998

Funded by the County of Los Angeles Community & Senior Services

Vegetable Lasagna Sauce
Yield: 100
Portion: 2 oz

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Oil	6 Tbsp		1. In large skillet, heat oil.
Onion; yellow, jumbo, chopped			2. Add chopped onions and cook until tender.
Garlic, fresh minced	2 lbs 1 qt 1¾ cups		3. Add garlic and mushrooms; cook 5 - 10 minutes.
Mushrooms, fresh, sliced	1/2 cup		4. Add basil, oregano, parsley, and pepper.
Basil, dried	2 lbs 3 qts 1 cup		5. Add tomatoes and paste. Bring to a boil.
Oregano, dried	2 Tbsp	CCP	6. Reduce heat and simmer for 35 to 45 minutes or until internal temperature reaches at least 145°F for 15 seconds.
Parsley, fresh, chopped	2 Tbsp		
Pepper, black, ground	8.91 oz 1 qt		
Tomatoes, diced			
Tomato Paste	13 lbs / 5 qts 3.5 cups 6lbs 14 oz / 2qts 4cups		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be 160°F prior to transport.

CCP Holding: Holding time for Sauce shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pans, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those two intervals of chilling process.

CCP Storage: Cover, label, date and store in refrigerator at 40°F or below and use within 2 days.

CCP Thawing: Thaw sauce in 40°F refrigerator. Do not refreeze.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Chef's Salad Bowl

Yield: 50 portions

Portion: 7 oz

CCP = Critical Control Point

PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weight/measure all ingredients. (CCP) Refrigerate all meats, cheese, lettuce and eggs in 40°F refrigerator prior to preparation. Remove from refrigerator in small batches.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Head lettuce or mixed greens	12 lbs		1. Cut or tear lettuce into bite sized pieces.
Cooked turkey	3 lbs	PHF	2. Portion into individual salad bowls, 4 oz per bowl.
Cooked ham	3 lbs	PHF	3. Cut meat and cheese into thin strips.
Cheddar or Swiss cheese	3 lbs	PHF	4. Arrange on top of lettuce, 1 oz turkey, 1 oz ham, 1 oz cheese per bowl.
Green pepper, rings	8 lbs AP 50		
Tomatoes, cut into wedges	6 lbs AP	PHF	5. Garnish with 1 green pepper ring, 2 tomato wedges, and 2 egg quarters.
Eggs, hard-cooked, quartered, grade A pasteurized (optional)	25		6. Serve with Thousand Island, Roquefort, Creamy French or Ranch dressing.
Salad dressing	1½ - 2 qt		

Serving: Serve immediately or maintain at 40°F or below.

CCP Holding: Hold Chef's Salad Bowl at 40°F or below.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within 2 days.

Recipe from: Food for Fifty by Mary Molt, 1997, Adapted by CNS, 1998

Funded by the County of Los Angeles Community & Senior Services

Chicke. . Turkey Salad

Yield: 50 portions or 6¼ qt
Portion: ½ cup (4 oz)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients. (CCP) Chill all ingredients prior to combining.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Cooked chicken or turkey	8 lbs	PHF	1. Cut chicken into ½ inch cubes.
Eggs, fresh or liquid pasteurized	12 eggs	PHF	2. Simmer fresh eggs for 20 - 30 minutes to hard boiled. Plunge into cold running water to stop cooking OR break fresh eggs or pasteurized eggs into 12x20-inch pan. Steam until firm and ready for chopping. Chill.
Celery, diced	3 lbs		
Onion, fresh, minced	2 Tbsp		
Salt	2 Tbsp		
Pepper, white	1 tsp		3. Combine all ingredients. Mix lightly. Chill quickly to below 40°F.
Mayonnaise	1 qt	PHF	4. Line plates or bowls with lettuce leaves.
Lemon juice	4 tsp		5. Serve with #8 dipper.
Lettuce, iceberg or leaf	2-3 heads		

Note: **24-25 lbs of chicken AP will yield approximately 8 lbs cooked meat.**
Serving: Serve immediately or maintain at 40°F or below.
CCP Holding: Hold Chicken or Turkey Salad at 40°F or below. Transport covered, labeled, and at 40°F or below.
CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within 2 days.

CHICKEN WALDORF ENTRÉE SALAD

Yield: 100 Servings
Portion: 2 oz. chicken (2 oz. spoodle), ½ cup apple/celery (4 oz. spoodle)

CCP - Critical Control Point
PHF-Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Chicken breast, cooked	15#		PHF	1. Chill all ingredients to 41°F or below. Combine the chicken, onion, curry powder, raisins and pepper. Place in pans and hold at 41° or below.
Mayonnaise, reduced fat or fat free	2 qt		CCP	
Red onion, minced	¼ cup			
Curry powder	2 Tbl			
White pepper	2 tsp			2. Toss apples with cider vinegar to coat. Combine apples and celery.
Golden raisins	1 #			
Apples, diced in ½ inch pieces	24# EP		PHF	3. Mix thoroughly mayonnaise, black pepper and salt; fold into apple-celery mixture. Add walnuts, stir gently. Place in pans and refrigerate at least one hour at 41°F or below to blend flavors.
Cider vinegar	3 cups		CCP	
Mayonnaise, reduced fat	2 qt			
Celery, chopped	4# EP			
Black pepper	2 Tbl			4. Serve one 2 oz. spoodle of chicken salad, one 4 oz. spoodle of waldorf salad on one cup of romaine lettuce.
Salt	1 ½ Tbl			
Walnuts, chopped				
Romaine lettuce, chopped				

Serving: Serve immediately or maintain at or below 41° F.
CCP Holding: Holding time shall not exceed 4 hours from end of production to beginning of food service. Hold at or below 41° F.
CCP Cooling: In shallow pan, chill to 41°F as quickly as possible.
CCP Storage: Cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.

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Courtesy of Morrison Health Care Food[illegible]ces Harbor UCLA

FAJITA SALAD

Yield: 100 Servings
Portion: 2 oz. meat (2 oz. spoodle), 4 oz. vegetable mixture (4 oz. spoodle); 1-cup greens (tongs)

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Boneless Sirloin steak or lean beef strips	20#		PHF	1. Cut beef into strips if not already cut. Place in pan or bowl; keep at 41°F or less. Combine lime juice, cilantro, garlic and chili powder. Pour over beef; refrigerate at 41°F or less for 30 minutes.
Lime juice		1 ½ qt		
Chopped Fresh Cilantro		3 cups		
Minced Garlic		2 Tbl	CCP	2. Heat olive oil in steam-jacketed kettle, add bell peppers and onions, cook and stir until an internal temperature of 145°F is reached for 15 seconds. Add garbanzo beans and cook to 165°F for 15 seconds. Place in pans and hold at 140°F or above.
Chili powder		½ cup		
Red bell pepper, cut in strips		1 ½ gallons		
Onions, sliced		1 ½ gallons		
Olive oil		½ cup	CCP	3. Add beef and marinade to kettle, cook and stir until the internal temperature reaches 145°F for 3 minutes. Place in pans and hold at 140°F or above.
Garbanzo beans, rinsed and drained		1 ½ qt	PHF	
Salad greens, mixed		3 qt		4. Serve one 2 oz. spoodle of meat and one 4 oz. spoodle of vegetable mixture over one cup of greens (tongs) with 2 tomato wedges, ¼ c salsa, 1 Tbl. sour cream and 1 sprig cilantro.
Tomato, cut in wedges		1 ½ qt		
Prepared salsa		1 ½ qt		
Low fat sour cream		3 cups		
Cilantro sprigs for garnish		100		

Meat Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed 4 hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within 4 hrs. Record the time and temperature at those 2 intervals.
CCP Storage: In shallow pan cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record the time and reheat temperature.

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Hot Chicken Salad

Yield: 56 portions or 2 pans 12x20x2-inches
Portion: 5 oz
Oven: 350°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weight/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Cooked chicken	6 lbs	PHF	1. Dice chicken. Add onion, almonds, lemon juice, lemon peel, seasonings, mayonnaise, and mix.
Onion, chopped	3 oz		2. Weigh mixture into two 12x20x2-inch counter pans, 7 lbs per pan.
Almonds, browned, coarsely chopped	1 lb	CCP	3. Sprinkle cheese over top of salad.
Lemon juice	1/2 cup		4. Distribute potato chips uniformly over cheese. Bake at 350°F for 25 - 30 minutes, or until it reaches an internal temperature of 165°F or higher for at least 15 seconds. Should be bubbly. Cut 4x7 or serve with #8 dipper.
Lemon peel, grated	3 Tbsp		
Pepper, white	1 tsp		
Salt	1 Tbsp		
Mayonnaise	1 1/2 qt	PHF	
Cheddar Cheese, shredded	3 lbs	PHF	
Potato Chips, crushed (optional)	12 oz		

Serving: Serve immediately or maintain at 140°F or above. Record time and temperature.

CCP Holding: Holding time for Hot Chicken Salad between end of production and food service assistance at site or delivery at last home delivered meal shall not exceed 2 hours.

CCP Cooling: Chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature throughout chilling process. Discard remaining salad - do not store in the refrigerator (Chicken has already been reheated once).

SALMON SALAD

Yield: 100 Servings
Portion: 2 oz protein (2 oz. spoodle), 1 ½ c vegetables (3 - 4 oz. spoodles)

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Reduced fat honey Dijon dressing, made or purchased			PHF	1. Brush honey Dijon dressing over salmon pieces, sprinkle with pepper, grill over medium high heat or bake salmon at 350°F for 10-15 minutes until fish flakes easily and reaches an internal temperature of 145°F. Place in steam table pans.
Salmon fillets, 4 oz, fresh or thawed	50 fillets		CCP	
Spinach	18# AP			
Mixed salad greens	18# AP		CCP	2. Combine greens, tomatoes, snow peas, and green onions. Place in pans and hold at 41°F or less.
Cherry tomatoes, halved if large	8# AP			
Snow peas, frozen, thawed	10#			3. Serve three 4 oz. spoodles of vegetable mixture topped with one 2 oz. spoodle of salmon and garnish with 2 Tbl. green onions and 1 oz. of Honey Dijon Vinaigrette dressing.
Green onions, chopped	4#			

Salmon Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed 4 hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within 4 hrs. Record the time and temperature at those 2 intervals.
CCP Storage: In shallow pan cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record the time and reheat temperature.

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Southwestern Chicken Salad

Yield: 50 Servings

Portion: 2 oz. Chicken, 2.5 oz. Beans, 1/2 Cup Vegetables

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.

Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Chopped Roasted Chicken Breast	6 lb		PHF	1. In a large bowl, stir together chicken salad ingredients.
Red Bell Pepper	4 ¼ each			2. Combine dressing ingredients. Mix to dissolve salt.
Green Bell Pepper	4 ¼ each			3. Pour over chicken salad. Toss well.
Medium Red Onion	4 ¼ each			4. Serve immediately or cover and refrigerate until needed.
Black Beans	8 lb			
Diced Jicama or Water Chestnuts		8 ½ cup		Serving Suggestion: Serve on a bed of chopped Romaine lettuce with a whole wheat tortilla.
Snipped Fresh Cilantro		2 1/8 cup		
Jalapeño Pepper	4 ¼ each			
Dressing:				
Olive Oil		1 cup		
Orange Juice		1 cup		
Cider vinegar		1 ½ cup		
Ground Cumin		8 ¼ tsp		
Chili Powder		4 ¼ tsp		
Cayenne		4 ¼ tsp		
Salt		2 tsp		

Serving: Serve immediately or maintain at 41°F or below.

CCP Holding: Holding time for Southwestern Chicken Salad shall not exceed 2 hours from end of production to beginning of food service. Hold Southwestern Chicken Salad at 41°F or below.

CCP Cooling: N/A

CCP Storage: In shallow pan cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: N/A

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Recipe Provided by Lei Yuille, RD, Courtesy of The He[illegible] Choice Cookbook

Submarine Sandwich

Yield: 50 sandwiches

Portion: 2 oz meat + 1 oz cheese

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to slicing or shredding. Assemble and weight/measure all ingredients. Remove from refrigerator and prepare in small batches.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Buns, submarine or hoagie 4-5 inches	50		1. Slice buns in half lengthwise. 2. Cut slices of meat and cheese in half.
Salami 1-oz slices OR	3 lbs 2 oz	PHF	3. Arrange 1-oz of each kind of meat and 1-oz cheese on bottom half of each bun.
Luncheon Meat, 1-oz slices		PHF	
Ham, Pullman, 1-oz slices	3 lbs 2 oz	PHF	4. Alternate meat and cheese and arrange so that full length of each bun is covered.
Cheese, processed, American or Swiss, 1-oz slices	3 lbs 2 oz	PHF	5. Place 2 slices tomato, 1/2 shredded lettuce, and 2 dill pickle slices, if desired, on each sandwich.
Tomatoes, fresh, sliced	4 lbs		
Dill pickle slices, well drained (optional)	24 1 qt		6. Cover with top half of bun. 7. To serve, cut each sandwich in half.
Shredded head lettuce	3 heads		8. Serve with condiment packets of mustard, mayonnaise, as desired.
Condiment packets	50 each		

Serving: Serve immediately or maintain at 40°F or below. Record time and temperature at the end of production.

CCP Holding: Holding time for Submarine Sandwich is between end of production and beginning of food service at site or delivery of last home delivered meals shall not exceed 2 hours.

Discard leftover assembled sandwiches - Do not store in the refrigerator.

Apple Cider Dressing

Yield: 1 qt (64 Tbsp-32 oz.)
Portion: 64 (1 Tbsp) or 32 (1oz.)

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Apple cider	1 gal			1. In steam-jacketed kettle, slowly boil apple cider with cinnamon sticks and cloves until reduced by ¾ and slightly thickened.
Cinnamon stick	4 sticks			2. Discard cinnamon sticks and cloves.
Cloves, whole	1 tsp			3. Using a wire whip, mix mustard, oil, pepper, and poppy seed. Serve at room temperature. Shake or mix before serving.
Mustard, stone ground	1/3 cup			
Olive oil	½ cup			
Pepper, coarse ground black	¼ cup			
Poppy seed	1 tsp			

CCP Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within two (2) hours; and then to 41°F within four (4) hrs. Record the time and temperature at those two (2) intervals.
CCP Storage: When cool, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for fifteen (15) seconds. Record the time and reheat temperature.

HONEY DIJON VINAIGRETTE

Yield: 3 quarts
Portion: 48 – 2 oz. servings

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Mayonnaise, reduced fat		1 qt	PHF	1. Measure all ingredients into mixer bowl. Blend together, using wire whip.
Yogurt, plain		1 qt		
Cider vinegar		2 cups	CCP	2. Cover and refrigerate. Store at or below 41° F.
Honey		2 cups		
Dijon mustard		2 cups		
Onion, granulated or powder		1 Tbl		

Serving: Serve immediately or maintain at or below 41° F.
CCP Holding: Holding time shall not exceed 4 hours from end of production to beginning of food service. Hold at or below 41° F.
CCP Cooling: In shallow pan, chill to 41°F as quickly as possible.
CCP Storage: Cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.

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Hot Vinaigrette (For Salad Greens)

Yield: 50 Servings
Portion: 1 oz

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Balsamic vinegar	1 ½ qt			1. Combine vinegar, honey, and mustard in a steam-jacketed kettle or saucepan. Using a wire whip, mix until blended.
Honey	½ cup			2. Add onions, garlic, and spices to vinegar mixture. Heat over medium heat to 200°F
Dijon mustard	¼ cup			3. Spoon 2 Tbsp over single servings of bitter greens or fresh spinach leaves.
Green onions, sliced into thin rings	2 oz			
Garlic cloves, minced	1 oz			
Tarragon, dried whole	2 Tbsp			
Pepper, coarse, ground black	1 tsp			
Salt	½ tsp			

CCP Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within two (2) hours; and then to 41°F within four (4) hrs. Record the time and temperature at those two (2) intervals.
CCP Storage: When cool, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for fifteen (15) seconds. Record the time and reheat temperature.

Asian Vinaigrette
Yield: 100 Servings
Portion: 1 ounce

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Green Onions, minced		2 Cups		1. Combine all ingredients, except oil, in a small bowl and whisk to combine.
Vinegar, rice wine		1 ½ Cups		
Lemon Juice		1 ½ Cups		2. Slowly add the oil, whisking. Adjust the seasoning to taste.
Soy Sauce		1 Cup		
Ginger, minced		¼ Cup		Store refrigerated up to one week.
Garlic, minced		2 Tbsp.		
Sugar		¼ Cup		
White Pepper		1 Tsp.		
Canola Oil		8 1/3 Cup		

Serving: Serve immediately or maintain at 41°F or below.
CCP Holding: Hold Asian Vinaigrette at 41°F or below up to one week.
CCP Cooling: N/A
CCP Storage: Cover, label, date and store in refrigerator at 41°F or below.
CCP Reheating: N/A

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Red Wine Vinaigrette

Yield: 100 Servings

Portion: 1 ounce

CCP - Critical Control Point

PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.

Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Vinegar, red wine		4 Cups		1. Combine all ingredients, except oil, in a blender or food processor and blend well.
Italian seasoning, dry		5 ½ Tbsp.		
Sugar, granulated		2 ¾ tsp.		
Pepper, ground, black		1 tsp.		2. With the machine running, add the oil in a stream to emulsify.
Garlic Salt		4 tsp.		
Oil, Canola		8 1/3 Cup		Store refrigerated up to one week.

Serving: Serve immediately or maintain at 41°F or below.

CCP Holding: Hold Red Wine Vinaigrette at 41°F or below up to one week.

CCP Cooling: N/A

CCP Storage: Cover, label, date and store in refrigerator at 41°F or below.

CCP Reheating: N/A

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Basil Vinaigrette
Yield: 100 Servings
Portion: 1 ounce

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Basil, fresh, de-stemmed		12 ½ Cups		1. Combine all ingredients, except oil, in a blender or food processor and blend until the basil is finely chopped.
Mustard, Dijon		3 Tbsp.		
Vinegar, white wine		2 Cups		2. With the machine running, add the oil in a stream to emulsify.
Pepper, black, ground		1 tsp.		
Sugar, granulated		4 tsp.		Store refrigerated up to one week.
Oil, Canola		8 ½ Cups		

Serving: Serve immediately or maintain at 41°F or below.
CCP Holding: Hold Basil Vinaigrette at 41°F or below up to one week.
CCP Cooling: N/A
CCP Storage: Cover, label, date and store in refrigerator at 41°F or below.
CCP Reheating: N/A

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Orange Vinaigrette
Yield: 100 Servings
Portion: 1 ounce

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Orange Juice		2 ½ Cups		1. Combine all ingredients, except oil and honey, in a blender or food processor and blend well.
Vinegar, red wine		1 ¼ Cups		
Onion, red chopped		1 ¼ Cups		
Oil, Canola		7 ½ Cups		2. With the machine running, add the oil in a stream to emulsify.
Honey		2/3 Cups		3. Add Honey and blend well.
				Store refrigerated up to one week.

Serving: Serve immediately or maintain at 41°F or below.
CCP Holding: Hold Orange Vinaigrette at 41°F or below up to one week.
CCP Cooling: N/A
CCP Storage: Cover, label, date and store in refrigerator at 41°F or below.
CCP Reheating: N/A

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Italian Vinaigrette
Yield: 100 Servings
Portion: 1 ounce

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Vinegar, white wine		4 Cups		1. Combine all ingredients, except oil, in a blender or food processor and blend well.
Italian seasoning, dry		1 Cup		
Sugar, granulated		4 tsp.		
Pepper, ground, black		1 tsp.		2. With the machine running, add the oil in a stream to emulsify.
Oil, Canola		8 1/3 Cups		
				Store refrigerated up to one week.

Serving: Serve immediately or maintain at 41°F or below.
CCP Holding: Hold Italian Vinaigrette at 41°F or below up to one week.
CCP Cooling: N/A
CCP Storage: Cover, label, date and store in refrigerator at 41°F or below.
CCP Reheating: N/A

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Creole Sauce

Yield: 100 servings

Portion: 3 oz or as needed

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures		CCP or PHF	PROCEDURE
Vegetable Oil		1 cup		1. Heat oil, cook onions, celery and peppers with garlic until cooked, but not crisp.
Onions, sliced 1-1/2"	1 lbs			2. Drain tomatoes and discard juice. Dice into 1 "pieces. Add tomatoes, juice, stock and seasonings to above mixture.
Celery, crescents 1/4"	1 lbs			3. Bring to a boil, reduce heat and simmer 10 minutes.
Green Peppers, sliced 1 ½"	1 lbs			4. Dissolve cornstarch in cold water and add to hot mixture, cook until thickened and reaches an internal temperature of 140°F or higher for at least 15 seconds.
Garlic, minced		1 Tbsp		
Tomatoes, Canned		1 #10 cans	CCP	
Stock, Beef or chicken base	1-1/2 qts			
White Pepper		1 tsp		
Thyme, ground		1 tsp		
Sweet Basil		1 tsp		
Oregano		1 tsp		
Cornstarch	6 oz			
Water, cold		1 cup		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Creole Sauce shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe fro[illegible]CV Committee on Aging; adapted by CNS 1996.

Funded by the County of Los Angeles Community & [illegible]or Services

Dijon Mustard Sauce
Yield: 100 Servings
Portion: 2-1/2 oz. (or as needed)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Cream sauce, medium Dijon mustard Pepper, white Green onions, minced	2 gal 8 oz. 2 tsp 2 cups	CCP	• To be used over chicken legs, thighs or breasts that have previously been completely cooked and drained of excess fat and juice. 1. Combine all ingredients. 2. Pour sauce over chicken and return to oven. 3. Bake at 375°F for 15 minutes in regular oven or 375°F for 10 minutes in convection oven. Internal temperature needs to be maintained at 165°F or higher for 15 seconds.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Dijon Mustard Sauce shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Mushroom Sauce

Yield: 1 gallon
Consistency: Medium
Portion: ⅓ cup (2½ oz)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weigh/measure all ingredients. Wash all vegetables prior to chopping.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Margarine or butter	4 oz		1. In large saucepan, melt margarine or butter.
*Onion, fresh, minced	4 oz		2. Sauté onion and mushroom until onion is translucent. Set aside.
Mushrooms, fresh, sliced	8 oz	CCP	**Method 1** - Melt margarine, remove from heat. Add flour and salt. Stir until smooth. Cook 5-10 minutes. Add milk gradually, stirring constantly with wire whip. (CCP) Cook and stir as necessary until smooth and thick, about 15 minutes or internal temperature reaches 150°F for 15 seconds.
Milk	4 qt	PHF	
Flour, all purpose	8 oz		
Margarine or butter	8 oz		
Salt	1 oz	CCP	**Method 2** - This method is used for making quantities larger than 4 qt. Make a roux by melting margarine, adding flour, and cooking and stirring until smooth. Add ¼ of the milk and beat with wire whip until smooth. Gradually add remaining milk while stirring. (CCP) Internal temperature must be at least 150°F for 15 seconds.
		CCP	**Method 3** - Combine flour with ¼ of the milk. Heat remaining milk. Add milk-flour paste, using wire whip. Cook to desired consistency, then add margarine and salt. (CCP) Internal temperature must be at least 150°F for 15 seconds.
		CCP	**Method 4** - This method uses a steamer. Make a paste of flour and margarine. Add cold milk until mixture is the consistency of cream. Heat remaining milk. Add flour and margarine mixture stirring constantly with wire whip. Place in steamer until flour is cooked; if necessary, stir once during cooking. (CCP) Internal temperature must be at least 150°F for 15 seconds.

Notes: 1 lb nonfat dry milk and 3 ¾ qt cool water may be substituted for fluid milk. Combine dry milk and water and whip until smooth. Heat to scalding (185°F). Add, while stirring, roux made of margarine and flour. Cook on low heat, stirring as necessary, until thickened. 1 oz salt equals 1½ Tbsp.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165°F-170°F prior to transport.

CCP Holding: Holding time for Mushroom Sauce shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Records time and reheated temperature.

Recipe from: Fo[illegible] Fifty by Mary Molt, 1997, Adapted by CNS 1998

Funded by the County of Los Angeles Community & Senior Services

Baked Beans

Yield: 100 Servings

Portion: ½ cup = 4 oz.

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Beans, navy or Great Northern, dried	9 lb AP	CCP	1. Wash beans, sort, discarding any stones or other foreign material and shriveled beans. Add boiling water and let stand 1 hour. Cook in same water until tender, about 1 hour. Add more water as necessary.
Water, boiling	2 gal 3 qt.		
Sugar, brown	10 oz.		
Dry mustard	2 Tsp		2. Add remaining ingredients to beans. Pour into one 12 x 20 x 4 inch baking pan. Cover and bake at 350°F for 3-4 hours. Add more water if needed during baking. Uncover during last half hour of baking.
Vinegar, cider	1/4 cup		
Molasses	1 cup		
Catsup	1 qt.		
Bacon	1 lb		
Onion, chopped	6 oz.		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Baked Beans shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

Pinto Beans with Ham

Yield: 100 Servings

Portion: ½ cup

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Pinto Beans	4-#10 cans		1. In a steam jacketed kettle pour in beans, onions, bell peppers and bay leaf.
Onions	3 lbs		2. Cover all ingredients with 2 inches of water and bring to a boil.
Bell Pepper, chopped	2 lbs		3. Add ham. Heat to a minimum of 145°F or higher for 3 minutes.
Bay Leaf	2 each	CCP	
Ham (boneless), chopped	10 lbs		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Pinto Beans with Ham shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Ginger Rice

Yield: 50 Servings
Portion: 4 oz-#8 Scoop

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Margarine	½ cup			1. Sauté vegetables and cinnamon in oil until vegetables begin to soften, 10-15 minutes.
Oil	½ cup			2. Add uncooked rice to vegetables and stir over heat until completely coated with margarine and oil.
Onion, diced	1 lb			3. Place rice-vegetable mixture in a 12 x 20 x 4-inch counter pan.
Garlic, minced	4 oz			4. Add seasoning and chicken stock. Stir to combine. Cover tightly with aluminum foil.
Fresh ginger, peeled and minced	4 oz			5. Bake at 350°F for 45 minutes; or steam uncovered 30 minutes until internal thermometer reads 140°F. Stir before serving.
Carrots, peeled and diced	8 oz			
Cinnamon	1 tsp			
Rice, converted	3 lb			
Salt	1 tsp		CCP	
Pepper, black	¼ tsp			
Chicken stock	1 gal	PHF		

CCP Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within two (2) hours; and then to 41°F within four (4) hrs. Record the time and temperature at those two (2) intervals.
CCP Storage: When cool, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for fifteen (15) seconds. Record the time and reheat temperature.

Noodles Romanoff

Yield: 100 Servings

Portion: ½ cup serving

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Noodles Water, boiling Salt Vegetable oil or margarine	4 lbs 4 gal		1. Cook noodles according to directions. 2. Drain noodles.
Margarine Onions, chopped	1 lb 10 oz.		3. Saute onions in margarine until tender.
Flour, all purpose Garlic powder Skim Milk Parmesan cheese, grated Cottage cheese Sour Cream Paprika Cheddar cheese, shredded	6 oz. 1/2 tsp 2 qt. 6 oz. 4 lbs 1 qt. 1 Tbsp 12 oz.	 PHF PHF CCP	4. Add flour and seasonings to onions, stir constantly. Cook for 5-10 minutes. 5. Add milk gradually to flour mixture, stir constantly. Cook until thickened. 6. Add Parmesan & cottage cheeses, sour cream, and paprika to sauce. Combine noodles and sauce. 7. Scale pasta mixture into two 12 x 10 x 2-inch counter pans, 8 lbs per pan. Sprinkle with cheddar cheese, 4 oz. per pan. Bake at 350°F for 45 minutes or until heated through, and internal temperature reaches 145°F for 15 seconds

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Noodles Romanoff shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe fro[illegible]est Covina; adapted by CNS 1996.

Funded by the County of Los Angeles Community & Senior Services

Potatoes au Gratin

Yield: 100 Servings

Portion: ½ cup = approx. 4-5 oz.

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Potatoes	10 lbs EP		1. Grate the Swiss cheese and Parmesan. Store in refrigerator.
Skim Milk, cold	1 gal	CCP	2. Wash Potatoes.
Cream	1/2 gal		3. Peel the potatoes and slice them to 1/8-inch (.32 cm) thickness.
White Pepper	1 tsp		4. Add the potatoes to the milk and bring it to a boil. Simmer until the potatoes are nearly fully cooked.
Nutmeg	1 tsp		5. Add the cream and season the potatoes to taste with pepper and nutmeg.
Swiss Cheese	3 lbs		6. Layer the potatoes in a oiled hotel pan, alternating them with the grated cheeses. Finish with cheese on top. Sprinkle it with bread crumbs and dot with margarine.
Bread crumbs	3 lbs		
Vegetable margarine	1 lb		
Parmesan, grated	1 lb		
		CCP	7. Bake the gratin in a hot oven, loosely covered, until the potatoes are cooked to 145°F or higher for 15 seconds. Remove the cover and bake until the cheese is browned and a crust has formed.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Potato au Gartin shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

Roasted Red-Skinned Potatoes

Yield: 50 Servings
Portion: 4 oz Spoodle

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Potatoes, red-skinned unpeeled, cut into irregular 2-inch chunks, or left whole if small	17 lb			1. Place potatoes in large bowl. 2. Pour olive oil over potatoes. Stir to coat. 3. Drain excess oil from potatoes 4. Sprinkle salt, pepper, and garlic over potatoes. Stir to coat. 5. Spread potatoes in a single layer on oiled baking sheets 6. Roast potatoes at 400°F until tender and golden brown, for 30 to 35 minutes and internal thermometer reaches 140°F.
Olive Oil	1 lb 8 oz			
Salt	2 oz			
Pepper, cracked black	1 Tbsp		CCP	
Garlic, minced (optional)	1 oz			

CCP Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within two (2) hours; and then to 41°F within four (4) hrs. Record the time and temperature at those two (2) intervals.
CCP Storage: When cool, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for fifteen (15) seconds. Record the time and reheat temperature.

Whole Grain Brown Rice

Yield: 48 Servings
Portion: **½ cup / #8 scoop**

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Brown rice, uncooked	3 lbs			
Water	6 lbs			1. Sauté rice, onion, & celery in butter.
Jicama, diced	1 lb			2. Combine all other ingredients, except jicama. Bring to a boil and simmer for 1 hour, or until all water is absorbed and the **internal temperature reaches 165°F.**
Onion, diced	1 each			
Chicken or Vegetable Stock		3 Tbsp	PHF/CCP	
Celery, diced	1 lb			
Curry		1 tsp		3. Stir in jicama.
Poultry spice		1 tsp	CCP	4. **Serve immediately or hold above 140°F.**
Butter	½ lb			

Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed 4 hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within 4 hrs. Record the time and temperature at those 2 intervals.
CCP Storage: In shallow pan cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record the time and reheat temperature.

Orange Cumin Broccoli

Yield: 100 Servings
Portion: ½ cup-4 oz. Spoodle

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Broccoli, fresh or frozen (crowns)	30			1. Wash hands. Clean and cut fresh broccoli.
Orange zest	3 T + 1 t			2. Grate orange zest over broccoli. Add cumin and orange juice and toss.
Orange juice	5 cups			
Cumin	3 Tbl		CCP	3. Cook to 165°F via steamer or sauté or oven.

CCP Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within two (2) hours; and then to 41°F within four (4) hrs. Record the time and temperature at those two (2) intervals.
CCP Storage: When cool, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for fifteen (15) seconds. Record the time and reheat temperature.

Parsley Buttered Carrots

Yield: 50 Servings
Portion: 4 oz Spoodle

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Carrots, fresh Margarine, melted Salt Parsley, chopped	14 lb (AP) 4 oz 1 oz 1 oz		CCP	1. Wash, trim, and peel carrots. Cut into desired shapes 2. Steam or boil until just tender and an internal thermometer reaches 140°F for fifteen (15) seconds. 3. Pour margarine over carrots and sprinkle with salt and parsley. 4. If boiling the carrots, and salt to the cooking water.

CCP Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within two (2) hours; and then to 41°F within four (4) hrs. Record the time and temperature at those two (2) intervals.
CCP Storage: When cool, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for fifteen (15) seconds. Record the time and reheat temperature.

Scalloped Corn
Yield: 100 Servings
Portion: 5 oz (1/2 cup)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Corn, cream style	4 #10 cans	PHF	1. Mix corn, milk, and seasonings.
Skim Milk	1/2 Gal		2. Combine crumbs and margarine. Place alternate layers of buttered crumbs and corn mixture in two 12 x 2-inch baking pans.
Pepper, white	1/2 tsp		
Cracker crumbs	2 lbs	CCP	3. Bake at 350° for 35-40 minutes, and internal temperature of 145°F maintained for at least 15 seconds.
Margarine, melted	1 lb 8 oz.		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Scalloped Corn shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

Recipe from: [illegible] Edition: Food For Fifty, Mary Mold; adapted by CNS 1996

Funded by the County of Los Angeles Community & Senior Services

Seasoned Fresh Green or Wax Beans

Yield: 50 Servings
Portion: 3 oz-4 oz Spoodle

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Green or wax beans, fresh Margarine, melted Salt	11-12 lb 4 oz 1 oz		CCP	1. Wash beans. Trim ends. 2. Cut or break into 1-inch pieces. 3. Steam or boil, temperature must reach 140°F. 4. Pour margarine over cooked beans and sprinkle with salt. 5. If boiling the beans, add salt to cooking water.

CCP Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within two (2) hours; and then to 41°F within four (4) hrs. Record the time and temperature at those two (2) intervals.
CCP Storage: When cool, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for fifteen (15) seconds. Record the time and reheat temperature.

Seasoned Fresh Spinach and Other Greens

Yield: 50 Servings
Portion: 3 oz-4 oz Spoodle

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Spinach or other greens, fresh Margarine, melted Salt	12 lb 4 oz 1 oz		CCP	1. Sort and trim greens. Remove veins, coarse stems, and roots. 2. Wash leaves thoroughly, lifting out of water after each washing. 3. Steam or boil; temperature must reach 140°F. 4. Pour margarine over greens and sprinkle with salt. If boiling the greens, add salt to the cooking water

CCP Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within two (2) hours; and then to 41°F within four (4) hrs. Record the time and temperature at those two (2) intervals.
CCP Storage: When cool, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for fifteen (15) seconds. Record the time and reheat temperature.

Carrot & Raisin Salad
Yield: 100 Servings
Portion: 4 oz. (1/2 cup)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients. (CCP) Begin with chilled mayonnaise.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Carrots, raw, peeled, ground	18 lbs	CCP	1. Combine all ingredients, cover, label and date, and mix thoroughly under 40°F refrigeration.
Raisins, seedless	2 lbs		
Onions, minced	1/4 Cup		
Lemon Juice	1 Cup		
Sugar, Granulated	1/2 lb		
Mayonnaise	4 lbs		
Parsley (optional as garnish)			

Serving: Serve immediately or maintain at 40°F or below.
CCP Holding: Hold Carrot Raisin Salad at 40°F or below.
CCP Cooling: Not applicable.
CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days.
CCP Reheating: Not applicable.

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Cauliflow.. Pea Salad

Yield: 100

Portion: 1/2 cup

CCP = Critical Control Point

PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weight/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Cauliflower, fresh, rinsed, drained	8 lbs		1. Chop cauliflower. 2. Combine all ingredients. 3. Use just enough mayonnaise to bind the salad.
Peas, petite green frozen	15 lbs 10 qts 2½ cups	PHF	
Cheddar cheese, grated	1 lb 8 oz	PHF	
Mayonnaise	1 lb		

Serving: Serve immediately or maintain at 40°F or below.

CCP Holding: Holding time for Cauliflower Pea Salad at 40°F or below.

CCP Storage: In shallow pan, cover, label, date and store at refrigerator 40°F or below. Use within 2 days. Do not freeze.

Recipe from t just Desserts by The Calif. Assoc. of Nutrition Director For The Elderly, 1992, Adapted t , 1998

Funded by the County of Los Angeles Commun enior Services

Marinated Garden Salad

Yield: 50 Servings
Portion: 2 ½ oz-4 oz. Spoodle

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Carrots, sliced	1 lb			1. Steam carrots just until tender-crisp. Drain.
Cauliflower, fresh	2 lb			2. Cut cauliflower into florets.
Broccoli spears	2 lb			3. Cut broccoli into florets and slice stems.
Mushrooms, fresh	1 lb			4. Clean mushrooms. Cut large mushrooms in half. Combine all vegetables
French dressing	1 ½ qt			5. Combine dressing and seasonings.
Dill weed	½ oz			6. Pour over vegetables
Basil, dried, crumbled	1 Tbsp			7. Marinate at least two (2) hours. Salad must chill to or below 41°F before serving.
Oregano, dried, crumbled	1 tsp			

CCP Serving: Serve immediately or maintain at or below 41°F.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at or below 41°F.
CCP Storage: Cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.

Spinach Salad

Yield: 50 portions or 10 lbs.
Portion: 3 oz (3/4 cup)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weight/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Fresh Spinach, thoroughly cleaned of all dirt residue. Green onions, sliced	10 lbs 2 bunches		1. Cut or tear spinach into bite-sized pieces. Add onions. 2. To serve, toss lightly with desired dressing.

Serving: Serve immediately or maintain at 40°F or below.
CCP Holding: Holding time for Spinach Salad not critical if served the same day.
CCP Storage: In shallow pan, cover, label, date and store at refrigerator 40°F or below. Use within 2 days.

Recipe from for Fifty by Mary Molt, 1997, Adapted by CNS, 1998

Funded by the County of Los Angeles Commun enior Services

Sw Broccoli Salad

Yield: 100 Servings
Portion: **½ cup = 4oz spoodle**

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Fresh broccoli floret	12 ½ lbs			1. Combine broccoli, raisins, and onions in a bowl, toss gently.
Golden raisins	4 cups			2. Combine mayonnaise and next 6 ingredients in a bowl; stir well.
Green onion, chopped	3 cups			3. Pour mayonnaise mixture over broccoli mixture. Toss gently to coat vegetables.
Reduced calorie mayonnaise	3 cups	PHF		4. Cover and chill to or below 41°F within four hours. Hold at 41°F or lower during serving time.
Plain yogurt, non fat	3 cups	PHF		
Water chestnuts, minced	1 ½ cups			
White wine vinegar	¾ cup		CCP	
Orange juice	¾ cup			
Sugar	½ cup			
Grated orange rind	2 ½ Tsp			

CCP Serving: Serve once salad reaches 41°F or lower.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at or below 41°F.
Leftover Salad: In shallow pan, chill to or below 41°F within four (4) hours and record on cooling log.
CCP Storage: When cool, label, date and store in refrigerator at 41°F or below. Use within two (2) days.

Tossed Green Salad

Yield: 100 Servings
Portion: Approx (½ cup)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to use. Refrigerate lettuce at 40°F before preparation.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Lettuce, broken 1"	4 Heads		1. Toss all ingredients together just before serving.
Endive, Romaine, broken 1"	2 lbs		2. Place in desired bowl and garnish, if desired. i.e., tomato, pepper, onion, radish, carrot , etc.
Green leaf, broken 1"	2 lbs		
Spinach, broken 1"	1 lbs		
Optional for garnish			
Tomatoes, peppers, onions, radishes, carrots			

Serving: Serve immediately or maintain at 40°F or below.
CCP Holding: Hold Tossed Green Salad at 40°F or below.
CCP Cooling: Not applicable.
CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days.
CCP Reheating: Not applicable.

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Recipe from: [illegible]est Covina; adapted by CNS 1996.

Funded by the County of Los Angeles Community & Senior Services

Triple Bean Salad

Yield: 50 portions or 6 qt

Portion: ½ cup (4 oz)

CCP = Critical Control Point

PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weight/measure all ingredients. (CCP) Refrigerate all meats, cheese, lettuce and eggs in 40°F refrigerator prior to preparation. Remove from refrigerator in small batches.

INGREDIENTS	AMOUNT Weights and Measures		CCP or PHF	PROCEDURE
Green beans, French style or cut, canned	3 lbs 8 oz	1 #10 can	CCP	1. Drain green and wax beans thoroughly. 2. Rinse kidney beans. Drain. 3. Add onion, green pepper, vinegar, and seasonings to beans. Cover. Marinate over night in 40°F refrigerator. 4. Just before serving, drain vegetables well. Add oil and toss lightly. Serve with #12 dipper.
Wax beans, cut, canned	2 lbs 8 oz	1 #10 can		
Kidney beans, canned	3 lbs	1 #10 can		
Onion, thinly sliced	1 lb 8 oz			
Green pepper, diced	6 oz			
Vinegar, cider		3 cups		
Sugar, granulated	1 lb 8 oz			
Salt		1 Tbsp		
Pepper, black		1 Tbsp		
Celery seed		1 Tbsp		
Salad oil		1 cup		

Serving: Serve immediately or maintain at 40°F or below.

CCP Holding: Hold Triple Bean Salad at 40°F or below.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within 2 days.

Barley Lentil Soup

Yield: 50 Servings
Portion: 6 oz.

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Oil		½ cup		1. Heat large pot or steam jacketed kettle on medium high heat and add oil once pot is hot.
Onion, Brown, small dice	3 lbs			
Garlic, minced		3 Tbsp		2. Add onion and garlic and sauté until onion is soft.
Carrot, small dice	1.5 lbs			3. Add carrot and celery to pot and stir to combine. Cook 5-10 minutes or until carrots are fork-tender.
Celery, small dice	1.5 lbs			
Lentils, Brown, dried	1.5 lbs			4. Add lentils and barley to pot and stir a few minutes to pearl the barley.
Barley	2 lbs			
Stock, Chicken, LS & LF		3 gal	PHF	5. When barley is hot and begins to change color to look more white, add in the stock and bring to a boil. Reduce to a simmer and partly cover with a lid.
Potatoes, Russet, peeled & diced	2.5 lbs			
Thyme, dried		¼ cup		
Oregano, dried		3 ¾ Tbsp		6. Steam potatoes for 5-8 minutes or until fork-tender. Add steamed potatoes to the soup along with other seasonings. Stir well to combine and continue simmering until barley and lentils are soft. Approx 1 hour, or frequently **until internal temperatures reaches 165°F.**
Parsley, dried		¼ cup		
Bay leaf	5 each			
Pepper, Black, ground		1 ¼ Tbsp		
			CCP	
			CCP	7. **Hold at a minimum of 140°F** for service or serve immediately.

Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed 4 hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within 4 hrs. Record the time and temperature at those 2 intervals.
CCP Storage: In shallow pan cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record the time and reheat temperature.

Beef Barley Soup

Yield: 50 portions or 3 gallons

Portion: 6-8 oz

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weight/measure all ingredients. (CCP) If frozen, thaw beef in 40°F refrigerator.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Beef, cubed	3 lbs	PHF	1. Brown beef cubes in steam jacketed kettle or stock pot. Drain off fat.
Celery, chopped	1 lb 6 oz		
Onions, chopped*	1 lb 6 oz		2. Add celery and onions. Sauté until tender.
Beef stock	3 gallons	PHF	3. Add remaining ingredients. Bring to a boil. (212°F)
Pepper, black	1 tsp	CCP	4. Lower heat and simmer for 1 hour or until temperature reaches at least 145°F for 15 seconds.
Salt	1 tsp		
Bay leaf	1 each		
Carrots, diced	1 lbs 6 oz		
Pearl barley	10 oz		

***2 3/4 oz (1 1/3 cup) dehydrated onions may be substituted for fresh onions.**

CCP Note: **Do not mix old product with new.**

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 180°-185°F prior to transport.

CCP Holding: Holding time for Beef Barley Soup shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within 2 days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Butternut Squash Soup with Ginger

Yield: 100 Servings
Portion: 6 oz Ladle

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Butternut Squash, cut in half lengthwise	40 lb			1. Brush the cut sides of the squash and shallots or onions with oil or spray with non-stick cooking spray. Place on oiled shallow roasting pan, cut side down. Add the garlic cloves.
Shallots or onion, peeled and cut in half	24 lb			
Garlic Cloves, unpeeled	48 each			2. Roast at 375°F for 40-60 minutes until tender and light brown and internal temperature reaches 165°F.
Olive oil or cooking spray	1¼ cup			
Low sodium chicken broth	6 gal	PHF		3. Scoop the flesh from the squash shells and place in a saucepan or steam jacketed kettle with the shallots. Squeeze the garlic from the peel and add to the squash.
Low fat milk	12 cup	PHF		
Fresh ginger, minced	24 oz			
Salt and pepper	1 tbl + 2 tsp ea			4. Add the stock, ginger, and salt. Bring to a boil, reduce heat, and simmer for about 30 minutes, stirring occasionally until the vegetables are very tender.
	1¼ cup			
Chives or green onion, chopped				5. Transfer to a blender or food processor and puree until smooth, working in batches.
			CCP	6. Return the soup to the pan or kettle; stir in the milk and black pepper. Reheat to minimum of 165°F for fifteen (15) seconds.

CCP Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within two (2) hours; and then to 41°F within four (4) hrs. Record the time and temperature at those two (2) intervals.
CCP Storage: When cool, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for fifteen (15) seconds. Record the time and reheat temperature.

Carrot Soup
Yield: 66
Portion: ¾ cup (6 oz)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weight/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Carrots, scrubbed and diced	9 lb		1. In large pot, put carrots, potatoes, water and bouillon. Bring to a boil, lower heat and simmer, covered, for 15 minutes or until vegetables are tender.
Potatoes, scrubbed and diced	1 lb 6 oz		
Water	1 gal & 1 qt		
Salt-free Chicken bouillon	10 pkg (7 Tbsp)	PHF	2. In small, heavy pot, reconstitute Butter Buds in water as directed on label. Turn heat to low-medium. Add onions and garlic and simmer 10 minutes.
Butter Buds powder	2 pkg		
Onions, chopped	2 lb		
Garlic, minced	2½ Tbsp		3. In a blender or food processor, puree first two mixtures until very smooth.
Buttermilk	2½ qt	PHF	
Half and Half	1⅓ cup	PHF	4. Return mixture to pot. Add buttermilk, half & half, soy sauce, ginger root and mace.
Salt-reduced Soy Sauce	⅓ cup	CCP	
Fresh Ginger root, grated	3 Tbsp		5. Heat over low heat until internal temperature reads 165°F for 15 seconds.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 180°-185°F prior to transport.

CCP Holding: Holding time for Carrot Soup shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within 2 days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Chicken Gumbo
Yield: 64
Portion: 6 oz

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: (CCP) If frozen, thaw chicken in 40°F refrigerator. Wash vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Butter or margarine	1 lb		1. Melt butter or margarine in large stock pot and allow to brown slightly. Add flour and blend thoroughly.
Flour, all-purpose	12 oz		2. Add onions, celery, bell pepper, and tomatoes.
Onion, raw, diced	1 lb 4 oz		3. Add water and chicken base. Continue cooking for 45 minutes.
Celery, raw, diced	1 lb 4 oz		4. Add uncooked rice and continue cooking for 15 minutes.
Bell pepper, green, diced	6 oz		5. Add corn and chicken. Continue cooking until mixture reaches a minimum temperature of 165°F for 15 seconds.
Tomato, diced	4 lbs	CCP	6. Season with pepper.
Water	3 gallons		
Chicken base	10½ oz	PHF	
Rice, washed in cold water	12 oz		
Corn, cut	2 lbs 8 oz		
Chicken meat, cooked, pulled	2 lbs	PHF	
Pepper, black, ground	1 Tbsp		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165°F-170°F prior to transport.

CCP Holding: Holding time for Chicken Gumbo shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Records time and reheated temperature.

Recipe from son Health Care, Adapted by CNS 1998

Funded by the County of Los Angeles Commun Senior Services

Chili Soup with Tortilla Strips

Yield: 100 Servings
Portion: 6 oz

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Tomatoes, peeled, diced, fresh or canned	54 lb	PHF		1. In a blender or food processor, in batches if necessary, combine the tomatoes, stock or broth, chives or green onion, lemon juice, and salt. Process until just mixed. **CCP**-Cover and refrigerate for at least two (2) hours, or over night at 41°F or below.
Vegetable stock or low sodium vegetable broth	2 ¼ gal			
Chives or green onions, chopped	2 cups			
Lemon juice	1 cup			
Salt	2 tsp			2. Heat oil in a stockpot and sauté the onion, Anaheim chili, jalapeno, garlic, and celery for 8-10 minutes or until softened and lightly browned.
Olive oil	1 cup			
Diced red onion	9 cups			
Anaheim chili, diced	6 cups			3. Lightly coat a baking sheet with cooking spray. Arrange the tortilla strips in a single layer on the baking sheet. Bake or boil at 450°F until crisp, about 1-2 minutes if broiled or 5-10 minutes if baked.
Jalapeno, minced	1 ½ tbl			
Garlic, minced	1 cup			
Celery, diced	9 cups			
Corn tortillas, sliced into strips	54		CCP	4. Add the chilled ingredients to the stockpot, heat until the temperature reaches 165°F or greater, turn down to low and simmer ten minutes. Hold above 140°F for serving.
Green onion, sliced	2 ¼ cup			
				5. Ladle ¾ cup (6 oz) into soup bowls, garnish with tortilla strips (½ tortilla/serving) and green onions (1 tsp/serving).

CCP Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within four (4) hrs. Record the time and temperature at those two (2) intervals.
CCP Storage: When cool, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for fifteen (15) seconds. Record the time and reheat temperature.

Cream of Potato Soup
Yield: 100 Servings
Portion: 6 oz.

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Margarine	12 oz		1. Melt margarine. Add onions and saute until tender.
Onions, finely chopped	1 lb		2. Add flour, chicken base, and pepper to onions. Stir until blended. Cook for 5 minutes.
Potatoes, diced, cooked	12 oz.		3. Add water and stir until mixture thickens. Add potatoes and celery.
Celery, diced, cooked	1 lb 8 oz.		4. Stir in milk. Heat to 180°F.
Flour, all-purposes	1 lb	CCP	
Chicken base	8 oz		
Pepper, white	1/4 tsp		
Water	3 qt		
Milk, hot	3 gal		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between ~~165-170°F~~ 180-185 prior to transport.

CCP Holding: Holding time for Cream of Potato Soup shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Recipe fro[illegible] ACCP For Food Service; adapted by CNS 1996

Funded by the County of Los Angeles Community & [illegible]or Services

Cream of Pumpkin Soup

Yield: 3 gallons
Servings: 64 6-oz servings
Pan type: 16-quart stock pot

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weight/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Butter or margarine	8 oz		1. In stock pot, melt butter or margarine. Sauté onion and garlic until soft.
Onion, diced	8 oz		2. Add curry powder, salt, sugar and coriander. Cook 1 minute.
Garlic cloves, crushed	5 each		3. Add broth and pumpkin. Blend well.
Curry powder	3 Tbsp		4. Bring to boil and simmer 15-20 minutes.
Salt	1 Tbsp		5. Puree soup.
Sugar, granulated	1 Tbsp		6. Add half and half. Blend well.
Coriander, dried, ground	½ tsp		7. Heat until internal temperature is at least 150°F for 15 seconds.
Chicken broth	4½ qts	PHF/	
Solid pack Pumpkin	1 (#10 can)	CCP	
Half and Half	1½ qts	PHF	

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 180°-185°F prior to transport.

CCP Holding: Holding time for Cream of Pumpkin Soup shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within 2 days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Jamaican Carrot Soup

Low Sodium Recipe

Yield: 50 Servings
Portion: 8 oz.

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.

Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Water		1 gal + 3 qt		1. Combine all ingredients except garnishes in a large, heavy pot. Bring to a boil, lower heat and simmer covered until carrots and onions are tender.
Salt-free chicken bouillon		30 pkg (1¼ cup)		
Carrots, scrubbed and sliced	9 lb			
Onions, chopped	4 lb		CCP	2. Cool slightly. Puree until smooth. Reheat until **internal temperature is 145°F**.
Garlic, minced		1/3 cup		
Peanut butter		½ cup		
Worcestershire sauce		¼ cup		
Tabasco		2-3 tsp		
Nutmeg		2 tsp		
Optional garnishes:				
Plain low-fat yogurt		2 cup	PHF	
Red apple, chopped		2-3 each, medium		
Parsley, chopped		1 cup		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 180-185°F prior to transport.

CCP Holding: Holding time shall not exceed 4 hours from end of production to beginning of food service.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within 4 hrs. Record the time and temperature at those 2 intervals.

CCP Storage: In shallow pan cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record the time and reheat temperature.

Rich Pumpkin Soup
Low Sodium Recipe
Yield: 50 Servings
Portion: 8 oz.

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Margarine		1/3 cup		1. In a large, heavy pot, heat margarine.
Onions, minced	1 lb 6 oz			2. Add onions, celery, bouillon, and water. Cover and cook over medium heat for 10 minutes or until vegetables are tender. Stir often.
Celery, minced	1 lb			
Salt-free chicken bouillon		12 pkg (9 Tbsp)		
Water		2¾ cup		
Brown Sugar	6 oz			3. Stir in brown sugar, ginger, cinnamon, poultry seasoning, and nutmeg. Cook, stirring constantly, for 5 minutes.
Ground Ginger		4 tsp		
Cinnamon		1Tbsp		
Poultry Seasoning		2 tsp		
Nutmeg		2 tsp		4. Stir in milk, pumpkin, pepper, and soy sauce. Heat over medium heat, stirring often. Do not boil.
Low-fat milk		1 gal + 2 qt + 1 pt	PHF	
Canned pumpkin	9 lb 8 oz			
White pepper		To taste		5. Stir in vermouth or sherry, and turkey. Thin with more milk if desired.
Salt-reduced soy sauce		¼ cup		
Dry vermouth or sherry		1½ cup		
Smoked turkey, cut into cubes	12 oz		PHF	6. Top each serving with a scant tablespoon of croutons.
Croutons	6 oz			

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 180-185°F prior to transport.
CCP Holding: Holding time for shall not exceed 4 hours from end of production to beginning of food service.
CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within 4 hrs. Record the time and temperature at those 2 intervals.
CCP Storage: In shallow pan cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.
CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record the time and reheat temperature.

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Mulligatawny Soup
Low Sodium Recipe

Yield: 50 Servings
Portion: 8 oz.

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.

Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Margarine		1/3 cup		1. In a large, heavy pot, melt margarine.
Onions, chopped	5 lb			2. Add onions, cover and cook over medium heat until soft; stir occasionally.
Garlic, minced		4 Tbsp		
Carrots, chopped	1 lb 8 oz			3. Add garlic. Cook for 5 minutes more.
Celery, chopped	1 lb 8 oz			4. Add remaining vegetables, apples, tomato paste, seasonings and water. Bring to a boil. Reduce heat and simmer 30 minutes or until vegetables are tender and until **internal temperature is at least 135°F.**
Green pepper, chopped	1 lb 8 oz			
Potatoes, peeled and cubed	1 lb 8 oz			
Apples, preferably Pippin, chopped	2 lb 8 oz		CCP	
Tomato paste	1 lb			5. In a blender or food processor, puree beans and liquid until smooth. Stir into soup with parsley and pepper. Heat. Taste and adjust seasonings.
Curry powder		3-4 Tbsp		
Salt-free chicken bouillon		6 pkg (¼ cup)		
Ground ginger		1 ½ tsp		
Water		1 ½ gallon		
Garbanzo beans, canned, w/ liquid	3 lb 12 oz.			
Parsley, chopped		1 cup		
Pepper		to taste		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 180-185°F prior to transport.

CCP Holding: Holding time for shall not exceed 4 hours from end of production to beginning of food service.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within 4 hrs. Record the time and temperature at those 2 intervals.

CCP Storage: In shallow pan cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record the time and reheat temperature.

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French Onion Soup

Yield: 50 Servings
Portion: 8 oz.

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.

Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Olive oil		1/3 cup		1. In a large, heavy pot, heat oil.
Onions, thinly sliced	10 lb			2. Add onions, turn heat high and cook, partly covered, for 15 minutes or until onions are tender. Stir occasionally.
Sugar		2 tsp		
Flour	4 oz			3. Sprinkle sugar over onions, reduce heat and cook uncovered, stirring often, until onions are golden brown (30-40 minutes).
Butter Buds powder		2 pkg.		
Water, boiling		2½ gallon		
Salt-free beef bouillon		40 pkg. (1 2/3 cup)		4. Sprinkle flour and Butter buds over onions and stir-cook for 3 minutes.
Dry vermouth		3 cup		
Mustard, Dijon-style		3 Tbsp		5. Whisk in boiling water, bouillon, and vermouth. Bring to a boil, lower heat to simmer. Partly cover and simmer for 40 minutes or until **internal temperature is 145°F**.
Worcestershire sauce		3 Tbsp		
Pepper		To taste	CCP	
Grated Parmesan cheese	4 oz		PHF	6. Stir in mustard, Worcestershire and pepper to taste.
Croutons	6 oz			7. Top each serving with a teaspoon of Parmesan cheese and a scant tablespoon of croutons.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 180-185°F prior to transport.

CCP Holding: Holding time for shall not exceed 4 hours from end of production to beginning of food service.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within 4 hrs. Record the time and temperature at those 2 intervals.

CCP Storage: In shallow pan cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record the time and reheat temperature.

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Creole Chicken, Red Beans and Rice Soup

Yield: 50 Servings

Portion: 6 fl. ounces

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.

Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Olive Oil		3 ¼ Tbsp.		1. Season the chicken with Creole seasoning
Whole Chicken	6 ½ lb.		PHF	2. In a large saucepot, heat the olive oil. Once hot, add the chicken and sear 4 to 5 minutes on each side.
Creole Seasoning		3 ¼ Tbsp.		
Chopped Onions		2 ½ cup		3. Add onions, celery, and carrots. Season with Creole seasoning.
Chopped Celery		1 2/3 cup		4. Sauté the vegetables for 4 minutes, and then add the garlic, bay leaves, pinch of crushed red pepper and red beans and sauté for 1 minute.
Diced Carrots		1 2/3 cup		
Minced Garlic		5 tsp.		
Bay Leaves	3 each			5. Add stock and bring the liquid to a boil.
Crushed Red Pepper		½ tsp.	CCP	6. Reduce the heat to a simmer, uncovered, for about 2 hours or until the beans are tender (chicken will reach a minimum of 165°F for 15 seconds) Re-season if necessary.
Dried Red Beans	1lb. 10oz.			
Chicken Stock (Low Sodium, if possible)		6 ¾ qt.		7. Add the rice and continue to cook for 20 minutes or until the rice is tender. Remove the heat and stir in the green onions.
Long Grain White Rice (uncooked)	6 ¾ oz.			
Chopped Green Onions		¾ cup		8. Ladle into soup bowls and serve with crunchy French bread.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 180-185°F prior to transport.

CCP Holding: Holding time for Creole Chicken, Red Beans and Rice Soup shall not exceed 4 hours from end of production to beginning of food service. Hold Creole Chicken, Red Beans and Rice Soup at 140°F or above.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within 4 hrs. Record the time and temperature at those 2 intervals.

CCP Storage: In shallow pan cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record the time and reheat temperature.

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Recipe Provided by Magda Mansour, MS, RD, Cour The Food Network

Lentil Soup
Yield: 100 Servings
Portion: 6 oz.

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instruction: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Lentils	5 lbs		1. After washing lentils, soak overnight. Drain and add water.
Water	3 gal 3 qt.	PHF	2. Add ham cubes and bring to a boil and simmer for 1-1/2 hours. Skim any impurities.
Ham cubes	3 lbs		
Celery, diced	1 lb	CCP	3. Add celery and onion and continue to simmer another ½ hour. Add seasoning and diced potatoes. Continue simmering until all vegetables are cooked and the potatoes start to break up (40 minutes), and until internal temperature reaches 145°F for 3 minutes.
Onions, diced	2 lbs		
Salt	1 Tbsp		
Pepper	1 tsp		
Potatoes, peeled, diced	3 lbs		NOTE: Depending on the rate of boiling & evaporation, the soup may need thickening with flour & water, or thinning w/ ham stock.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between ~~165-170°F~~ 150-185 prior to transport.

CCP Holding: Holding time for Lentil Soup shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

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Recipe from: Event Planners; adapted by CNS 1996.

Funded by the County of Los Angeles Community & Senior Services

Minestrone Soup

Yield: 50 portions or 3 gallons
Servings: ¾ cup (6 oz)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Vegetable oil	2 Tbsp		1. In large kettle, heat oil.
Onions, chopped	12 oz		2. Add onion and garlic. Sauté 3 minutes or until garlic is fragrant.
Garlic, minced	2 cloves		3. Add beef stock and seasonings.
Beef stock	2 gallons	PHF	
Bay leaves	2	CCP	4. Add vegetables and pasta. Simmer 45 minutes or until internal temperature reaches at least 150°F for 15 seconds.
Pepper, black	1 tsp		
Cabbage, chopped	12 oz		5. Make a smooth paste of the flour and water. Stir into soup. Cook 10 minutes longer.
Carrots, fresh, diced	12 oz		
Potatoes, raw, chopped	12 oz		6. Add parsley just before serving.
Celery, chopped	12 oz		
Spinach, fresh, chopped	3 oz		
Green beans, cut, canned	12 oz		
Tomatoes, canned, diced	2 lbs		
Red beans, canned	1 lb 12 oz		
Conchiglietta (small shell) pasta	4 oz		
Flour, all purpose			
Water, cold	3 oz		
Parsley, chopped	1 cup ¼ cup		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 180°F-185°F prior to transport.

CCP Holding: Holding time for Minestrone Soup shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Records time and reheated temperature.

Recipe from for Fifty by Mary Molt, 1997, Adapted by CNS 1998

Funded by the County of Los Angeles Commun. Senior Services

Navy [illegible] Soup

Yield: 50 portions or 3 gallons

Portion: 6 oz

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weight/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Navy beans, dry	4 lbs		1. Wash beans.
Water, boiling	3 gallons		2. Add boiling water. Cover and let stand 1 hour or longer.
Ham cubes	3 lbs	PHF	3. Simmer beans for about 1 hour.
Onion*, chopped	12 oz		4. Add ham and seasonings to beans.
Celery, diced	8 oz		5. Cook until beans are tender, 1 - 1 1/2 hours.
Water			6. Add water to make volume of 3 1/4 gallons.
		CCP	7. Heat to at least 180°F for 15 seconds.

***1 1/2 oz (3/4 cup) dehydrated onions may be substituted for fresh onions.**

Note: **Ham base may be added for additional flavor. Do not mix old product with new.**

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 180°-185°F prior to transport.

CCP Holding: Holding time for Navy Bean Soup shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within 2 days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe from: Food for Fifty by Mary Molt, 1997, Adapted by CNS, 1998

Funded by the County of Los Angeles Community & Senior Services

Split Pea Soup

Yield: 100 Servings

Portion: 6 oz.

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Bacon Fat	1 lbs		1. Cook vegetables except potatoes in fat until onion is transparent.
Onions, chopped	2 lbs		2. Add remaining ingredients to vegetables.
Celery, chopped	2 lbs		3. Cover and simmer until peas are completely done, about 2 hours.
Carrots, chopped	1 lbs	CCP	4. Remove from direct heat, and hold at 180°F.
Split Peas	5 lbs		
Bacon Base	8 oz		
Water	3 gal		
Potatoes, diced	3 lbs		
Pepper	1 tsp		
Nutmeg	1 tsp		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between ~~165-170~~ 180-185°F prior to transport.

CCP Holding: Holding time for Split Pea Soup shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

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Recipe fro[illegible]ent Planners; adapted by CNS 1996.

Funded by the County of Los Angeles Community & [illegible]or Services

Tomato Rice Soup
Yield: 100 Servings
Portion: 6 oz.

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Chicken or beef stock	3 gal	CCP	1. Heat stock and tomato puree to boiling point. 2. Add vegetables and rice. Cook until rice is tender. 3. Melt margarine and add flour. Mix until smooth. Add to soup while stirring. Heat to 165°F for 3 minutes.
Tomato puree	1 1/2 gal		
Onion, chopped	3 oz		
Green Pepper, chopped	6 oz.		
Rice, converted	12 oz		
Margarine	8 oz		
Flour, all purpose	4 oz		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between ~~165-170°F~~ 180-185° prior to transport.

CCP Holding: Holding time for Tomato Rice Soup shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and temperature

©CNS
Recipe from: 12th Edition: Food For Fifty, adapted by CNS 1996

Funded by the County of Los Angeles Community & Senior Services

Turkey Vegetable Soup
Yield: 100 Servings
Portion: 6 oz.

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Carrots, fresh	1 lb 8 oz.		1. Cut carrots into thin julienne strips.
Potatoes, red	3 lbs		2. Do Not peel potatoes. Dice into ½-inch cubes.
Onions, minced	1 lb 2 oz.		3. Combine all vegetables and chicken stock in steam-jacketed kettle.
Celery, chopped	1 lbs		4. Simmer 20 minutes or until vegetables are tender.
Mushrooms, sliced	12 oz.	CCP	5. Add turkey, herbs and seasonings. Heat to 180°F.
Chicken stock	3 gal 2 qt.		
Sage, rubbed	1/4 tsp		
Thyme, ground	1/4 tsp		
Pepper, white	1/4 tsp		
Cooked turkey, chopped	3 lbs		
Parsley, fresh, chopped	3 oz.		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between ~~165-170~~ 180-185°F prior to transport.

CCP Holding: Holding time for Turkey Vegetable Soup shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and temperature.

©CNS ,
Recipe fro 2th Edition: Food For Fifty, adapted by CNS 1996

Funded by the County of Los Angeles Community & Senior Services

Wild Rice and Chicken Chowder

Yield: 100 Servings
Portion: 6 oz Ladle

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Onion, finely chopped	2½ cups			1. Lightly coat soup pot with vegetable oil spray and heat over medium heat. Sauté the onion and shallot for 2 minutes or until soft.
Minced shallot	2¼ cups			
Mixed brown/wild rice	10 cups			
Carrot, shredded	2½ cups			
Chicken stock, low salt	5 gal	PHF		2. Add the rice and carrot and sauté for 2 minutes. Add the stock or broth, parsley, chives, bay leaves, thyme and pepper.
Parsley/chives, minced	10 Tbsp			
Bay leaves	5 cups			
Thyme/black pepper	2½ tsp		CCP	3. Increase heat to high and bring to a boil. Reduce heat to low, cover and simmer for 45 minutes.
Boneless, skinless chicken breast, cooked and shredded	2½ lb	PHF		4. Stir in the shredded chicken, corn, and bell pepper.
Corn kernels	5 cups			5. In a small bowl, mix together the milk and cornstarch. Stir the milk mixture, cheese and turmeric into the chowder and simmer for 10 minutes.
Green/red bell pepper	5 cups			
Low fat milk	10 cups	PHF		
Cornstarch	10 Tbsp			
Cheddar cheese, shredded	2½ cups	PHF		
Turmeric	2 tsp			
Cayenne pepper	2½ tsp			

CCP Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within two (2) hours; and then to 41°F within four (4) hrs. Record the time and temperature at those two (2) intervals.
CCP Storage: When cool, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for fifteen (15) seconds. Record the time and reheat temperature.

Baking Powder Biscuits (with Variations)

Yield: 100 2½-inch biscuits or 130 2-inch biscuits

Oven: 425°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weight/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Flour, all purpose Baking powder Salt Shortening, hydrogenated Milk*	5 lbs 5 oz 2 Tbsp 1 lb 4 oz 1 3/4 qt	PHF	1. Combine flour, baking powder, and salt in mixer bowl. 2. Mix on low speed until blended, approximately 10 seconds, using flat beater. 3. Add shortening to flour mixture. Mix on low speed for 1 minute. 4. Stop and scrape sides and bottom of bowl. Mix 1 minute longer. The mixture will be crumbly. 5. Add milk. Mix on low speed to form a soft dough, about 30 seconds. Do not over mix. Dough should be as soft as can be handled. 6. Place 1/2 of dough on lightly floured board or table. Knead lightly 15 - 20 times. 7. Roll to 3/4-inch thickness. Biscuits will approximately double in height during baking. 8. Cut with a 2 1/2-inch (or 2-inch) cutter, or cut into 2-inch squared with knife. When using round hand cutters, cut straight down and do not twist to produce the best shape. Space the cuts together to minimize scraps. Use a roller cutter or cutting the dough into squares eliminates or reduces scraps. The scraps can be re-rolled, but the biscuits may not be as tender. 9. Place on ungreased baking sheets 1/2-inch apart for crusty biscuits, just touching for softer biscuits. Repeat using remaining dough. 10. Bake at 425°F for 15 minutes, or until golden brown. 11. Biscuits may be held 2 - 3 hours in the refrigerator until baking time.

*Note: 7 oz nonfat milk and 1 3/4 qt water may be substituted for fluid milk. Combine dry milk with other dry ingredients. Increase shortening to 1 lb 6 oz.

Variations:

Buttermilk Biscuits: Substitute cultured buttermilk (or 7 oz dry buttermilk and 1 3/4 qt water) for milk. Add 1 Tbsp baking soda to dry ingredients.
Cheese Biscuits: Reduce shortening to 1 lb and add 1 lb grated cheddar cheese.
Drop Biscuits: Increase milk to 2 qt. Drop by spoon or #30 dipper onto greased baking sheets.
Shortcake: Increase shortening to 1 lb 12 oz. Add 8 oz sugar.
Whole-Wheat Biscuits: Substitute 2 lb whole-wheat flour to 2 lb all-purpose flour.

Serving: Serve immediately or transport to sites, covered, labeled, numbered and dated.
Storage: Cover, label, date and store in refrigerator at 40°F or below. Use within 2 days or freeze at 0°F or below and use within 30 days.

Recipe from [illegible]for Fifty by Mary Molt, 1997, Adapted by CNS, 1998

Funded by the County of Los Angeles Commun[illegible]enior Services

Pump[illegible] Banana Muffins

Yield: 28 lb batter / 129 muffins
Servings: 129 servings
Pan Type: 2¾-inch diameter muffin pan
Oven: 350°F Conventional; 300°F Convection

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights	AMOUNT Measures	CCP or PHF	PROCEDURE
Solid pack pumpkin		1 #10 can		1. In 20-quart mixer bowl, combine pumpkin, bananas, eggs, and sugar.
Bananas, mashed	3 lbs			
Eggs, liquid, pasteurized	2.25 lbs		PHF	2. Add oil. Mix well.
Sugar, granulated	4.25 lbs			3. Combine flour, baking soda, cinnamon, baking powder, and salt. Add to pumpkin mixture. Mix on low speed until dry ingredients are just moistened.
Vegetable oil		1½ qts		
Flour, all purpose	8 lbs			
Baking soda	3 oz			4. Stir in walnuts.
Cinnamon, ground	.8 oz	¼ cup	CCP	5. Using a #12 scoop, fill well-sprayed or paper lined muffin pans.
Baking powder	.8 oz	2 Tbsp		6. Bake at suggested times or until done. Baking time: 25-30 minutes conventional oven, 20-25 minutes convection oven.
Salt	1.2 oz	2 Tbsp		
Walnuts, chopped	1.5 lbs			

Serving: For immediate service or cover, label, and date for transport.
Holding: May be held at room temperature.
Storage: Cover, label, date and store in refrigerator at 40°F or below. Use within 2 days or freeze at 0°F or below and use within 30 days.

Recipe from: Néstlé Food Services Test Kitchens, Adapted by CNS, 1998

Funded by the County of Los Angeles Community & Senior Services

Pumpk... ...read

Yield: 80 portions or 5 loaves 5x9-inch

Portion: ½-inch slice

Oven: 350°F

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weight/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Sugar, granulated	2 lbs 12 oz		1. Combine sugar, oil, pumpkin, and eggs in mixer bowl.
Vegetable oil	2 cups		2. Cream on medium speed for 10 minutes, using flat beater.
Pumpkin, canned	2 lbs 6 oz		3. Scrape sides of bowl and beater.
Eggs, liquid, pasteurized	15 oz	PHF	4. Combine dry ingredients.
Flour, all purpose	2 lbs 2 oz		5. Add dry ingredients and water alternately to creamed mixture. Mix 3 minutes on low speed. Scrape sides of bowl.
Baking soda	4 tsp		
Baking powder	2 tsp		6. Weigh batter into 5 greased loaf pans (5x9x2¾-inch), approximately 1 lb 15 oz per pan.
Salt	1 Tbsp		
Cinnamon, ground	1 Tbsp		7. Bake at 350°F for 50 minutes or until done.
Nutmeg, ground	1 tsp		8. Cool 30 minutes before removing from pans.
Water	1¼ cups		9. Cut 16 slices per loaf.
Raisins or chopped nuts (optional)	8 oz		

Serving: Serve immediately or transport to sites pre-sliced and packaged in bags (similar to loaf bread). Handle/serve with pre-washed gloved hands.

Storage: Cover, label, date and store in refrigerator at 40°F or below. Use within 2 days or freeze at 0°F or below and use within 30 days.

Recipe fr... ...d for Fifty by Mary Molt, 1997, Adapted by CNS, 1998

Funded by the County of Los Angeles Comm... Senior Services

Apple Brown Betty
Yield: 100 Servings
Portion: 4 oz. = ½ cup

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all fruit prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Apples, sliced #10 Brown Sugar Lemon Juice Lemon Rind, grated	3 #10 cans 1 lb 8 oz. 2 cups 2 lemons		1. Mix apples, first batch of brown sugar, lemon juice & lemon rinds.
Bread, dry Brown Sugar Cinnamon, ground Nutmeg Margarine Hot Water Margarine	3 lbs 1 lb 8 oz. 1 oz. 1 oz. 1 lb 8 oz. 2 cup 8 oz.	CCP	2. Crumb bread by hand. Set aside. 3. Mix second batch of brown sugar, cinnamon, nutmeg, and 1-1/2 lbs of margarine (melted). Blend with apples. 4. Place half the apples in a baking pan, then a layer of bread crumbs, repeat. 5. In separate bowl, mix 2 cups of hot water and 2 oz of butter together. Pour over apples. 6. Bake at 375°F for 45 minutes or until an internal temperature of 140°F or higher is achieved for at least 12 minutes.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Apple Brown Betty shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Recipe from: Event Planners; adapted by CNS

Funded by the County of Los Angeles Community & Senior Services

Baked Apples

Yield: 50 Servings
Portion: **one apple = ½ cup**

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all fruit prior to coring. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Apples 50 apples (4-6oz each – approx 12 ½ - 20 lb total)	50 apples			1. Wash and core apples. 2. Peel down about one-fourth of the way from the top 3. Place in baking pans, peeled-side up. 4. Mix sugar, water, salt, and cinnamon. Pour over apples. 5. Bake at 375°F until it reaches an internal temperature of 140°F, about 45 minutes, basting occasionally while cooking to glaze. 6. Test for doneness with a pointed knife inserted in the apple.
Sugar, granulated	3 lb		CCP	
Water, hot	3 cups			
Salt	1 tsp			
Cinnamon, ground	1 Tbsp			

CCP Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within two (2) hours; and then to 41°F within four (4) hrs. Record the time and temperature at those intervals.
CCP Storage: When cool, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record the time and reheat temperature.

C A/CA, Inc.

Baked Custard (with Bread Pudding and Rice Custard Variations)

Yield: 50 custards or 12x20x2-inch pan set in a pan of hot water
Portion: 4 oz or cut 5x8 for 40 portions
Oven: 325°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weight/measure all ingredients. Receive and store eggs at 40°F.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Eggs, liquid, pasteurized	2 lbs 3oz	PHF	1. Beat eggs, using wire whip attachment.
Sugar, granulated	1 lb 4 oz		2. Add sugar, salt, cold milk, and vanilla.
Salt	½ tsp		3. Mix on low speed only until blended.
Milk, cold	1 qt	PHF	4. Scald milk by bringing to point just below boiling. Add to egg mixture and blend.
Vanilla	2 Tbsp		
Milk	1 gallon	PHF	5. Pour mixture into custard cups, that have been arranged in baking pans, or 12x20x2-inch pans.
Nutmeg	2 tsp		6. Sprinkle nutmeg over tops.
			7. Pour hot water around cups. Large baking pan should be set in hot water.
		CCP	8. Bake at 325°F for 40 - 45 minutes or until a knife inserted in custard comes out clean and internal temperature reaches at least 145°F for 15 seconds.
		CCP	9. Cool quicky (within 6 hours) to below 40°F.

Variations:

Bread Pudding: Pour liquid mixture over 1 lb dry bread cubes and refrigerate until bread is softened. Add 1 lb raisins, if desired. Bake. Day-old sweet rolls may be substituted for bread.

Rice Custard: Use ½ baked custard recipe, adding 1 lb rice (AP) cooked, 1 lb raisins, and 3 oz melted margarine or butter. Bake.

Serving: Serve immediately or maintain at 40°F or below. If transported to site, pre-cut, cover, label and indicate number of portions.

CCP Holding: Holding time for custard shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: Cool quickly (within 4 hours) to below 40°F. Record time and temperature of chilling process.

CCP Storage: Cover, label, date and store in refrigerator at 40°F or below. Use within 2 days. Do not freeze.

Recipe from: Food for Fifty by Mary Molt, 1997, Adapted by CNS, 1998

Funded by the County of Los Angeles Community & Senior Services

Carrot Cake

Yield: 60 portions or 2 pans 12x20x2-inches
Portion: 2½x3 inches
Oven: 325°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients. (CCP) Receive and maintain eggs at 40°F.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Sugar, granulated	2 lbs 6 oz		1. Combine sugar, oil, and eggs.
Vegetable oil	2½ cups		2. Beat 2 minutes in medium speed, using flat beater.
Eggs, grade A, liquid, pasteurized	1 lb	PHF	3. Combine dry ingredients.
			4. Add to oil mixture and beat 1 minute.
Flour, all purpose	1 lb 12 oz	CCP	5. Add carrots and nuts. Mix until blended.
Salt	1 oz 1½ Tbsp		6. Scale batter into 2 greased 12x20x2-in pans, 5 lbs per pan.
Baking soda	⅔ oz 5 tsp		7. Bake at 325°F for 40-45 minutes or until an end baking temperature of 145°F is reached for 15 seconds.
Cinnamon, ground	⅔ oz 3 Tbsp		8. When cool, ice with cream cheese icing.
Carrots, raw, grated	2 lb 8 oz		9. Cut 5x6.
Nuts, chopped	1 lb		

Serving: Slice and serve immediately or send to sites pre-sliced.
Storage: Cover, label, date and store in refrigerator at 40°F or below. Use within 2 days or freeze at 0°F or below and use within 30 days.

Recipe from: or Fifty by Mary Molt, 1997, Adapted by CNS, 1998

Funded by the County of Los Angeles Community enior Services

Gingerbread

Yield: 60 portions or 2 pans 12 x 18 x 2 inches
Portion: 2 ½ x 3 inches

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Shortening, hydrogenated	14 oz			1. Cream shortening and sugar on medium speed for 10 minutes, using flat beater.
Sugar, granulated	14 oz			2. Add molasses and mix on low speed until blended.
Molasses	3½ cups			3. Combine dry ingredients.
Flour, cake	2 lb 4 oz			4. Add dry ingredients alternately with water to creamed mixture.
Baking soda	2 tbsp			5. Add eggs and mix on low speed 2 minutes.
Salt	1 ½ tsp			6. Scale batter into two greased 12 x 18 x 2-inch baking pans, 4 lb 3 oz per pan.
Cinnamon, ground	1 tbsp			7. Bake at 350°F for 40 minutes
Cloves, ground	1 tbsp			8. Sprinkle with powdered sugar and serve warm or serve with Lemon Sauce.
Ginger, ground	1 tbsp			9. Cut 5 x 6
Water, hot	3¾ cups			
Eggs, beaten	7 (12 oz)	PHF		

CCP Storage: Cover, label and date. Use within two (2) days.

Pumpki.. Cake

Yield: 48 portions or 3 cakes (10-inch tube pans)

Portion: 16 slices per cake or 48 (8x6) or 1 cake (one 18x26 bun pan)

Oven: 350°F Conventional; 325 Convection

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weight/measure all ingredients. Receive and maintain eggs at 40°F.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Eggs, liquid, pasteurized	1 lb 4oz	PHF	1. Beat eggs on medium speed until blended.
Sugar, granulated	2 lbs 1 oz		2. Add sugar to eggs gradually, beating on high speed until thick and lemon colored.
Vegetable oil	1 qt		3. Add oil very slowly on low speed.
Flour, all-purpose	2 lbs 10 oz		4. Combine dry ingredients in a separate bowl.
Baking powder	2 Tbsp		5. On low speed, add pumpkin alternately with dry ingredients, beginning and ending with dry ingredients.
Baking soda	2 Tbsp		6. Divide batter into 3 ungreased 10-inch tube pans, 3 lbs 12 oz per pan or one 18x26-inch bun pan.
Salt	1 Tbsp		7. Bake at 350°F for 60 - 70 minutes (tube pan) or 25 -30 minutes (bun pan).
Cinnamon, ground	3 Tbsp		8. When cool, remove from pans and drizzle with Powdered Sugar Glaze (see recipe).
Pumpkin, canned	3 lbs		

Serving: Serve immediately or send to site pre-sliced.

Storage: Cover, label, date and store in refrigerator at 40°F or below. Use within 2 days or freeze at 0°F or below and use within 30 days.

Recipe from: or Fifty by Mary Molt, 1997, Adapted by CNS, 1998

Funded by the County of Los Angeles Communit nior Services

Powdered Sugar Glaze

Yield: 5 cups (48 servings)
will glaze 3 - 10" tube pans or one 18x26-inch bun pans

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weight/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Sugar, powdered	2lbs		1. Mix until smooth, adding more water if necesary.
Corn syrup, white	½ cup		2. Cover tightly until needed before using.
Water, warm	¾ cup		
Vanilla	2 tsp		

Recipe adapted by CNS, 1998

Funded by the County of Los Angeles Community & Senior Services

Pumpkin Oatmeal Cookies

Yield: 51 lbs dough
Servings: 300 cookies
Pan Type: full sheet pan (18x26-inches)
Oven: 375°F Conventional; 325°F Convection

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Butter or margarine, softened	6.25 lbs		1. Cream butter. Add sugars. Beat until light and fluffy.
Brown sugar	6.25 lbs		2. Add eggs and vanilla. Beat well.
Sugar, granulated	6.25 lbs		3. Combine flour, oats, pumpkin pie spice, cinnamon, baking soda, and salt. Add to butter mixture alternately with pumpkin. Mix well.
Eggs, fluid, pasteurized	1.5 lbs	PHF	
Vanilla extract	3 Tbsp		
Flour, all purpose	6.5 lbs		4. Add walnuts and raisins. Blend.
Rolled oats	4.25 lbs	CCP	5. Using a #16 scoop, portion cookie dough on 23-sprayed 18x26-inch sheet pans.
Pumpkin pie spice	2 oz		
Cinnamon, ground	1 oz		6. Flatten with spatula. Bake at suggested times: 10-12 minutes-conventional oven, 8-10 minutes-convection oven.
Baking soda	2.25 oz		
Salt	.08 oz 4 tsp		
Solid Pack Pumpkin	1 #10 can		
Walnuts, coarsely chopped	6 lbs		
Raisins, golden	8 lbs		

Note: Cookie dough may be refrigerated. Remove chilled dough from 40°F refrigerator, let stand 20 minutes before baking. Bake an additional 2-3 minutes.
Serving: For immediate service or cover, label, and date for transport.
Holding: May be held at room temperature.
Storage: Cover, label, date and store in refrigerator at 40°F or below. Use within 2 days or freeze at 0°F or below and use within 30 days.

Recipe from: Food Services Test Kitchens, Adapted by CNS, 1998

Funded by the County of Los Angeles Commun[illegible]enior Services

Whole Grain Raw Apple Crisp

Yield: 60 Servings
Portion: **1/2 cup / 4oz spoodle**

CCP - Critical Control Point

Sanitation Instructions: **CCP** - Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: **CCP** - Wash fruit prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Crisp				1. Thoroughly mix all "Crisp" ingredients together. Bake at 325°F until browned, approximately 15 minutes.
Rolled Oats		4 cups		2. Remove from oven. Stir well.
Whole Wheat Flour		4 cups		3. Spread half the mixture in bottom of "200" pan. Cool completely.
Brown Sugar		4 cups		4. Pour "Filling" on top of cooled crisp. Spread evenly.
Butter, softened		2 cups		5. Cover with remaining "Crisp". Refrigerate 2 hours, **until internal temperature reaches 41°F.**
Cinnamon, ground		2 Tbsp		
Walnuts, diced		1 cup		
Baking Soda		1 tsp	CCP	
Baking Powder		1 tsp		
Salt		1 tsp		
Filling				**Optional**: Top with whipped cream when serving.
Gala or Fuji apples, diced, fresh		7 cups		
Apple sauce		3 cups		
Cinnamon, ground		1 Tbsp		
Lemon juice, fresh	1 each			
Brown sugar		½ cup		
Optional: Whipped Cream				

Holding: Holding time for Apple Crisp shall not exceed 4 hours from end of production to beginning of food service. Hold at or below 41°F.
Serving: Serve immediately or maintain at 41°F or below.
Cooling: N/A
Storage: Cover, label, date and store in refrigerator at 41°F or below. Use within (2) days.
Reheating: N/A

Mocktail Cranberry-Orange Spritzer

Yield: 100 Servings
Portion: 4 oz or ½ cup ice

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Cranberry Juice Orange Juice Club Soda or sparkling water	100 oz 100 oz 200 oz			1. Combine juices in a pitcher or stock pot. 2. Slowly add club soda. 3. Serve over ice 4. Garnish with an orange slice if desired.

CCP Serving: Serve immediately or maintain at or below 41°F.
CCP Holding: Holding at or below 41°F.
CCP Storage: Cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.

Beef Fajitas

Yield: 50

Portion: 1 Fajita with 2 oz yogurt

Oven: 350°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Corn oil	8 oz		1. Heat oil. Sauté onions and green peppers in oil.
Onion, raw, sliced	8 lbs	CCP	2. Add beef. Stir fry with seasonings and cook until beef reaches an internal temperature of 165°F for at least 15 seconds.
Bell Peppers, green, cut into strips	6 lbs		3. Add tomatoes and oregano, if desired.
Beef strips, thawed	12 lbs	PHF	4. Lightly brush tortillas with oil and place in 300°F oven to soften.
Pepper, white	¾ tsp		5. Place scant 1 cup of filling on each tortilla, Fold bottom of tortilla up. Then fold right side over meat filling. Then left side over.
Lemon juice (4 ea.)	2 cups		6. Place in pan for serving. Garnish with tomatoes, green onion, and carrot mixture.
Tomatoes, fresh, diced	3 lbs		7. Serve with (2 oz) soufflé cup of yogurt maintained at 40°F.
Oregano, optional	2 tsp		
Corn oil	4 oz		
Tortilla, flour (8 inch)	50 each		
Tomato, fresh, peeled, desceded, diced	8 oz		
Green onion, diced	3 each		
Carrot, raw, grated	4 oz		
Yogurt, plain	3 qts	PHF	

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be 165°F-170°F prior to transport.

CCP Holding: Holding time for Beef Fajitas shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those two intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe from: Morrison's Health Care Group, Adapted by CNS 1998

Funded by the County of Los Angeles Community & Senior Services

Beef & Cheese Burrito
Yield: 100 servings
Portion: 2 oz. beef, 1 oz. cheese

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

Pre-Prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh measure all ingredients. (CCP) If frozen, thaw ground beef in 40°F refrigerator.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Ground beef (no more than 15% fat)	17 lbs	PHF	1. Brown beef for 30 minutes. Drain off excess fat.
Onions, chopped	2 lbs		2. Add chopped onions, chopped bell peppers, garlic powder, chili powder, cumin powder and pepper to the drained beef.
Bell pepper, finely chopped	12 oz.		
Garlic powder	1/4 cup	CCP	3. Cook for 30 minutes longer, and until an internal temperature of 145°F is maintained for a minimum of 3 minutes.
Chili powder	1/3 cup		
Cumin powder	1/4 cup		4. At serving point, warm tortillas covered in foil in 250°F oven for 5 minutes.
White Pepper	1 tsp		
Lettuce, shredded fine	6 lbs 4 oz.		5. Portion 4 oz. of meat into a flour tortilla and wrap with seam side down. Cover with sauce (see Beef Burrito Sauce).
Tomatoes, cut into thin stripes	6 lbs 4 oz.		
Cheddar cheese, shredded fine	6 lbs 4 oz.		6. Garnish with lettuce, tomatoes, cheddar cheese, and sour cream.
Sour cream, commercial	6 lbs 4 oz.		
Flour Tortillas	100 each		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Beef Burrito & Cheese shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and temperature.

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Recipe provi[illegible] by Morrison's; adapted by CNS

Funded by the Los Angeles County Community & Senior Services

Beef & Cheese Burrito Sauce

Yield: 100 Beef Burrito Sauce

Portion: 2 oz/person

CCP = Critical Control Point
PHF= Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. (PHF) Assemble and weigh/measure all ingredients. (CCP) If frozen, thaw ground beef in 40°F refrigeration.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Ground Beef, (no more than 15% fat)	5 lbs		1. Heat olive oil in large pot.
Mushrooms, fresh (sliced 3/16")	1 lb	PHF	2. Add ground beef, mushrooms, onions and garlic. Cook over medium heat for about 20 minutes.
Onions, diced	1 lb		
Olive Oil	3/4 cup		3. Drain meat in colander & return to large pot. Add remaining ingredients.
Garlic, chopped	2 oz.		
Chili Powder	2 oz	CCP	4. Heat to a simmer. Simmer until sauce thickens, approx. 2 hours, and until internal temperature of 145°F or higher is maintained for 3 minutes.
Cumin, ground	1/2 oz.		
Oregano, ground	1 Tbsp		
Tomatoes diced,, with juice	1 #10 cans		
Tomato Paste	2 cups		
White Pepper	1 tsp		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Beef & Cheese Burrito Sauce shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

©CNS

Recipe from: Morrison's; adapted by CNS 1996.

Funded by the County of Los Angeles Community & Senior Services

Beef Enchiada Casserole

Yield: 24 servings
Portion: 8 oz (1 cup)
Oven: 350°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients. (CCP) Completely thaw ground beef in 40°F refrigerator if frozen. Remove/return to refrigerator in small batches.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Oil, vegetable	3 oz		1. Heat oil. Sauté ground beef until lightly browned.
*Ground beef (fat content not to exceed 15%)	12 lbs	PHF/CCP	2. Add onion, Enchilada sauce and stock. Simmer for 30 minutes or until internal temperature reaches 165°F for 15 seconds and ground beef is thoroughly cooked.
Onion, raw, finely diced	3 lbs		
Enchilada Sauce	2 qts 3 cups		3. Combine Monterey Jack Cheese, American Cheese, green onion, cilantro, and sour cream.
Beef stock using beef base	2 qt		
Monterey Jack Cheese, shredded	3 lbs	PHF	4. Dip tortilla in sauce to soften.
			5. Cover bottom of 200 pan with tortillas (approx. 8)
American Cheese, shredded	1½ lbs	PHF	6. Place layer of sauce, then layer of cheese mixture. Repeat steps to complete 3 layers. The top layer will be cheese only.
Green onion, chopped	18 each		
Cilantro, flakes	½ cup	CCP	7. Bake uncovered at 350°F oven for 40 minutes or until internal temperature reaches 165°F for 15 seconds. Allow to rest 10 minutes prior to slicing into 50 servings.
Sour Cream, imitation	2 lbs		
Tortilla	8 dozen + 2		

***Per County of Los Angeles Menu Requirements**

Note: If this recipe is prepared one day in advance, return immediately to 40°F refrigerator overnight and bake on day of service.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be 165°F-170°F prior to transport.

CCP Holding: Holding time for Beef Enchilada Casserole shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those two intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe from: M[illegible]on's Health Care Division, Adapted by CNS 1998

Funded by the County of Los Angeles Community [illegible]enior Services

Enchil[illegible]auce
Yield: 50
Portion: Approx. 2½ oz/serving

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Margarine or butter	8 oz		1. Melt margarine. Add onions and peppers. Sauté until onions are transparent.
Onion, raw, finely diced	4 lbs		
Bell Pepper, green, finely diced			2. Add chili powder, salt, pepper and bay leaves, if desired. Stir to blend.
Chili powder			
Salt, iodized	2 cups	CCP	3. Add tomato paste and water. Cook slowly until sauce has reached an internal temperature of at least 150°F for 15 seconds.
Pepper, white	4 Tbsp		
Bay leaf, optional	4 tsp		
Tomato paste	8 leaves		
Water	12 (#10 can)		
	4 gallons		

Serving: Serve immediately or maintain at 150°F or above. If sent to sites, product temperature needs to be between 165°F-170°F prior to transport.

CCP Holding: Holding time for Enchilada Sauce shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs, and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Records time and reheated temperature.

Recipe from: Morrison Health Care Division, Adapted by CNS 1998

Funded by the County of Los Angeles Community & Senior Services

Tamale Pie

Yield: 50
Portion: 4x4-inch pies
Oven: 425°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Oil	3 Tbsp		1. Preheat oven to 425°F. In large heavy pot, heat oil and cook onions and green pepper until tender (5-10 minutes).
Onions, chopped	1 lb 8 oz		
Green pepper, chopped	1 lb 4 oz		2. Add ground turkey or beef, and garlic. Cook until turkey or beef loses its pink color, juices run clear and its internal temperature reaches at least 155°F for 15 seconds.
Ground turkey or beef	12 lbs 8 oz	PHF	
Garlic, minced	2 Tbsp	CCP	
Tomato puree, low-sodium	1 (#10 can)		3. Stir in tomato puree, chili powder, oregano, paprika, and Tabasco. Bring to a boil, lower heat and simmer for 30 minute, stirring frequently. Add tomato juice to thin as necessary. Stir in corn.
Chili powder	4 Tbsp		
Oregano	2 tsp		
Paprika	2 tsp		
Tabasco	1-2 tsp		4. In a large, heavy pot, bring water to a boil and add bouillon. Slowly stir in cornmeal and cook, stirring constantly until it is smooth and thick (5 minutes). Stir in sliced olives (if desired).
Salt-free Tomato juice	½ cup or more		
Kernel corn, frozen, thawed	1 lbs 10 oz		
Water	1 gallon	CCP	5. Spray two 12x20-inch pans with non-stick spray and spread evenly with corn mixture. Top with meat mixture and cheese. Bake at 425°F for 30-40 minutes or until internal temperature reaches 165°F for 15 seconds.
Salt-free Chicken or Beef bouillon	5 pkg (3 Tbsp + 1 tsp)	PHF	
Yellow cornmeal	2 lbs		
Black olives, sliced (optional)	1 can (16 oz)		
Cheddar Cheese, grated	1 lb 2 oz	PHF	

CCP Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165°F-170°F prior to transport.

CCP Holding: Holding time for Tamale Pie shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Records time and temperature at those 2 intervals or chilling process.

CCP Storage: in shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe adap CNS 1998

Funded by the County of Los Angeles Commun Senior Services

Chili Relleno Casserole

Yield: 96
Portion: 4-inch square
Oven: 350°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weight/measure all ingredients. Receive and store eggs at 40°F.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Eggs, liquid, pasteurized	8 lbs	PHF	1. In large bowl, combine eggs, cottage cheese, crackers, and half of shredded cheeses.
Cottage Cheese	18 lbs 9 qts	PHF	2. Pour into 2-inch greased 12x20 pans. (24 servings per pan - recipe should fill 4 full size pans).
Ritz Crackers, finely crushed	2 qts 1 cup		3. Bake at 350°F for about 45 minutes or until internal temperature reaches 145°F for 15 seconds and casserole is set.
Diced green chilis, canned, drained	3 lbs 2 qts 2 cups	CCP	4. Sprinkle with remaining cheese. Bake 2 - 3 minutes longer until cheese melts. Let stand 5 minutes before serving.
Cheddar Cheese, shredded	2 lbs 8 oz / 2 qts 2 cups	PHF	
Jack Cheese, shredded	2 lbs 8 oz	PHF	

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be 160°F prior to transport.

CCP Holding: Holding time for Chili Relleno casserole shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within 2 days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe from: Its Not Just Desserts by the Calif. Assoc. Of Nutrition Directors for the Elderly, 1992, Adapted by CNS, 1998

Funded by the County of Los Angeles Community & Senior Services

Chicken Enchilada (Oldtimer's Recipe)

Yield: 100
Portion: 4x4-inch piece
Oven: 350°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weight/measure all ingredients. Remove from refrigerator in small batches.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Chicken pieces (preferably breast)	25 lbs	PHF/ CCP	1. Steam chicken until thoroughly cooked and internal temperature reaches at least 165°F for 15 seconds. Return to 40°F refrigerator. When chilled, shred chicken. Return chicken to refrigerator again.
Oil, vegetable	¼ cup		2. Heat oil. Sauté onion and pepper until soft.
Brown onion, diced	1½ lbs		3. Add cooked vegetables and olives to enchilada sauce. Stir together.
Green Bell pepper, diced	1½ lbs		4. Fry tortillas in small amount of oil to soften approximately 15-20 seconds. Drain.
Sliced Black Olives, ripe	7½ cups		5. Spray #200 pans with food release or coat lightly with oil. Place single layer of tortillas in pans.
Enchilada Sauce, red	2 (#10 can) + #303 can		6. Spread 2 lbs of cooked chicken; add sauce and cheese. Then repeat for second layer.
Oil, vegetable			7. Top off with desired amount of cheese.
6" Corn Tortillas	45		8. Bake in 350°f oven for 40-45 minutes or until internal temperature reaches 165°F for 15 seconds.
Cheddar Cheese, shredded	12½ lbs	PHF	
		CCP	

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165°-170°F prior to transport.

CCP Holding: Holding time for Chicken Enchilada shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within 2 days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe from: [illegible]ners, Adapted by CNS, 1998

Funded by the County of Los Angeles Community & Senior Services

Chicl Mole

Yield: 100 Servings

Portion: 3oz. (EP) Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
8 Cut Chicken Garlic, puree Olive Oil Salt Black Pepper, fresh cracked Lemon Juice Mole Paste, Dona Maria brand Water	50 lbs. 8 oz. 8 oz. 3 Tbsp. 1 Tbsp. 2 oz. 4 Each 1 Gallon	CCP	1. Cut the chicken into eight parts and rinse under cold water, set aside. 2. Toss chicken with all the rest of the ingredients and let it marinate for 2 to 3 hours. 3. Pre-heat the oven to 350° F. 4. Place the chicken on sheet pans, skin up, and cook in oven for 30 to 35 minutes. Heat chicken until an internal temperature of 165°F is reached for at least 15 seconds. 5. In a sauce pot, heat up water and whisk in the mole paste. 6. Simmer at low heat for 8-10 minutes. 7. Pull the chicken from oven and discard all fat. 8. Add chicken to the mole sauce and cook for 10 to 15 minutes or until chicken becomes tender.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Chicken Mole shall not exceed 2 hours from end of production to beginning of food service at site.

CCP Cooling: If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within an additional 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

©CNS
Recipe from Levy Restaurants

Funded by the Los Angeles County Community & Senior Services

Chicken Mole Poblano
Yield: 25 Servings
Portion: Chicken Quarter

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Mulato Chiles	15		1. Prepare the mulato, ancho, and pasilla chiles by washing in cold water.
Ancho Chiles	15		2. Remove veins, stems, and seeds; tear them roughly into pieces.
Pasilla Chiles	15		3. Place the pieces of chiles in a bowl and soak in hot water (1 cup for 6 chiles) for about an hour.
Chicken Quarters	25 pieces		4. Blend the chiles with the soaking water in a blender, careful not to over blend. The texture should remain coarse.
Sesame Seeds	1 cup		5. Place chicken pieces in a large pot with salted water to barely cover the chicken. Cover and poach for one hour to 165 °F, drain and reserve the stock.
Garlic, Powder	6 tsp.		6. Combine the sesame seeds, garlic powder, corn tortillas, almonds, cloves, coriander, anise, and cinnamon, and blend with the chopped onions and reserved chicken stock.
Tortillas, corn, cut up	4	CCP	7. Place raisins in blender with just enough hot water to cover and blend.
Almonds, blanched	3 cups		8. Core, seed and chop tomatoes. Place in blender and blend to a coarse puree.
Cloves, ground	1 tsp.		9. Place oil in a large pot and add chile mixture, blended chicken stock mixture, blended raisins, and blended tomatoes. Stir.
Coriander, ground	2 tsp.		10. Add broken chocolate, a dash of salt & pepper and sugar.
Anise	1 tsp.		11. Simmer over very low heat until chocolate has melted.
Cinnamon, ground	1 tsp.		12. Place the chicken in hotel pan and pour the sauce over the chicken.
Onions, chopped	4		13. Cover and cook at a low heat for 1 hour. The sauce should have the consistency of heavy cream.
Raisins	2 cups		
Tomatoes, seeded, chopped	9		
Vegetable Oil	1 cup		
Chocolate	4 oz.		
Salt	dash		
Black Pepper, ground	dash		
Sugar, granulated	2 tsp.		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Chicken Mole Poblano shall not exceed 2 hours from end of production to beginning of food service at site.

CCP Cooling: If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within an additional 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

©CNS
Recipe courtesy of Huntington Culinary

Funded by the Los Angeles County Community & Senior Services

Chicken & Vegetable Enchiladas

Yield: 100 Servings
Portion: 2 Enchiladas

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.
Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP	PROCEDURES
	Weights/Volumes	PHF		
Non stick cooking spray				1. Heat oven to 375°F
Onion, chopped	1 ½ gal			2. Sauté onion for 5 minutes in non-stick cooking spray.
Bell pepper, chopped	1 ½ gal			3. Add bell pepper and zucchini; cook 5 minutes more. Stir in chicken, set aside, keep hot (greater than 140°F)
Zucchini, chopped	1 ½ gal			4. Combine enchilada sauce and tomato sauce in a small bowl; add ½ cup to vegetables and chicken mixture.
Chicken breast meat, cooked and chopped	12 ½ lb	PHF		5. Soften tortillas on the griddle; dip each in sauce and place #12 scoop vegetables and chicken mixture on each. Roll up and place in full size pan. Pour remaining sauce over top.
Red enchilada sauce	2 gal + 4 cup			6. Cover loosely with foil and bake for 20 to 25 minutes. Remove cover and sprinkle cheese over top; bake for 5 minutes more until temperature reaches 165°F for 15 seconds.
Tomato sauce, no salt added	1 #10 can			
Corn tortillas, 6 in.	17 Dozen (204)			
Monterey Jack Cheese, reduced fat	1 gal	PHF	CCP	

CCP Serving: Serve immediately or maintain at 140°F or above.
CCP Holding: Holding time shall not exceed four (4) hours from end of production to beginning of food service. Hold at 140°F or above.
CCP Cooling: In shallow pan, chill to 70°F or below within two (2) hours; and then to 41°F within four (4) hrs. Record the time and temperature at those two (2) intervals.
CCP Storage: When cool, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat to an internal temperature of 165°F for fifteen (15) seconds. Record the time and reheat temperature.

Chic Tostada
Yield. 200 Servings
Portion: 3 oz. Chicken, 2.2 oz. Hot Vegetables, 1 oz. Cheese, ½ Cup Beans

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Chicken Tenders, raw Chicken Broth White pepper, optional Red Peppers, julienne Green Peppers, julienne Onions, diced Oil, vegetable Cumin, ground Black Pepper, ground Garlic, granulated	50 lbs. to cover (~1 cup chicken base & water) to taste 3 ¾ cup 3 ¾ lbs. 3 ¾ lbs. 1¼ cup 3 T. 2 T. 2 T.	CCP CCP CCP	1. The day before service, cook chicken tenders in broth in tilt skillet until an internal temperature of 165°F is reached for at least 15 seconds. White pepper may be added to broth for flavor. 2. Place chicken on sheet pans, store in refrigerator to cool overnight. 3. The morning of service, cut chicken into bite size pieces. 4. Wash peppers and onions and cut into julienne strips. 5. Mix together chicken, peppers, onions and spices. 6. Portion into hotel pans and heat in 300°F oven for ~45 min. to 1 hr., until the internal temperature of 165°F is reached for at least 15 seconds.
Pinto Beans Cheddar Cheese, shredded Lettuce, shredded Tomato, diced Tostada shells (C1) or Corn Tortilla (HDM) Salsa	10 - #10 cans 13 ½ lbs. 22 ½ lbs. 25 lbs. 200 ea. 200 ea. 1 ½ gallon	CCP	1. Place pinto beans in hotel pans and cover with aluminum foil. 2. Heat until a minimum internal temperature of 145°F is reached. 3. Shred cheese and washed lettuce. 4. Wash, core and dice tomatoes. 5. Pour salsa into 2 oz. cups. 6. At the site assemble tostada in the following order: pinto beans, lettuce, chicken, onions, peppers, cheese and tomatoes.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Chicken Tostada shall not exceed 2 hours from end of production to beginning of food service at site.

CCP Cooling: If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within an additional 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

©CNS
Recipe from the City of Burbank Nutrition Program

Funded by the Los Angeles County Community & Senior Services

Turkey Enchiladas

Yield: 100
Portion: 2 Enchiladas
Oven: 400°F Conventional

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weight/measure all ingredients. (CCP) If frozen, thaw turkey in 40°F refrigerator or under cold running water. Remove from refrigerator in small batches.

INGREDIENTS	AMOUNT Weights	AMOUNT Measures	CCP or PHF	PROCEDURE
Cooked turkey breast, cut into thin strips	11 lbs E.P.		PHF	1. Put turkey strips into large bowl. Refrigerate while preparing sauce.
Oil		3 Tbsp		2. In large, heavy pot, heat oil and cook onions for 5 minutes or until soft.
Onions	1 lb 8 oz			3. Add garlic, oregano, chili powder, and pepper and cook 2 minutes more.
Garlic, minced		3 Tbsp		4. Add tomato puree and water. Bring to a boil; reduce heat and simmer 30 minutes. Add more water to thin, if necessary. Set sauce aside.
Oregano		4 tsp		5. Combine turkey with green chiles, ⅔ of grated cheese, sliced green onions, sour cream, and cumin.
Salt-free Chili powder		6 Tbsp		6. Soften tortillas by spreading on rack placed in bun pan and heating in oven at 200°F until soft.
Pepper		To taste		7. Preheat oven to 400°F. Place a thin layer of sauce in a baking pan. Fill each tortilla with 2 rounded Tablespoons of filling and roll up. Place enchiladas in a single layer in pan, with overlapping part of enchiladas facing the bottom of pan. Cover with more sauce and remaining cheese. Bake at 400°F for 20-30 minutes until internal temperature reaches 165°F for 15 seconds.
Tomato puree	9 lbs 9 oz			
Water		1½ qt		
Turkey strips	See above		PHF	
Canned green chiles, chopped	1 lb 4 oz			
Green onions, thinly sliced		3 cups		
Cheese, grated	2 lbs		PHF	
Sour cream	1 lb		PHF/	
Ground cumin		2½ tsp	CCP	
Tortillas, corn		8½ doz		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165°-170°F prior to transport.

CCP Holding: Holding time for Turkey Enchilada shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within 2 days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe Adapted by CNS, 1998

Funded by the County of Los Angeles Community & Senior Services

Beef & Cheese Burrito Sauce
Yield: 100 Beef Burrito Sauce
Portion: 2 oz/person

CCP = Critical Control Point
PHF= Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. (PHF) Assemble and weigh/measure all ingredients. (CCP) If frozen, thaw ground beef in 40°F refrigeration.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Ground Beef, (no more than 15% fat)	5 lbs		1. Heat olive oil in large pot.
Mushrooms, fresh (sliced 3/16")	1 lb	PHF	2. Add ground beef, mushrooms, onions and garlic. Cook over medium heat for about 20 minutes.
Onions, diced	1 lb		
Olive Oil	3/4 cup		3. Drain meat in colander & return to large pot. Add remaining ingredients.
Garlic, chopped	2 oz.		
Chili Powder	2 oz	CCP	4. Heat to a simmer. Simmer until sauce thickens, approx. 2 hours, and until internal temperature of 145°F or higher is maintained for 3 minutes.
Cumin, ground	1/2 oz.		
Oregano, ground	1 Tbsp		
Tomatoes diced,, with juice	1 #10 cans		
Tomato Paste	2 cups		
White Pepper	1 tsp		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Beef & Cheese Burrito Sauce shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

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Recipe from: Morrison's; adapted by CNS 1996.

Funded by the County of Los Angeles Community & Senior Services

Pico de Gallo

Yield: 102 Servings
Portion: 2 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Tomatoes, 5x6, diced ¼ inch	10 lbs.		1. In a large mixing bowl, combine all ingredients.
Red Onions, diced ¼ inch	5 lbs.		2. Place in refrigerator to cool and maintain at 41°F or less.
Cilantro, minced	2 Cups		
Salt	2 Tbsp.		Use within 24 hours.
Salad Oil	1 Cup		
Jalapenos, minced	3 Each		
Pepper, black	1 Tbsp.		
Garlic	2 Tbsp.		
Lemon Juice	4 Each		
Rice Vinegar	1 Cup		

Serving: Serve immediately or maintain at 41°F or above.
CCP Holding: Holding time Pico de Gallo shall not exceed 2 hours from end of production to beginning of food service at site.
CCP Cooling: If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within an additional 4 hours. Record time and temperature at those 2 intervals of chilling process.
CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 41°F or below. Use within twenty-four (24) hours.

©CNS
Recipe Courtesy of Levy Restaurants

Funded by the Los Angeles County Community & Senior Services

Salsa Fresca

Yield: 78 Servings
Portion: 2 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Tomatoes, 5x6, diced 1/8 inch	40 lbs.		1. Preheat gas grill.
Red Onions, peeled and sliced thick – ½ inch	10 lbs.		2. Toss the vegetables (tomatoes and onions) in olive oil and season with salt and pepper.
Olive Oil	½ Cup		3. Cook the vegetables over medium heat until charred but not thoroughly cooked. If grill is not available, broil the vegetables.
Pepper, black, cracked	5 Tbsp.		4. Cool the vegetables to room temperature and remove charred skin.
Chipotle Peppers, canned	½ Can		5. Roughly chop the vegetables.
Scallions, trimmed, cleaned and chopped	6 Bunches		6. Add remaining ingredients and mix.
Garlic, minced	5 Tbsp.	CCP	7. Place in refrigerator to cool to 70°F within two hours and to 41°F or less within four additional hours. Hold until ready to use.
Cilantro, chopped	5 Cups		
Cumin, ground	3 Tbsp.		
Chili Powder	2 Tbsp.		
Lime Juice, fresh	2 Cups		

Serving: Serve immediately or maintain at 41°F or below.
CCP Holding: Holding time for Salsa Fresca shall not exceed 2 hours from end of production to beginning of food service at site.
CCP Cooling: If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within an additional 4 hours. Record time and temperature at those 2 intervals of chilling process.
CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.

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Recipe Courtesy of Levy Restaurants

Funded by the Los Angeles County Community & Senior Services

Salsa Roja

Yield: 320 Servings
Portion: 2 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Tomatoes, diced 1/8 inch	40 lbs.		1. Mix together diced tomatoes and onions and set aside.
Spanish Onions, diced 1/8 inch	10 lbs.		2. Chop the cilantro.
Pear Tomatoes, #10 can	12 Cans		3. Using mixer, roughly puree the pear tomatoes.
Cilantro	8 bunches		4. Combine all ingredients together.
Jalapenos	½ lb.		5. Place in refrigerator to cool to 41°F or less.
Garlic, fresh, chopped	1 Cup		
White Wine Vinegar	2 Cups		
Lemon Juice	2 Cups		
Salt	5 Tbsp.		
Pepper, black	6 Tbsp.		
Cumin, ground	6 Tbsp.		

Serving: Serve immediately or maintain at 41°F or below.
CCP Holding: Holding time for Salsa Roja shall not exceed 2 hours from end of production to beginning of food service at site.
CCP Cooling: If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within an additional 4 hours. Record time and temperature at those 2 intervals of chilling process.
CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.

©CNS
Recipe Courtesy of Levy Restaurants

Funded by the Los Angeles County Community & Senior Services

Salsa Verde

Yield: 256 Servings
Portion: 2 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Tomatillos, fresh	40 lbs.		1. Peel tomatillos.
Spanish Onions, chopped	2 lbs.		2. Roughly chop onions, scallions and jalapenos.
Scallions, chopped	3 Bunches		3. Mix with tomatillos with onion mixture and garlic – steam for approximately 15 minutes, until soft.
Jalapenos, seeded	1 lb.		4. Place in mixing bowl and puree until the mixture reaches the desired texture.
Garlic Cloves, chopped	3 oz.		5. Add remaining ingredients and mix.
Water	5 Cups		6. Place in refrigerator to cool to 70°F within two hours and to 41°F or less within four additional hours. Hold until ready to use.
Cilantro, minced	5 Bunches		
Salt	5 ozs.	CCP	
Pepper, black	2 oz.		
Cumin	1 oz.		

Serving: Serve immediately or maintain at 41°F or below.
CCP Holding: Holding time for Salsa Verde shall not exceed 2 hours from end of production to beginning of food service at site.
CCP Cooling: If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within an additional 4 hours. Record time and temperature at those 2 intervals of chilling process.
CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.

©CNS
Recipe Courtesy of Levy Restaurants

Funded by the Los Angeles County Community & Senior Services

Oaxaca Salad with Citronette Dressing

Yield: 100 Servings
Portion: 3oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Romaine Lettuce	15 lbs.		Salad:
Jicama, julienne	4 lbs.		1. Toss all ingredients together, saving some orange segments and radish slices to garnish the top.
Orange Segments	4 lbs.		
Tomatoes, diced	4 lbs.		
Radish, sliced	2 lbs.		
Rice Vinegar	1 Cup		Dressing:
Olive Oil	6 Cups		2. Whisk together all ingredients.
Orange Juice	2 Quarts		
Lemon Juice	1 Cup		
Garlic	2 oz.		
Dijon Mustard	¼ Cup		
Parsley, chopped	½ Cup		
Salt	to taste		
Pepper, black	to taste		

Serving: Serve immediately or maintain at 41°F or below.
CCP Holding: Holding time for Oaxaca Salad not critical if served the same day.
CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.

©CNS
Recipe from Levy Restaurants

Funded by the Los Angeles County Community & Senior Services

Meatball Soup (Albondigas)

Yield: 100

Portion: 8 oz includes two 2-oz meatballs

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weight/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Onion; yellow, jumbo, chopped	1 lb 2⅔ cups		1. Mix in large bowl, onion, oregano, and raw rice.
Oregano, dried	2 oz approx 4 Tbsp		2. Add ground beef and mix.
Rice; white parboiled	4 lbs		3. Form meatballs into 2 oz size. Return to refrigerator.
Ground beef (15% fat) OR	18 lbs 12 oz OR	PHF	4. To boiling water in steam jackcted kettle or stock pot, add meatballs, carrots, celery, potatoes and stewed tomatoes.
2-oz frozen meatballs (2 meatballs/individual serving)	200 pieces (frozen)	PHF	5. Simmer for 1 hour.
Boiling water	5 gallons	CCP	6. Add cumin and continue cooking for an additional 30 minutes or until meatballs internal temperature is 155°F for 15 seconds.
Carrots, sliced canned	12 oz 1½ cup		7. Portion out 2 2-oz meatballs per person with soup - approximately 7 - 8 fluid oz total.
Celery, #18 size, diced	12 oz 1½ cup		
Potatoes; small, whole, diced	6 lbs 8 oz		
Stewed tomatoes	2 lbs 1 qt		
Cumin, ground	4 Tbsp		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 180°-185°F prior to transport.

CCP Holding: Holding time for Meatballs Soup (Albondigas) shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs, and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: Cover, label, date and store in refrigerator at 40°F or below. Use within 2 days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

Recipe fro[illegible]a Clarita Valley, Adapted by CNS, 1998

Funded by the County of Los Angeles Commun[illegible] Senior Services

Chicken Tortilla Soup
Yield: 57 Servings
Portion: 6 ounces

CCP - Critical Control Point
PHF - Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruptions that may contaminate hands.

Pre-prep instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT		CCP or PHF	PROCEDURES
	Weights	Volumes		
Onions, raw, cleaned, trimmed	12 oz.			1. Chop onions, reserve for next step.
Butter		1 C		2. Heat butter in stockpot over medium heat. Sauté onions, garlic, red pepper flakes and cumin in butter until onions are tender.
Garlic, minced in water		1/3 C		
Red Pepper, crushed		2 tbsp		
Cumin, ground		2 tbsp		3. Add coked chicken, tomatoes, water, base and cilantro to stockpot. Mix well to blend. Bring to a boil. Reduce heat to simmer. Simmer for 30-45 minutes, stirring frequently until internal temperatures reaches 165°F.
Chicken, cooked	3 lbs.	1 qt	PHF	
Tomatoes, diced, canned		3 C		
Water		2 2/3 gal		
Chicken Base		14 tbsp		
Cilantro, dried		¼ C		4. Cut tortillas into ¼ inch strips. Fry in deep fat fryer at 350°F for 1 minute until crispy. Drain. Reserve for use in last step.
Corn Tortilla, 6" each	48 each			
Sharp Cheddar Cheese, shredded	1 lb.			5. Shred cheese.
Monterrey Jack Cheese	1 lb.			6. Portion 6 oz. of soup in each serving dish. Garnish with tortilla strips, cheese and cilantro. Hold warm for service.
Cilantro, fresh	1 oz.			

Serving: Serve immediately or maintain at 140° F or above. If sent to sites, product temperature needs to be between 180-185°F prior to transport.

CCP Holding: Holding time for Chicken Tortilla Soup shall not exceed 4 hours from end of production to beginning of food service. Hold Chicken Tortilla Soup at 140°F or above.

CCP Cooling: In shallow pan, chill to 70° F or below within 2 hours; and then to 41°F within 4 hrs. Record the time and temperature at those 2 intervals.

CCP Storage: In shallow pan cover, label, date and store in refrigerator at 41° F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165° F for 15 seconds. Record the time and reheat temperature.

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Spanish Bean Soup
Yield: 1200 Servings
Portion: 6 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Navy Beans, Dry Water Onions, Brown or White, raw Celery, raw Carrots, raw Black Pepper, ground Garlic Powder Chili Powder Chicken Base Low Sodium Margarine Corn Starch Water, Cold	6.25 lbs. 23 Gallons 2 lbs. 2 lbs. 2 lbs. 1 Tbsp 2 Tbsp 2 Tbsp 3/4 cup 1 ½ cup 2 ¾ cups 1 quart 1 ¼ cup		Begin the day before soup will be served. 1. Wash the beans to remove dirt and stones. Place beans in the kettle and add water, mix and then drain. Repeat. 2. Place beans in pans with water. Cover, label, date and place in refrigerator over night. 3. Fill the kettle(s) with water and bring to a boil. 4. Add beans and cook until tender, approximately 45 minutes to 1 hour. The beans are done when the bean comes out of its skin when pressed between thumb and finger. 5. Wash the onions, celery and carrots before cutting. 6. Dice all the onions, celery, carrots and add to kettle. Cook for about 10 minutes, adding spices in the meantime. 7. Add margarine and mix well. 8. In separate container, add cold water to cornstarch and mix well. 9. Slowly add cornstarch mixture to kettle, stir constantly. Check consistency, add more if needed.
		CCP	10. Cook until an internal temperature of 165°F is reached for at least 15 seconds. Record temperature. 11. Hot hold at 140°F or above or portion into transport equipment.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Spanish Bean Soup shall not exceed 2 hours from end of production to beginning of food service at site.

CCP Cooling: If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within an additional 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

Recipe from Royal Star

Funded by the Los Angeles County Community & Senior Services

Fiesta Green Beans
Yield: 100 Servings
Portion: 3 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Green Beans, cleaned and blanched	30 lbs.	CCP	1. Wash green beans. 2. Trim the ends of green beans. 3. In a saucepot, start by boiling about 8 gallons of water and add 2 Tbsp. of salt. 4. When water is boiling, add beans and cook for to 145°F for 15 seconds, remove them from water and chill in ice cold water and set aside. 5. In a sauté pan, heat up the oil and sauté the green beans for 3 to 5 minutes. 6. Add garlic, salt and pepper. 7. Add white wine and simmer for an additional 2 minutes. 8. Check seasoning and serve.
Olive Oil	6 oz.		
	4 lbs.		
Peppers, red, julienne	4 Tbsp.	CCP	
Garlic, puree	3 Tbsp.		
Salt	2 Tbsp.		
Pepper, black	1 Cup		
White Wine			

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Fiesta Green Beans shall not exceed 2 hours from end of production to beginning of food service at site.

CCP Cooling: If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within an additional 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

©CNS
Recipe from Levy Restaurants

Funded by the Los Angeles County Community & Senior Services

Roasted Red Rose Potatoes
Yield: 200 Servings
Portion: 3 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Red Bliss Potatoes	26 lbs.		1. Toss all ingredients, except caramelized onions and queso fresco.
Vegetable Oil	1 ½ Cups	CCP	2. Wash Potatoes
Garlic	4 oz.		3. Lay potatoes on sheet pans in single layers (do not stack potatoes).
Dijon Mustard	¾ Cups	CCP	4. Roast at 350°F until the potatoes are cooked to 145°F for 15 seconds, making sure they are crispy and cooked through.
Salt	2 Tbsp.		
Pepper, black	2 Tbsp.		5. Place potatoes in hotel pans and top with caramelized onions and queso fresco.
Onions, carmelized	4 lbs.		
Queso Fresco	2 lbs.		6. Return to oven for five minutes to melt cheese.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Roasted Red Potatoes does not exceed 2 hours from end of production to beginning of food service at site.

CCP Cooling: If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within an additional 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Recipe from Levy Restaurants

Funded by the Los Angeles County Community & Senior Services

Arroz con Leche
Yield: 100 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions:

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Long Grain Rice, uncooked Milk Sweetened condensed milk Sugar Vanilla extract Raisins or other dried fruits Cinnamon Nutmeg Salt	1 gal. 4 gal. 72 oz. 1 cup 8 Tbsp. 6 cups 2 Tbsp. 2 Tsp. 1 Tsp.	CCP	1. Add all ingredients to a large pot. 2. Bring to a boil and reduce to a low simmer, stirring often. 3. Cook rice until tender to a minimum temperature of 165°F for fifteen seconds and the mixture has thickened.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.
CCP Holding: Holding time Arroz con Leche shall not exceed 2 hours from end of production to beginning of food service at site.
CCP Cooling: If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 41°F within an additional 4 hours. Record time and temperature at those 2 intervals of chilling process.
CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 41°F or below. Use within two (2) days.
CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Recipe from Levy Restaurants

Funded by the Los Angeles County Community & Senior Services

Beef Tomato

Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients. (CCP) If frozen, thaw beef under 40°F refrigeration or under cold running water.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Diced tomato	4 lbs.	CCP	1. Stir-fry beef until beef reach internal temperature of 145°F for 15 seconds. Set aside.
Sliced beef	6 lbs.	PHF	
Onion, shredded	2 ½ lbs		2. Stir-fry tomato with onion.
Chicken stock	#10 can	PHF	3. Add chicken stock, let simmer.
Ketchup	20 oz.		4. Return beef to mixture, stir-fry.
Sugar	20 oz.		5. Add sugar, then soy sauce. Stir.
Soy sauce	10 oz.		6. Mix cornstarch with hot water together. Stir.
Corn starch	1 ½ oz.	CCP	7. Add cornstarch mixture to beef and tomato. Stir. Heat until the internal temperature reach 165°F for 15 seconds.
Hot water	1 cup		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Beef Tomato shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly in moist heat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

©CNS
Recipe from Royal Star

Funded by the Los Angeles County Community & Senior Services

Mus[illegible]oom Pork Patty
Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.
(CCP) If frozen, thaw pork under 40°F refrigeration or under cold running water.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Pork, ground	16 lbs.	PHF	1. Mix the soy sauce, corn starch, water and sugar.
Mushroom, sliced	3 lbs.		2. Mix ground pork with diced mushroom and the sauce.
Light Soy sauce	20 oz.		3. Form patties
Corn starch	1 ½ oz.	CCP	4. Steam patties in steamer for 15 minutes, exceeding internal temperature of 145°F for 15 seconds.
Water	1 oz.		
Rock sugar	5 oz.		5. Sprinkle green onions prior to serving.
Water	2 cups		
Green onion, diced	5 oz.		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport. Sprinkle green onions prior to serving.

CCP Holding: Holding time for Mushroom Pork Patty shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly in moist heat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

©CNS
Recipe from Royal Star

Funded by the Los Angeles County Community & Senior Services

Steamed Pork

Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients. (CCP) If frozen, thaw pork under 40°F refrigeration or under cold running water.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Pork, butt Light Soy sauce Soy sauce, thin Rock sugar Water Green onions, diced.	17 lbs. 5 Tbsp 1 cup 10 oz. 2 ½ cup 5 oz.	PHF CCP	1. Boil pork in water for 1.5 hours, or slice raw pork to ½ inch thick first and steam in steamer for 20 minutes. Internal temperature of pork must exceed 145°F for 15 seconds for both methods. 2. Slice pork into ½ inch thick, if it had not been sliced yet. 3. Mix soy sauces, sugar and water. Bring to boil. Set aside. 4. Pour mixture over pork (prior to serving). 5. Sprinkle green onions over pork.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport. Pour the soy sauce mixture over pork prior to serving.

CCP Holding: Holding time for Steamed Pork shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly in moist heat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

©CNS
Recipe from Royal Star

Funded by the Los Angeles County Community & Senior Services

Chicken Chop Suey
Yield: 100 Servings
Portion: 3 oz. Chicken + 3 oz. Chop Suey + 4 oz. rice (1/2 cup)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Chicken , cooked, cubed Chicken Stock Cornstarch Water, cold Soy Sauce, Low Sodium Worcestershire sauce Mushrooms, sliced Onions, sliced Celery, diagonally sliced Bean sprouts, canned, undrained	18 lbs 12 oz. 1 gal 1 lb 2-1/2 cup 2 Cups 2 Cup 2 lbs 2 lbs 4 lbs 5 lbs	PHF CCP	1. Simmer cooked chicken & chicken stock in steam-jacketed or other kettle until tender. 2. Make a smooth paste of cornstarch and water. Pour slowly into meat and broth, stirring constantly while pouring. Cook until thickened. Internal temperature of chicken must reach 165°F or higher for 15 seconds. 3. Add soy sauce and Worcestershire sauce. Stir to blend. 4. Steam mushrooms, onions & celery until tender. 5. Add bean sprouts and vegetables to meat just before serving.
Rice, converted Water Margarine or vegetable oil	7 lbs 2 gal 1/4 cup		1. Bring water to a boil in steam-jacketed kettle or other large kettle. Add rice and margarine. Stir. Cover tightly. Cook on low heat until rice is tender and all water is absorbed, about 15-20 minutes. Remove from heat and let stand covered 5-10 minutes. Fluff with fork.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Chicken Chop Suey shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

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Recipe from: HACCP For Food Service, adapted by CNS 1996

Funded by the County of Los Angeles Community & Senior Services

Garlic Chicken

Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weigh/measure all ingredients.
(CCP) If frozen, thaw chicken under 40°F refrigeration or under cold running water.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Chicken, thigh and leg Garlic Powder Soy sauce Cooking wine	50 pieces 10 oz. 2 ½ cup 10 oz.	PHF CCP	1. Mix soy sauce, garlic powder and cooking wine 2. Marinate chicken with sauce for minimum of 1 hour, in a 38°F refrigerator. 3. Bake at 375°F for 50 minutes to 1 hour in regular oven, or 350°F for 35-45 minutes in convection oven. Internal temperature must reach 165°F for 15 seconds.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Garlic Chicken shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly in moist heat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

©CNS
Recipe from Royal Star

Funded by the Los Angeles County Community & Senior Services

Hot Braised Chicken
Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Corn starch	5 lbs.	PHF	1. Mix egg with 1/2 lbs. of corn starch.
Chicken breast, chopped	12.5 lbs.		2. Bread the chicken breast with the corn starch and egg mixture.
Eggs, grade AA, whole	6 each	PHF	3. Shift clean, dry corn starch over the chicken; dust off excess.
Pineapple, chunks, canned	2 lbs.	CCP	4. Heat oil to 365°F, and fry the chicken until cooked, reaching an internal temperature of 165°F or higher for 15 seconds. Do not overcook; this would take approximately 1.5 minutes. Remove from oil promptly. Let drain for 2 minutes.
Red bell pepper, diced	1 lb.		
Green bell pepper, diced	1 lb.		
Garlic, ground	4 cloves		
Onion, yellow, diced	1 lb.		
Sauce			**Sauce**
Oil, vegetable	½ cup		1. Stir fry the bell peppers, onions, garlic, and pineapple chunks with ½ cup of oil. Remove from heat and pour into hotel pan.
Ketchup	2 lbs. 6 oz.		2. In a sauce pan, add 3 cups of water, ketchup, vinegar, sugar and salt, and bring to a boil.
Vinegar, white, 5%	1 lb. 6 oz.		3. In a container, add cold water to ¾ cup of corn starch and mix well. Slowly add to sauce and stir until thicken. Bring to boil.
Sugar	3 lbs. 4 oz.		4. Pour sauce over the vegetables.
Salt	½ tsp		5. Add the sauce and vegetable mixture to the chicken prior to serving.
Water	3 cup		
Corn starch	¾ cup		
Water, cold	1 cup		

Serving: Serve immediately or maintained at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Hot Braised Chicken shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: Chill sauce and chicken separately. In shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days. Do not freeze.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

©CNS
Recipe from Royal Star

Funded by Los Angeles County Community & Senior Services

Mushroom Chicken

Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients. (CCP) If frozen, thaw chicken under 40°F refrigeration or under cold running water.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Fresh mushroom, sliced	3 lbs.	CCP	1. Stir-fry chicken, and mushroom together until chicken reaches internal temperature of 165°F or higher for 15 seconds.
Chicken, white meat	16 lbs.	PHF	
Ginger, sliced	10 oz.	PHF	2. Add Chicken stock. Let simmer.
Chicken stock	20 oz.		3. Mix soy sauce, oyster sauce, and sugar together.
Light soy sauce	5 Tbsp		4. Add mixture to the chicken mushroom stir-fry.
Oyster sauce	5 Tsp		5. Add green onions.
Sugar	5 oz.		6. Add cornstarch to hot water. Stir.
Green onion, cut 1 inch long	5 oz.		7. Pour cornstarch mixture over product. Bring to light boil, and internal temperature of chicken reaching 165°F for 15 seconds.
Cornstarch	1 oz.		
Hot water	1 cup		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Mushroom Chicken shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly in moist heat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Recipe from Royal Star

Funded by the Los Angeles County Community & Senior Services

Szechwan Chicken with Cashews

Yield: 100 Servings

Portion: 6 oz (3 oz. chicken, 3 oz. sauce)

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Vegetable Oil	1 1/2 cup		1. In stockpot, put in oil, ginger root and garlic. Heat , then remove ginger root and garlic, and discard.
Ginger Root, fresh & sliced	2 Tbsp		
Garlic	1/3 cup	PHF	2. Add chicken to hot oil. Stir fry until chicken turns white, 3-5 minutes.
Chicken thigh meat (BL/SL)	25 lbs (18 lbs 12 oz. EP)		
Green Onions	3 bunches		3. Cut onions into 1" lengths and cut peppers into 1" squares. Add to chicken mixture.
Green Peppers	6 lbs		
Mushrooms liquid plus water	1/2 #10 cans		4. Combine mushroom liquid, chicken base, soy sauce and cornstarch, and mix until smooth.
Chicken stock	1 qt		
Soy Sauce (Low Sodium)	1/2 cup		5. Stir in to chicken mixture, and add nuts & pimentos.
Cornstarch	12 oz.	CCP	6. Cook chicken until temperature is 140°F or higher for 3 minutes.
Cashew Nuts (Unsalted)	2 lbs		
Pimento, chopped	12 oz.		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Szechwan Chicken shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

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Recipe from: West Covina; adapted by CNS

Funded by the County of Los Angeles Community & Senior Services

Teriyaki Chicken
Yield: 100 Servings
Portion: 3 oz. chicken - 1 oz. sauce

CCP = Critical Control Point
PHF = Potentially Hazardous

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions:
1. (CCP) If frozen, thaw chicken thighs overnight under 40°F refrigeration
2. Marinate thawed breasts overnight, under 40°F refrigeration, in teriyaki marinade. Pour off marinade and return to 40°F refrigeration. Save marinade for the vegetables.
3. Wash all vegetables prior to use.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Chicken quarter (3 oz. EP)	100 each		1. Spread vegetables on bottom of 12 x 20 steam table pan. Place chicken quarters on top of vegetables (12 per pan) and brush with oil.
Teriyaki Marinade, Low Sodium	1 cup	PHF	
Chicken stock	1 gal 1 qt.		
Oil	1/4 cup		2. Add marinade to chicken stock. Bring to a boil and pour in steam table pan.
Carrots, ½" diced	5 oz.		
Onion, ½" diced	5 oz.	CCP	3. Bake uncovered Regular oven: 375°F for 40-45 minutes (internal temperature 175°F for 3 minutes) Convection oven: 325°F for 30-35 minutes (internal temperature 175°F for 3 minutes)
Celery, ½" diced	5 oz.		
Optional:			
Add to sauce, Soy Sauce	1 cup		4. Record time and temperature.
Suggested Garnishes:			
Steamed thin strips of red and green peppers and carrots			

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Teriyaki Chicken shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hrs; and then to 40°F within 4 hrs. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days or freeze at 0°F or below and use within 30 days.

CCP Reheating: Reheat to an internal temperature of 165°F for 15 seconds. Record time and reheated temperature.

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Recipe fro[illegible]orrison's; adapted by CNS 1996.

Funded by the County of Los Angeles Community & [illegible]nior Services

Chicken Corn Soup
Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Assemble and weigh/measure all ingredients.
(CCP) If frozen, thaw chicken under 40°F refrigeration or under cold running water.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Chicken stock	#10 Can	PHF	1. Cook chicken in water, bring to boil, until internal temperature exceeds 165°F for 15 seconds. Discard the water.
Hot water	12 gal		
Chicken, white meat, smashed	20 oz.	PHF	2. Boil chicken stock and water mixture
Sweet corn, canned	6 lb.	CCP	3. Add the cooked chicken into stock. Bring the mixture to boil.
Corn Starch (1 ½ oz.)	1 ½ oz.		4. Add corn into stock. Bring to boil, with internal temperature of the chicken exceeding 165°F for 15 seconds.
Hot water	½ cup		5. Mix cornstarch with ½ cup of hot water. Stir.
			6. Pour cornstarch mixture into soup. Stir.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Chicken Corn Soup shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days. Do not freeze.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Recipe from Royal Star

Funded by the Los Angeles County Community & Senior Services

Mustard Green Egg Drop Soup
Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Water	12 gal		1. Boil water with chicken stock
Chicken stock	#10 can	PHF	2. Add all ingredients except for eggs. Bring to boil.
Mustard greens, ½ inch slices	5 lbs.	CCP	3. Slowly pour beaten eggs into mixture, stir slowly. Bring to light boil, with temperature of 165°F for a minimum of 15 seconds.
Gingers, shredded	4 oz.		
Straw mushrooms, diced	10 oz.		
Carrots, sliced	15 oz.		
Eggs, lightly beaten	10 eggs		

Serving: Serve immediately or maintained at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Mustard Green Egg Drop Soup shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days. Do not freeze.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Recipe from Royal Star

Funded by the Los Angeles County Community & Senior Services

Pickled Vegetable and Diced Pork Soup

Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash mushroom prior to chopping. Assemble and weigh/measure all ingredients.
(CCP) If frozen, thaw pork under 40°F refrigeration or under cold running water.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Water	12 gal		1. Boil water with chicken stock
Chicken stock	#10 can	CCP	2. Add pork to stock, bring to boil, with internal temperature of pork reaching 165°F for 15 seconds.
Pickled vegetables	2.5 lbs.	PHF	
Pork, diced	2.5 lbs.	PHF	3. Add the rest of the ingredients, bring to light boil.
Straw mushroom	10 oz.		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Pickled Vegetable and Diced Pork Soup shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days. Do not freeze.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Recipe from Royal Star

Funded by the Los Angeles County Community & Senior Services

Tofu Chowder

Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Chicken stock	#10 Can	PHF	1. Boil water with chicken stock
Tofu, soft	5 cartons (20 oz. ea)	PHF	2. Add tomato, mushroom, and tofu to stock. Bring to boil.
Hot water	12 gal		3. Add green peas to the mixture.
Tomato, diced	1 lb.		4. Mix cornstarch with ½ cup of hot water. Stir.
Chinese black mushroom	15 oz.		5. Add cornstarch mixture to soup. Stir.
Green peas	5 oz.		6. Pour beaten egg into soup slowly. Stir slowly. Bring to boil, until temperature exceeds 165°F for 15 seconds.
Corn Starch (1 ½ oz.)	1 ½ oz.		
Hot water	½ cup		
Eggs, lightly beaten	10 AA	PHF	

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Tofu Chowder shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days. Do not freeze.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Funded by the Los Angeles County Community & Senior Services

Baby Bok Choy with Black Bean Sauce
Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Baby Bok Choy, chopped 2 inch long	25 lbs.		1. Add ginger and black bean to hot oil, stir briefly.
Black Bean Sauce	10 oz.		2. Add baby bok choy to hot oil, stir-fry.
Ginger, shredded	5 oz.		3. Add water to baby bok choy. Let simmer covered for 3 minutes, exceeding the temperature of 140°F for 15 seconds.
Water	20 oz.		4. Add soy sauce.
Soy Sauce	10 oz.		5. Mix cornstarch with water, stir.
Cornstarch	1 ½ oz.		6. Add cornstarch mixture. Stir.
Water	½ cup		

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Baby Bok Choy with Black Bean Sauce shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: Avoid chilling as quality will deteriorate. If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly in moist heat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Funded by the Los Angeles County Community & Senior Services

Chinese Broccoli with Oyster Sauce

Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Chinese broccoli, cut 2 inches long	25 lbs.		1. Steam Chinese broccoli until just done. Do not over cook
Oyster Sauce	20 oz.		2. Mix oyster sauce with chicken stock.
Chicken stock	10 oz.		3. Pour sauce over Chinese broccoli just prior to serving.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Chinese Broccoli with Oyster Sauce shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: Avoid chilling as quality will deteriorate. If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly in moist heat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Recipe from Royal Star

Funded by the Los Angeles County Community & Senior Services

Curry Cabbage

Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Napa cabbage, Chopped 1 inch long	25 lbs.		1. Steam cabbage for 20 minutes, exceeding temperature of 140°F for 15 seconds.
Indian Curry Powder	6 oz.		2. Boil chicken stock, add curry powder and stir. Let boil and remove from heat immediately
Chicken stock	5 12 oz. cans		3. On warm oil, add flour, stir.
Light soy sauce	15 oz.		4. Immediately add curry mix to the oil/flour and mix.
Oil	10 oz.		5. Add soy sauce to the mixture and stir. Remove from heat.
Flour	10 oz.		6. Pour mixture over cabbage just prior to serving.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Curry Cabbage shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: Avoid chilling as quality will deteriorate. If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly in moist heat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Funded by the Los Angeles County Community & Senior Services

Egg Drop Cauliflower
Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Cauliflower,			1. Steam cauliflower in steamer for 20 minutes. Set aside.
Chicken stock	5 12 oz. cans	PHF	2. Boil chicken stock.
Light soy sauce	5 oz.		3. Mix cornstarch with water. Stir. Add to chicken stock.
Corn starch, 1 ½ oz.	1 ½ oz.		4. Add light soy sauce to the mixture.
Hot water, ½ cup	½ cup	PHF	5. Beat eggs lightly.
Eggs, lightly beaten	2	CCP	6. Pour eggs over the mixture evenly. Stir slowly. Bring to boil, exceeding 145°F.
			7. Pour mixture over cauliflower.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Egg Drop Cauliflower shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: Avoid chilling as quality will deteriorate. If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly in moist heat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Funded by the Los Angeles County Community & Senior Services

Garlic Baby Bok Choy
Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Garlic, slices Bok Choy, cut 2 inch long Ginger, slices Light Soy sauce Oil	5 oz. x lbs. 5 oz. 15 oz. 5 oz.		1. Add ginger and garlic to hot oil. Stir briefly. 2. Add Baby Bok Choy to hot oil and stir-fry. 3. Add light soy sauce. Continue to stir until the temperature reaches 140°F.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Garlic Baby Bok Choy shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: Avoid chilling as quality will deteriorate. If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly in moist heat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Recipe from Royal Star

Funded by the Los Angeles County Community & Senior Services

Lettuce with Oyster Sauce

Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Lettuce leafs	25 lbs.		1. Steam lettuce until just done. Do not over cook
Oyster Sauce	20 oz.		2. Mix oyster sauce with chicken stock.
Chicken stock	10 oz.		3. Pour sauce over Lettuce just prior to serving.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Lettuce with Oyster Sauce shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: Avoid chilling as quality will deteriorate. If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly in moist heat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Recipe from Royal Star

Funded by the Los Angeles County Community & Senior Services

Mushroom and Broccoli with Aged Oyster Sauce

Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Broccoli	13 lbs.		1. Boil the mushrooms. Set aside.
Mushrooms, button, sliced	3 lbs.		2. Boil the broccoli.
Oyster sauce	2 cups		3. Pan the broccoli, and cover the broccoli with mushrooms.
Water	4 cups		4. In a container, add cold water to corn starch and mix well.
Corn starch	¾ cup		5. In a sauce pan, mix the oyster sauce and water, and then add the corn starch mix. Bring to a light boil.
Cold water	1 cup		6. Pour the sauce over the broccoli and mushroom just before serving.

Serving: Serve immediately or maintained at 140°F or above. If sent to sites, product temperature needs to be between 165-170°F prior to transport.

CCP Holding: Holding time for Mushroom and Broccoli with Aged Oyster Sauce shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: In shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process. The sauce shall be chilled separately from the broccoli.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days. Do not freeze.

CCP Reheating: Reheat rapidly to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Funded by Los Angeles County Community & Senior Services

Spinach with Oyster Sauce

Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Spinach, fresh, cut 2 inches long Oyster Sauce Chicken stock	25 lbs. 20 oz. 10 oz.		1. Steam spinach until just done. Do not over cook 2. Mix oyster sauce with chicken stock. 3. Pour sauce over spinach just prior to serving.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Spinach with Oyster Sauce shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: Avoid chilling as quality will deteriorate. If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly in moist heat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Funded by the Los Angeles County Community & Senior Services

Sprouts with Green Onion
Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Bean sprouts Green onions, cut 1 inch long Soy sauce, 3 oz. Cornstarch, 1 oz.	25 lbs. 25 oz. 15 oz. 3 oz.	PHF	1. Stir fry bean sprouts and green onions together. 2. Add soy sauce, stir. 3. Sprinkle corn starch powder, continue stir until temperature of 140°F is reached.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Sprouts with Green Onion shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: Avoid chilling as quality will deteriorate. If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly in moist heat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Recipe from Royal Star

Funded by the Los Angeles County Community & Senior Services

Yu Choy with Oyster Sauce
Yield: 50 Servings
Portion: 4 oz. Portions

CCP = Critical Control Point
PHF = Potentially Hazardous Food

Sanitation Instructions: Wash, rinse and sanitize all equipment and utensils before and after use. Wash hands before handling food, and after handling raw food, and after any interruption that may contaminate hands.

Pre-prep Instructions: Wash all vegetables prior to chopping. Assemble and weigh/measure all ingredients.

INGREDIENTS	AMOUNT Weights and Measures	CCP or PHF	PROCEDURE
Yu Choy, cut 2 inches long Oyster Sauce Chicken stock	25 lbs. 20 oz. 10 oz.		1. Steam Yu Choy until just done. Do not over cook 2. Mix oyster sauce with chicken stock. 3. Pour sauce over Yu Choy just prior to serving.

Serving: Serve immediately or maintain at 140°F or above. If sent to sites, product temperature needs to be between 155-165°F prior to transport.

CCP Holding: Holding time for Yu Choy with Oyster Sauce shall not exceed 2 hours from end of production to beginning of food service at site or delivery of last home delivered meals.

CCP Cooling: Avoid chilling as quality will deteriorate. If necessary, in shallow pan, chill to 70°F or below within 2 hours; and then to 40°F within 4 hours. Record time and temperature at those 2 intervals of chilling process.

CCP Storage: In shallow pan, cover, label, date and store in refrigerator at 40°F or below. Use within two (2) days.

CCP Reheating: Reheat rapidly in moist heat to an internal temperature of 165°F for 15 seconds. Record time and reheat temperature.

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Recipe from Royal Star

Funded by the Los Angeles County Community & Senior Services

FOOD SPECIFICATIONS
Policies and Procedures

Los Angeles County Area Agency on Aging
Community & Senior Services

A. Food Specifications FS-1

B. Product Specification Chart FS-3

C. Food Specification Samples FS-4

Subject:	FOOD SPECIFICATIONS	Page: 1 of 2
Issued:	AAA	Date: June 2011

POLICY: All food shall be of good quality and shall be obtained from sources that conform to federal, state, and local regulatory standards for quality, sanitation and safety. Milk, meat, poultry, fish and fresh fruits and vegetables shall be processed in HACCP facilities and shall be sold by HACCP distributors (processors and distributors with HACCP programs).

PROCEDURES:

A. **All canned foods must be in hermetically sealed containers and processed in a licensed establishment.**
   1. No home canned or non-commercially canned food will be used.
   2. No unlabeled, rusty, leaking cans or cans with side dents, rim dents, or swells will be used.

B. **Milk will be purchased from a reliable source whose standards of quality, sanitation, and safety comply with Division 15 of the California Food and Agricultural Code.**
   1. All milk products used and served will be pasteurized.
   2. All milk products will be fortified with Vitamin A and Vitamin D.
   3. All milk will have "Use by" dates.
   4. All milk products will be delivered at refrigerated temperatures.
   5. Cheese will be USDA Grade A, non-processed cheese.

C. **Eggs will be government inspected Grade AA or A with the USDA shield.**
   1. No shell eggs will be used for the Senior Lunch Program except those hard-cooked for salads or sandwiches. These eggs must be fresh USDA or State Grade A.
   2. All pasteurized egg products - liquid, frozen and dried - must have an inspection stamp.

D. **Meat will be inspected by the USDA or by a state department of health.**
   1. Beef – must be USDA Grade A Choice.
   2. Lamb – USDA Choice.
   3. Pork – USDA Number 1.
   4. The fat content of ground meat cannot exceed 15% to 20%.
   5. No wild game will be accepted for use.

E. **Meat and Poultry**
   1. Will have "Use by" dates and will be purchased from suppliers/processors that deliver products frozen or at refrigerated temperatures <41°F.

2. Poultry- USDA Grade A for all fresh or frozen poultry products. Necks, backs and wings alone shall not be used without prior approval of the Project Director.

F. Fish and seafood must be fresh or frozen and be a nationally distributed brand packed under continuous inspection of the U.S. Department of Interior.

G. Mashed potato flakes will be fortified with Vitamin C.

H. Margarine will be fortified with Vitamin A.

I. Specified juices (apple, grape and pineapple) will be fortified with Vitamin C.

1. Such juices will be one hundred percent (100%) juice or juice base.
2. All juice served will be pasteurized.

J. All fruits and vegetables purchased must be of good quality and fruits and vegetables must be washed to remove dirt or insecticide residues prior to use.

1. Fresh fruits: USDA Fancy to USDA No. 1 to be used for all graded fresh fruits as a minimum standard.
2. Fresh vegetables: USDA Fancy and No. 1 to be used for all graded fresh vegetables as a minimum standard.
3. Frozen fruits and vegetables: USDA Grade A is to be used for all graded frozen fruits and vegetables as a minimum standard.

K. Sulfites and Monosodium Glutamate (MSG) are not acceptable for this program.

L. Each project will keep on hand food specifications for prepared food purchased from suppliers.

1. Food specifications should include nutrient analysis, pack information, and if possible, information on place of origin.
2. Sample food specifications for prepared food and fresh food are attached.

M. Water and ice used in food production or food service must meet EPA (Environmental Protection Agency) standards.

© Pending County of Los Angeles

PRODUCT SPECIFICATION

NAME:	DATE:
INDEX:	BRAND:

General:

Size:

Case:

Picture of Product

<u>Acceptable</u>

Size:

Color:

Count:

Expected hazard levels/size:

<u>Unacceptable</u>

Size:

Color:

Count:

Expected hazards levels/size:

Nutrient Analysis:

Place of Origin:

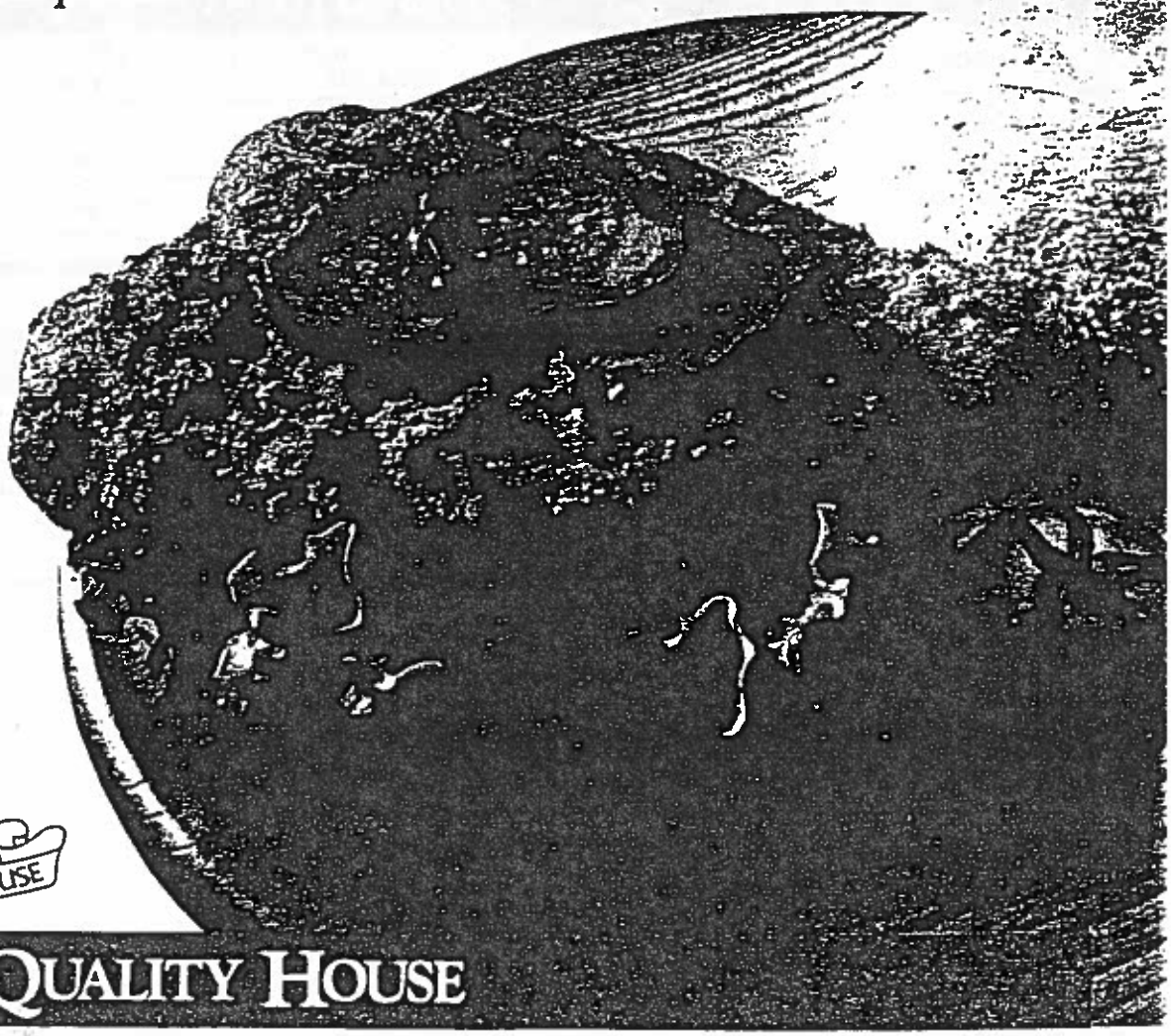
FOOD PURCHASING

SPECIFICATIONS SAMPLES

(Provided as supplemental information only)

Prime Line Chicken Breast

An entirely new kind of chicken to obsolete the chicken pattie.



DUTCH QUALITY HOUSE

DUTCH QUALITY HOUSE

We make the best meat taste better™

PRIME LINE CHICKEN BREAST

• Breaded — Fully Cooked •

Dutch Quality offers a new approach to chicken with all the look and "bite" of whole chicken breast, plus the exact portion control and convenience that today's food service demands. Prime Line Chicken Breasts comes in two distinctive shapes and a variety of portion sizes — all lightly battered and breaded with our "Golden Crunch" breading and available in the exciting *Bun-Plate Filling* Cutlet Shape or the *Natural* Shape. Both products add profit-producing eye appeal and value!

PACK INFORMATION

CODE #	PRODUCT	PORTION WEIGHT - OZ.	SHAPE	APPROXIMATE CASE COUNT	NET CASE WEIGHT - LBS.	APPROXIMATE PORTION COST
4003	NATURAL SHAPE BREAST FILLET (Fully Cooked)	3.0		53	10	_____¢
4007	BREAST CUTLET (Fully Cooked)	4.2		38	10	_____¢
4022	BREAST CUTLET (Fully Cooked)	3.6		44	10	_____¢

PREPARATION

CODE #	CONVENTIONAL OVEN (°F)	CONVECTION OVEN (°F)	DEEP FRYER	MICROWAVE
4003	400 degrees F 17-19 minutes	350 degrees F 10 minutes	350 degrees F 2¾ minutes	2½ minutes
4007, 4022	400 degrees F 18-20 minutes	350 degrees F 10 minutes	350 degrees F 2¾ minutes	2½ minutes

NUTRITIONAL ANALYSIS

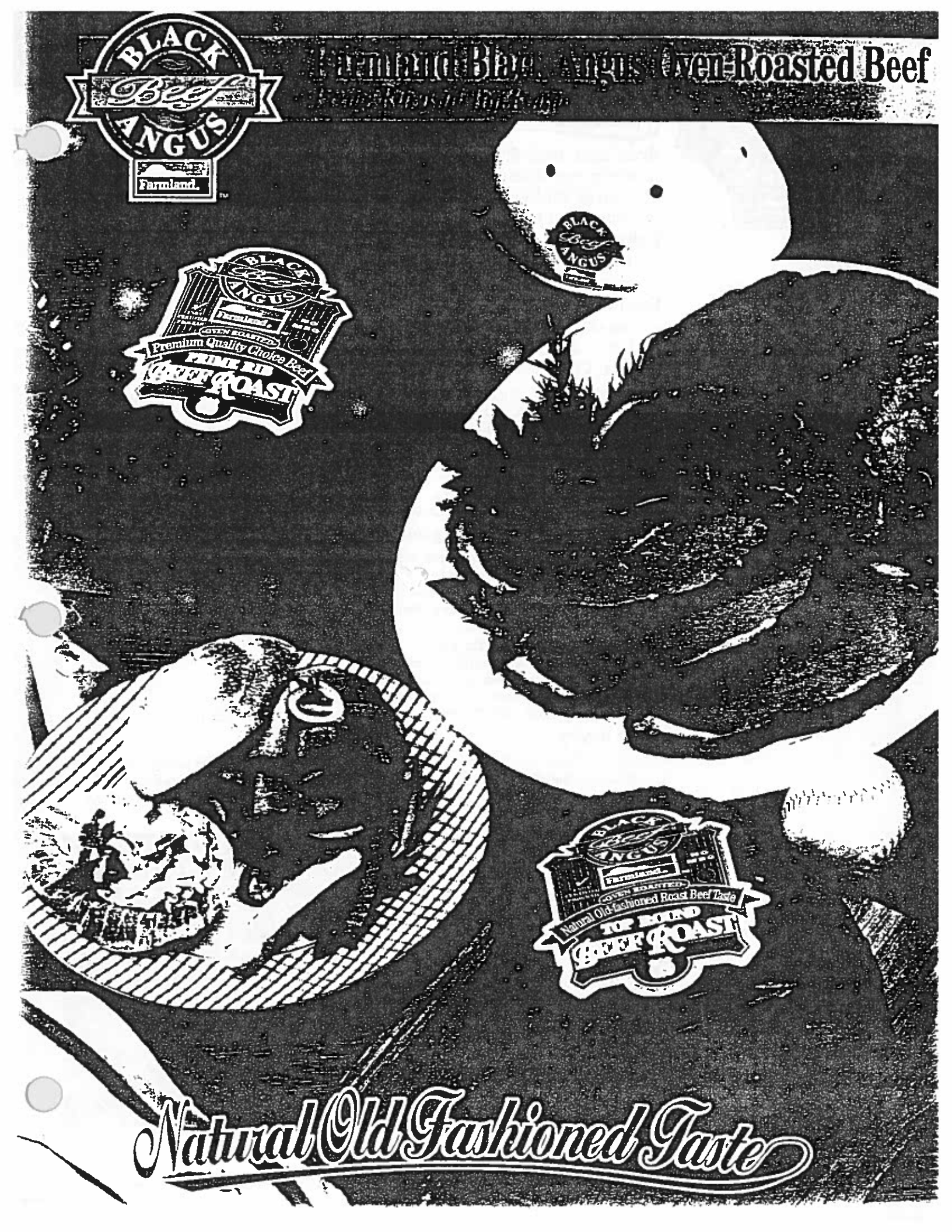
Code #	Portion Avg. Wt. Oz.	Calories K Cal	Moisture g	Protein g	Fat g	Carbohydrate g	Ash g	Calcium mg	Iron mg	Sodium mg	Potassium mg	Phosphorus mg	Cholesterol mg
4003	3.0	168	50.8	12.9	9.2	10.6	1.7	9.3	1.5	486	212	203	29.5
4007	4.2	235	71.2	18.0	12.9	14.8	2.4	6.5	2.1	680	296	284	41.3
4022	3.6	201	61.0	15.4	11.0	12.7	2.1	5.6	1.8	583	253	243	35.4

SERVING SUGGESTIONS:

- Lemon and pepper chicken with julienned vegetables
- Chicken sandwich with mayonnaise and tomato slices
- Marinated chicken with pasta salad and fruit cocktail
- Honey mustard chicken with wild rice

DUTCH QUALITY HOUSE

DUTCH QUALITY HOUSE P.O. Box 2397 Old Oakwood Road Gainesville, Georgia 30503-2397 1-800-241-3110 FAX: 770-531-0858
Division of Continental Grain Co., Duluth, Georgia


BLACK Beef ANGUS
Farmland
Farmland Black Angus Oven-Roasted Beef
Premium Quality Choice Beef
PRIME RIB
BEEF ROAST
Natural Old-fashioned Roast Beef Taste
TOP ROUND
BEEF ROAST
Natural Old Fashioned Taste

Natural Old Fashioned Taste

Roast beef, with that old-fashioned flavor, ranks as a favorite in today's marketplace. And **Farmland Black Angus Oven-Roasted Beef** brings the best of Midwestern beef to the table with USDA choice fully cooked *top round* and *prime rib*.

Fully Cooked Convenience

With fully cooked black angus prime rib and top round, serving top quality black angus beef is both easy and profitable for the operator.

Even Cooking

The fully cooked black angus beef is oven-roasted, slowly and evenly, to a medium rare degree of doneness for both the prime rib and top round.

Natural Old-Fashioned Flavor

Farmland Black Angus Oven-Roasted Prime Rib and Top Round provide premium quality with that natural, old-fashioned taste. Look for prime rib and roast beef, fully cooked, without marinades or other flavorings. What you buy and serve is 100% fully cooked black angus beef. It's truly old-fashioned flavor, the way roast beef should be!

No MSG

Farmland uses NO MSG in its oven-roasted black angus beef.

Specially Designed Packaging

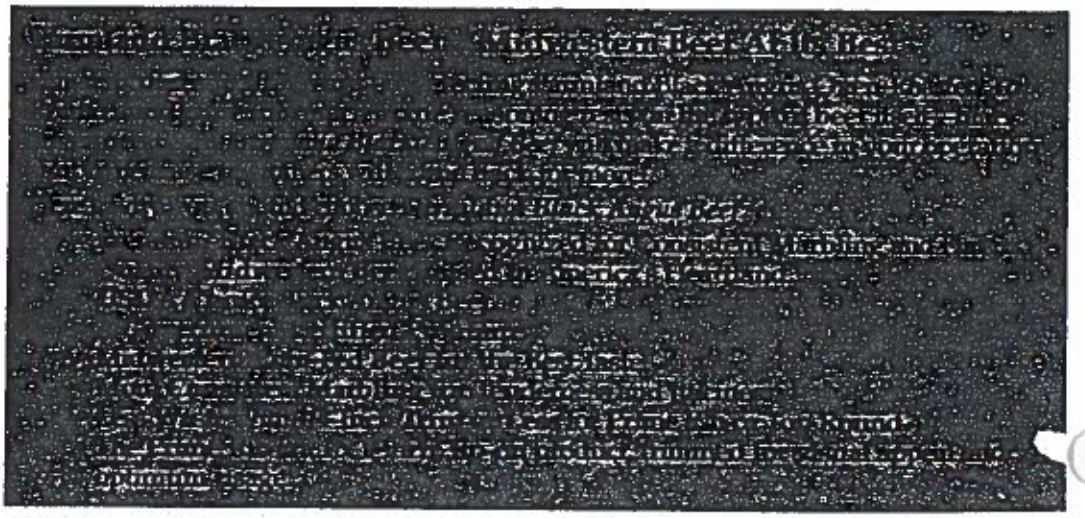
- The product is shipped fresh with an extended shelf life
- No more than two pieces per box
- Case dividers protect the meat during shipment
- Easy-to-follow cooking directions included
- Choice of sizes and pack

  Top Round Split/dry pack
  Top Round Split/with natural juices
  Top Round Whole/with natural juices
  Prime Rib/11 and UP/with natural juices/1 x 1-inch lip-on
  Prime Rib/11 and DOWN/with natural juices/1 x 1-inch lip-on

Menu Savvy

Rely on Farmland to enhance your beef menu selections...from sandwiches to center-of-the-plate entrees to banquets. Farmland Black Angus Oven-Roasted Top Round and Prime Rib is trimmed, fully cooked and ready to heat and serve. As a result, you can save time and enhance sales at your operation.

MIDWEST BEEF
USDA CHOICE
GOVT. CERTIFIED
PROGRAM



Farmland

Proud to be farmer-owned™

FARMLAND FOODS, INC., P.O. BOX 7527, KANSAS CITY, MO 64116 • 800-843-6603

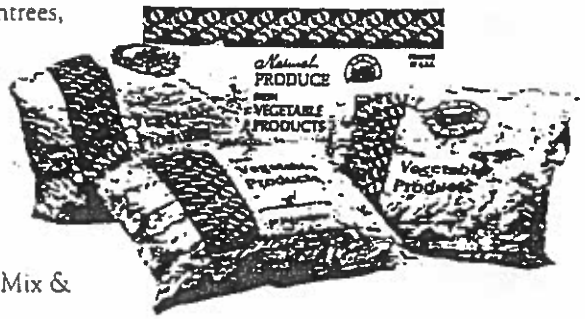
SHREDDED/CHOPPED/SALAD MIX

LETTUCE

SYSCO NATURAL®

FRESH VEGETABLES

Fresh, convenient and 100% usable. SYSCO Natural Shredded, Chopped & Salad Mix Lettuces are excellent for a variety of menu applications. Use shredded for Mexican entrees, and garnishes. Liven up any salad bar and side salad with SYSCO Salad Mix & Chopped Lettuces . . . Naturally.



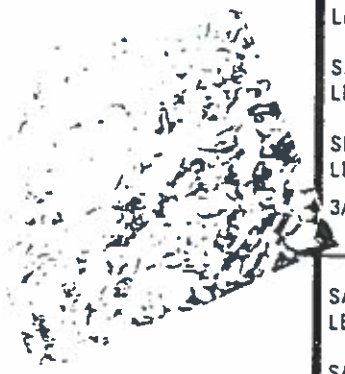
SYSCO®

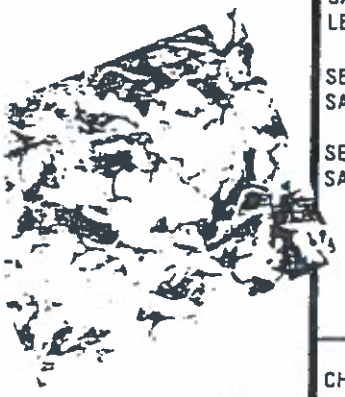
SHREDDED/CHOPPED/SALAD MIX

LETTUCE

Easy to handle and easy to store, SYSCO Natural Shredded, Chopped, & Salad Mix Lettuces provide guaranteed weight and yield each time. Always chopped or shredded, these quality products offer the maximum in operator convenience and customer satisfaction.

DESCRIPTION	SUPC NO.	BULK PRE-CUT CONVERSION	CASE PACK	HANDLING INFORMATION	USES	FEATURES	BENEFITS
SHREDDED LETTUCE 1/4" CUT SHREDDED LETTUCE 1/4" CUT SHREDDED LETTUCE 1/8" CUT SHREDDED LETTUCE 1/8" CUT SHREDDED LETTUCE 3/8" CUT 3/8" CUT	1675537 1675545 1675511 1675529 1675552 1675560	1 carton shredded = 2/3 carton of head lettuce.	2/10 lbs. 4/5 lbs. 2/10 lbs. 4/5 lbs. 2/10 lbs. 4/5 lbs.	Store at 34 to 38 degrees. Refrigerate immediately upon delivery. Use loose bags first. Remove air and reseal bags after opening. Rotate stock properly.	Hamburgers, sandwiches, Mexican dishes, garnishes, and other ethnic dishes.	• First Cut Quality. • 100% usable product. • Heat sealed; no tipper tie. • Washed and ready to serve. • No preservatives.	• 100% yield. • No waste, disposal costs, clean up or preparation. • Tremendous labor savings. • Portion controlled lettuce cost. • No injuries due to in-store shredding. • Saves storage space in refrigerator.
SALAD MIX LETTUCE SALAD MIX LETTUCE SEPARATE SALAD MIX SEPARATE SALAD MIX	1675578 1675586 1675594 1675602	1 carton shredded = 2/3 carton of head lettuce.	2/10 lbs. 4/5 lbs. 2/10 lbs. 4/5 lbs.	Store at 34 to 38 degrees. Refrigerate immediately upon delivery. Use loose bags first. Remove air and reseal bags after opening. Rotate stock properly.	Side salads, salad bars, and portioned control applications.	• First Cut Quality. • 100% usable product. • Heat sealed; no tipper tie. • Washed and ready to serve. • No preservatives.	• 100% yield. • No waste, disposal costs, clean up or preparation. • Tremendous labor savings. • Portion controlled lettuce cost. • No injuries due to in-store chopping. • Saves storage space in refrigerator.
CHOPPED LETTUCE CHOPPED LETTUCE	1675495 1675503	1 carton shredded = 2/3 carton of head lettuce.	2/10 lbs. 4/5 lbs.	Store at 34 to 38 degrees. Refrigerate immediately upon delivery. Use loose bags first. Remove air and reseal bags after opening. Rotate stock properly.	Side salads, salad bars, and portioned control applications.	• First Cut Quality. •100% usable product. • Heat sealed; no tipper tie. • Washed and ready to serve. • No preservatives.	• 100% yield. • No waste, disposal costs, clean up or preparation. • Tremendous labor savings. • Portion controlled lettuce cost. • No injuries due to in-store chopping. • Saves storage space in refrigerator.





DISTRIBUTED BY SYSCO CORPORATION

SYSCO NATURAL PRESENTS

VALUE-ADDED FRESH HERBS

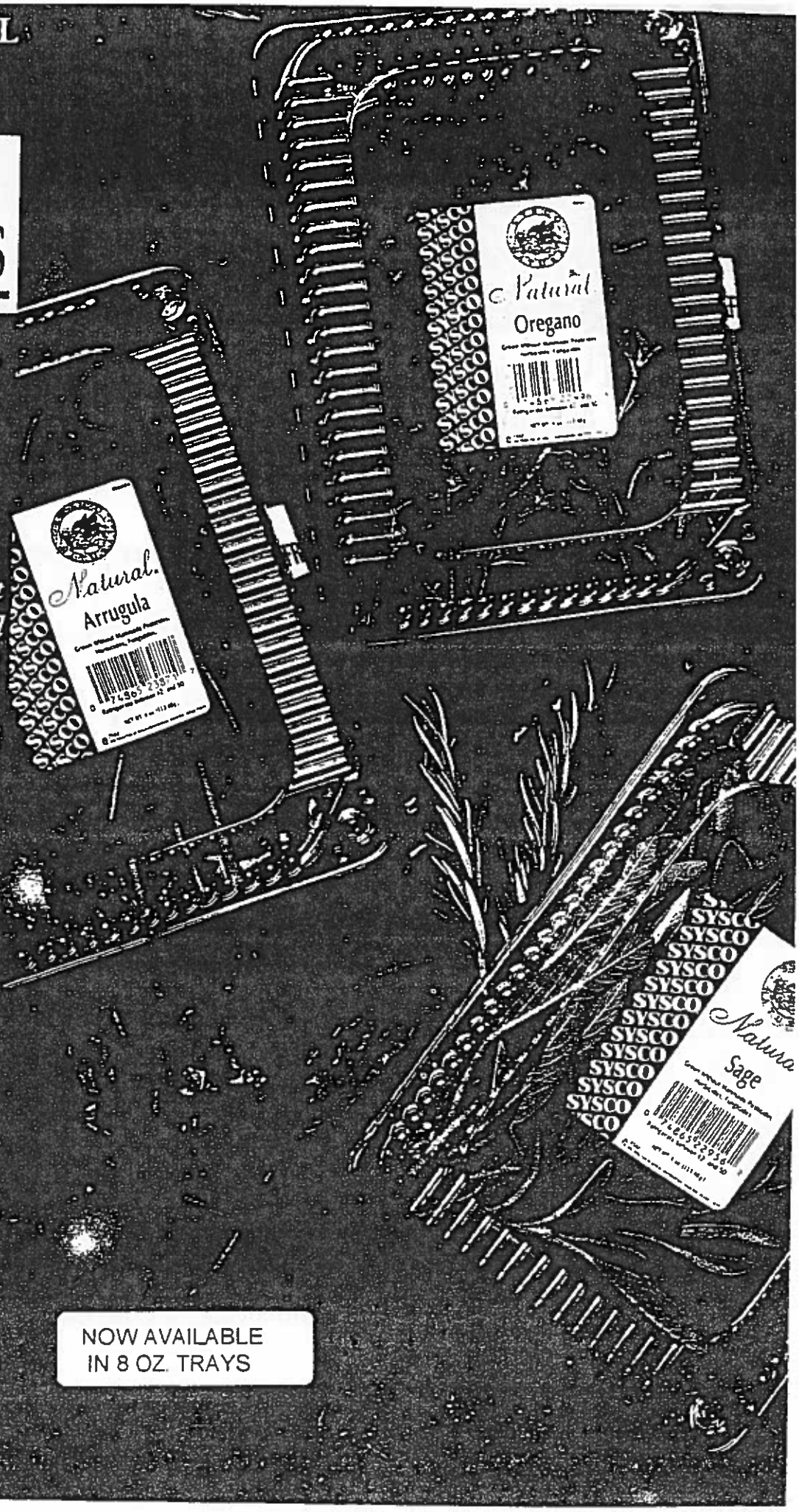
PACKAGED IN 4 OZ. BREATHABLE, DURABLE, SELF-LOCKING TRAYS

It has been said by many of the world's great chefs that "flavor is the soul of food... and herbs are the soul of flavor."

Today more food is prepared with fresh herbs than at any previous time in our culinary history.

Sysco Natural fresh herbs have earned a reputation as the premier label. Our fresh herbs are grown naturally, without manmade pesticides, herbicides or fungicides.

From seed to harvest, each herb is hand-selected for flavor, hand-trimmed for optimum yield and packaged in a state-of-the-art way... All delivered to your door in less than 48 hours.



NOW AVAILABLE IN 8 OZ. TRAYS

Sysco Natural Herbs are better than having an herb garden outside the restaurant kitchen window.

28 Varieties Available:

Arrugula, Italian Sweet Basil, Lemon Basil, Cinnamon Basil, Thai Basil, Bay Leaves, Chervil, Chives, Cilantro, Baby Dill, Epasote, Italian Parsley, Lemon Verbena, Marjoram, Spearmint, Chocolate Mint, Pineapple Mint, Apple Mint, Oregano, Lemon Grass, Rosemary, Sage, Pineapple Sage, Savory, Sorrel, Tarragon, Thyme, Lemon Thyme.

The Sysco Natural 4oz. Fresh Herb Tray Has Many Advantages Over Herbs Packaged in Plastic Bags

* Herbs are cut with minimal stem providing nearly 100% useable product.

* During delivery and when stored in cooler, tray protects product from crushing.

* Self locking tray protects herbs when entire contents are not used.

* Absorbent moisture control pad reduces dampness and increases shelflife by preventing herbs from turning black.

* Each tray is labeled for easy identification by kitchen workers.

* Tray offers great product visibility for easy receiving.

* 4 oz. tray helps control purchasing for less popular herbs.

* Only the finest herb growers meet the standards for quality, product safety and consistent supply.

* All herbs are certified Kosher.

* Packaged under HACCP food safety program (Hazard Analysis Critical Control Points)

* Herbs are grown without pesticides, herbicides or fungicides.

EMERGENCY PLANNING
Policies and Procedures
Los Angeles County Area Agency on Aging
Community & Senior Services

A. **Emergency Planning for Elderly Nutrition Programs** EP-1
Disaster Plan Information Form EP-4

B. **Site Critical Local Contacts in an Emergency** EP-9

C. **Disaster Procedures- Congregate Sites and Central Kitchen** EP-10

Evacuation Plan EP-19

D. **Disaster Relief Centers** EP-20

Subject:	EMERGENCY PLANNING FOR ELDERLY NUTRITION PROGRAMS	Page: 1 of 4
Issued by:	AAA	Date: June 2011

POLICY: **Elderly Nutrition Programs must develop, update and implement an effective plan to feed seniors during an emergency. The plan must cover employees, all Senior Clients at all Congregate Sites, and all Senior Clients on all Home Delivered Meal Routes.**

PROCEDURES:

A. The ENP must coordinate agency emergency plans with the County of Los Angeles AAA Emergency Guidance, and with individual City Emergency Plans
   1. The California Department on Aging Emergency Plan contains good reference information. It can be downloaded from the CDA Website, located on the right side of the home page.
   2. The County of Los Angeles AAA Emergency Guidance is outlined below. Look for updates.
   3. Each City has an Emergency Plan. Congregate Sites in City Senior Centers must also follow the City plan. Congregate Sites in churches or parks should also be coordinated with other Plans.

B. The **Agency Headquarters** SOP must contain the following
   1. Then Emergency Plan for Agency Headquarters. Include the following:
      - Disaster Mission
      - Methods to assess disaster impact on Seniors
      - Planned Responses to Senior Needs following an emergency
      - Emergency Supplies on Site
      - Emergency Response Organization Chart and Phone Tree
      - Critical Local Contacts in an Emergency
      - Additional Resource Material

   2. A copy of the Emergency Plan for each **Congregate Meal Site**. Note that the plan for each congregate site must be tailored specifically for that site. Include the following:
      a. Standard Forms:
         - Disaster Mission
         - Methods to assess disaster impact on Seniors
         - Planned Responses to Senior Needs following an emergency
      b. Site Specific information
         - Plan to serve seniors meals during the emergency
         - Average number of seniors attending meals at the site
         - List of senior clients' phone numbers
         - Emergency Response Organization Chart and Phone Tree
         - Emergency Supplies on Site
         - Critical Local Contacts in an Emergency

- Turn off directions for gas, water, and electricity

c. **IF THE SITE IS A DISASTER SITE** include:
- Plan to feed 200 people per day for three days
- Emergency menus for three days, three meals per day
- Stored Disaster Food (must be rotated every six months), **AND/OR** A MOU with a food supplier who agrees to provide food and supplies in case of emergency (coordinate with Central Kitchen or Caterer)
- A MOU detailing who will supply water for seniors and staff (2 quarts per person per day) during the emergency

3. The Emergency Plan for all **Home Delivered Meal Clients, NAMES UPDATED MONTHLY**

a. Standard Forms
- Disaster Mission

b. HDM Specific Material
- Average number of clients to be fed daily
- Phone numbers for each HDM client.
- Emergency Phone Numbers for each HDM client. Ideally phone numbers include a next of kin, and a next door neighbor.
- Planned Responses to Senior Needs after an emergency, including plans for the following:
  - Who will provide food if the Central Kitchen/Caterer is not available,
  - How will the senior be fed if roads are closed.
  - Who will evacuate the client to a shelter if the client's home is in the path of fire or damaged or destroyed by a flood or earthquake.

4. The Emergency Plan for **Central Kitchens**

a. Standard Forms
- Disaster Mission
- Planned Responses to Senior Needs following an emergency

b. Central Kitchen Emergency Plan
- Number of seniors to be fed
- Disaster Menus
  - Menus when no water, no electricity or gas available
  - Menus when water, electricity and gas are available
- Stored Disaster Food (must be rotated every six months), **AND/OR** MOUs with food distributors to supply food in an emergency
- Emergency Response Organization Chart and Phone Tree
- Emergency Supplies on Site
- Critical Local Contacts in an Emergency
- Turn-off directions for gas, water, electricity

C. The Emergency Management Plan will include the following four phases critical to the success of coping during any disaster:

1. Preparedness – This includes all the planning activities to get the agency and individuals ready for a disaster (e.g., drills, procedures, supplies, agreements, etc.). It includes joint planning with other community organizations for coordinated response.
2. Response – Response actions include activating the disaster plan, assessing disaster impact and then initiating activities to save lives or ensure the immediate safety of people affected by the disaster.
3. Recovery – Recovery involves sustained care offered over a longer period to assist people in reestablishing their lives. It is the phase when community organizations serving seniors are the most engaged in disaster work.
4. Mitigation – These are actions taken to reduce the risk of hazards and to reduce potential human suffering and property loss. It includes structural (strapping, bolting, reinforcing) and nonstructural actions (setting standards) taken pre-disaster.

D. The Agency must include a Disaster Plan Information Form to aid staff in developing a disaster plan (see Pages EP-3-6). This form will include:

1. A short statement defining the agency's disaster mission.
2. A brief summary of the emergency supplies on site and how and when they are to be used.
3. A brief statement describing the plan for communications in an emergency (if regular communication systems are interrupted). This includes an identification of the primary constituents with whom the agency must be in contact with post-disaster.
4. A brief statement describing the plan for service continuity following a disaster, if normal resources are unavailable or demand exceeds capacity. Indicate any mutual aid or vendor agreements to provide emergency backup for operations or key resources.
5. An emergency response organization chart that identifies the name of the agency staff person with responsibility for each function (i.e., Management, Operations, Planning, Logistics and Finance).
6. A brief statement of how the agency plans to assess the disaster impact on older persons within its service or catchments area.
7. A brief statement of how the agency will respond, following a disaster, to the needs of seniors in its Planning and Service Area, or catchments/service area served by the program.
8. A brief statement about the role the agency might play in the recovery phase of a disaster and a list of services (if applicable) the agency will provide to ensure the safe recovery of the older persons it serves.

E. Critical Local Contacts in an Emergency – The agency will complete a separate list of local contacts. This list will include telephone number, location and if appropriate, the name of the contact person and if there is an alternate number to call in an emergency (see Page EP-7).

EMERGENCY PLANNING – DISASTER PLAN INFORMATION FORM

Subject:	**DISASTER PLAN INFORMATION FORM**	**Page:** 1 of 4
Issued by:	AAA	**Date:** June 2011

1. Disaster Mission: _____

2. | Emergency Supplies on Site | Procedures for Use |
|---|---|
| | |

3.

Utility Connections on Site	Location	How to Turn Off

4. Alternate Communications when regular system is interrupted:

Contact person/group:	Alternate Communication Channel:

5. Service Continuity following a disaster:

Type of Service:	Emergency Backup(s), etc.:
________________	________________
	________________
________________	________________
	________________
________________	________________
	________________
________________	________________
	________________
________________	________________
	________________
________________	________________
	________________
________________	________________
	________________

6. Emergency Response Organization Chart (Specify agency staff person's name)

____

7. Methods to be implemented to assess the disaster impact on older persons serviced by agency: ____

____

____

____

____

____

____

____

7. Responses to seniors' needs following a disaster:

Specific Need:	Response:

8. Agency's Role in the Recovery Phase following a disaster:

_____
_____
_____
_____
_____
_____
_____
_____
_____

Services Provided:

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

Subject:	SITE CRITICAL LOCAL CONTACTS IN AN EMERGENCY	Page: 1 of 1
Issued by:	AAA	Date: June 2011

Critical Local Contacts in an Emergency

Include telephone number, location and if appropriate, the name of the contact person and if there is an alternate number to call in an emergency for the following:

Key Emergency Contacts:

1. **American Red Cross**

2. **County Office of Emergency Services (OES)**

3. **City or Local Office of Emergency Services**

4. **Fire** (nearest Fire Station)

5. **Hospital** (nearest Hospital or Health Facility in an emergency)

6. **Police** (nearest Police Station)

7. **Utilities** (water, gas, electricity, landline phone)

Other Contacts:

8. **Amateur Radio** (nearest Amateur Radio Group)

9. **Neighborhood Churches**

10. **Salvation Army**

EMERGENCY PLANNING: DISASTER PROCEDURES

Subject:	DISASTER PROCEDURES – Congregate Sites and Central Kitchens	Page: 1 of 9
Issued by:	AAA	Date: June 2011

POLICY: The following guidelines can be used by each nutrition project to fulfill part of the **Preparedness** and **Mitigation** phases of effective emergency management for the congregate sites and central kitchens.

PROCEDURES:

A. First Priorities

1. Evacuation Plan - The safety of the seniors, volunteers and staff is the first priority during any disaster. Facilities must have evacuation procedures to facilitate the safe evacuation of individuals to secure locations. It is important to know the location of these procedures and to periodically review this information with key staff and volunteers (See Evacuation Plan, page EP-22).
2. Once personal safety has been established, the next question is whether or not food preparation, transport and meal service should continue. Discontinue these functions if any of the following conditions exist:
   a. A lack of potable (drinkable) water.
   b. Broken sewage lines
   c. An interruption of utility services.
   d. Structural damage to food preparation, meal service, or dining areas.
   e. Extensive contamination by insects, rodents, dust or debris. Dust contains bacteria and spores and can be very dangerous.
3. To determine if any of the above risk factors are present and to verify whether or not food preparation, transport or meal service will continue, contact one or more of the following individuals:
   a. Project Director
   b. PIC (person in charge) of the facility in which food is prepared and/or the congregate meals are served.
   c. Public official responsible for disaster risk assessment

B. Types of Disasters

1. Fires
   a. Fire is the most common disaster within the foodservice industry. Fires can damage the structural framework of the kitchen and the equipment. Fire can also damage utility lines that service the refrigerators and freezers, placing foods stored within them at risk. Harmful chemical contaminants such as films, coatings, and residues may be on food contact surfaces and equipment. Some of these contaminants are often invisible to the naked eye and are impossible to detect. Soot and dust fibers can become airborne and travel great distances throughout the facility, spreading their contamination. Thus, it is extremely important to clean and sanitize **all** surfaces exposed to these harmful chemicals.

b. When it is safe to enter after a fire…
   1. Check:
      a. Potable water supply
      b. Electrical power supply
      c. Functional sewer system
      d. Natural gas supply
      e. Safety of structure
   2. Remove:
      a. All foods exposed to fire, fire debris, fire retardant, smoke, or water.
      b. All potentially hazardous foods with temperatures between 41°F and 140°F.
   3. Clean and sanitize (in some cases with the help of custodians) all of the following:
      a. Food contact surfaces
      b. Utensils
      c. Dishes and glassware
      d. Exterior surfaces of equipment
      e. Walls, floors, and ceilings
      f. Hood surfaces and filters over ovens, stoves and dishmachines.
      g. Workstations
      h. Equipment air intakes
      i. Ventilation ducts
      j. Dining room tables and chairs

2. Earthquakes
   a. Earthquakes can present many challenges to the safety of a kitchen. Dangers of fire, structural damage to the building, and an interruption of utilities and water supply are obvious concerns. Water damage, rodent and insect infestations, and damage to food must also be considered.
   b. Preparedness is the first line of defense. The following steps should be taken to protect lives and prevent damage to the facility:
      1. Secure, brace and/or anchor furniture and appliances to prevent them from falling onto or striking staff, volunteers and participants.
      2. Identify locations of gas, water and electrical shut off controls. Unless gas is leaking inside the facility, gas should not be turned off.
      3. Secure brakes on all equipment with casters.
      4. Place removable blocks in front of casters to prevent movement.
      5. Discourage overhead storage of fragile items, especially glassware.
      6. Avoid storing heavy items on high shelving.
      7. Keep all evacuation pathways clear of obstructions
      8. Train staff in earthquake procedures.
      9. Keep staff, volunteer and participants records current, especially emergency contact telephone numbers.

c. When it is safe to enter…
   1. Check…
      a. Any risks to personal safety
      b. Availability of hot and cold potable water
      c. Functional plumbing
      d. Available electricity
      e. Natural gas odor
      f. Natural gas supply
      g. Food temperatures of all high-risk foods
      h. Refrigeration and freezer FUNCTION
      i. Damage from fire, water, or plumbing leaks
      j. Structural damage
      k. Presence of rodents or insects
   2. Remove:
      a. Damaged and unsalvageable canned, bottled, and prepackaged food.
      b. Damaged or contaminated produce.
      c. Potentially hazardous foods with temperatures between 41°-140°F.
      d. Foods contaminated by foreign matter.
   2. Clean and Sanitize all:
      a. Food contact surfaces.
      b. Any surface having been contaminated by fire-related chemicals, sewage, water leakage, or food spillage.
      c. Utensils
      d. Food preparation and storage equipment.

3. Flooding
   a. After a flood, the water supply may become contaminated with sewage, silt, chemicals, and debris. These impurities can affect the health of persons living in the affected areas. Floodwater may also carry these contaminants into food establishments. Tap water should not be considered potable (drinkable) until it is deemed safe by the local water or health department.
   b. When it is safe to enter…
      1. Check…
         a. For risks to personal safety
         b. All water, drain, and sewer lines for damage. Arrange for repairs is necessary
         c. Floor sinks and drains for stoppage
      2. Remove all food and food containers that were immersed in floodwater, including:
         a. Screw-topped bottles and jars
         b. Food packaged in bags constructed from absorbent materials (paper, burlap, linen)
         c. Cardboard cartons
         d. Canned foods

3. Clean and sanitize (in some cases with the help of a custodian):
   a. Floors
   b. Floor sinks
   c. Furniture (including dining room tables)
   d. Floor drains
   e. Utensils/Silverware
   f. Dishware
   g. Food contact surfaces

4. Power Outages:
   a. Power outages can be dramatic in their own right or they can accompany almost all other disasters such as earthquakes, fires, and floods. Of major concern is the loss of power to refrigerators, freezers, steam tables, electric stoves, ovens and warmers. Without a means of keeping hot foods hot and cold foods cold, pathogens will rapidly multiply in potentially hazardous foods. Therefore, if conditions at the site are considered safe for dining, food must be served as soon as possible after arrival to the site. Until meal service begins, cambro doors must be kept tightly closed to keep food temperatures as hot and cold as possible. Foods that arrive at the site in the temperature danger zone cannot be served.

C. Resolving specific problems that can occur during any disaster –

1. Many of the recommendations made below are not expected to be implemented by you or your staff/volunteers. Many of these procedures will require expert technicians. Your role is to understand that certain operations cannot continue until these individuals have had a chance to resolve the stated problems.
2. Water:
   a. In a major disaster such as a large earthquake, water lines and water treatment plants could suffer damage. Potable (drinkable) water must be provided for the public to prevent outbreaks of waterborne diseases. Following any disaster…
   b. Assume that water is unsafe!!!
      1. Do not use tap or untreated water for human consumption.
      2. Turn off water service valves to ice machines.
      3. Turn off water service valves to coffee machines
      4. Turn off water service valves to all water filters and drinking fountains.
      5. Discard any ice produced after the disaster strikes.
      6. Do not rely on the quality of water obtained from vending machines. It is not potable until properly treated.
      7. Listen to your radio for information regarding water safety.
      8. Contact the Environmental Health Division in your area for information regarding water safety.
      9. Use commercially bottled water for drinking and food preparation.
      10. Use single-service utensils and dishware to reduce water needs.
      11. Continue these steps until notified by the health department or local water agency/department that water is safe to drink.

12. Discontinue use of all equipment directly connected to the water source (e.g., dishwashers, pre-rinse sprayers).

c. If there is a possibility of water contamination…Do not use the water
   1. For cooking
   2. For drinking
   3. From drinking fountains
   4. From coffee machines
   5. From ice machines (including ice)
   6. For cleaning
   7. For dishmachines

d. Do use water if:
   1. It is commercially bottled
   2. It has been determined to be safe by the health authority or water company

e. Use only commercially bottled water for…
   1. Cooking:
      a. Use it to prepare soups and sauces
      b. Use it to wash produce.
   2. Drinking:
      a. Use it to prepare beverages
      b. Use it to prepare ice.

f. Bottled water may be used for…
   1. Dishwashing:
      a. Wash dishes, utensils, glassware, and cookware with detergent
      b. Rinse with water that has been boiled
      c. Sanitize with chlorinated sanitizing solution (chlorine).
      d. Air dry
   2. Handwashing:
      a. Use 5-gallon container of cool water
      b. Add 5 tablespoons of chlorine bleach
      c. Rinse hands in a container of cool, treated water

g. How to sanitize water…
   1. Boiling - Boil water for at least 1 minute.
   2. Purification Tablets - Use purification tablets when available. Tablets may be obtained from most drug, grocery and sporting good stores. Follow directions on the package. If tablets are not available, follow steps for bleach purification.
   3. Bleach Purification - Use only liquid household bleach (5.25% sodium hypochlorite). See table below for the amount of bleach to add. Mix or shake thoroughly and let stand for 30 minutes. A slight chlorine odor should be detectable in the water. If not, repeat the dosage and let stand for an additional 15 minutes before using.

h. To produce the desired amount of sanitized water, add the following amounts of bleach to the water.

Amount of Water	**If clean water add:**
1 quart	2 drops
1 gallon	8 drops
5 gallons	½ teaspoon
50 gallons	1 tablespoon
100 gallons	1 ounce (2 tablespoons)

i. Water restoration – When potable water is available, all equipment connected to the main water source must be made safe. It is important to…
   1. Flush all water lines
   2. Replace all water filters and purifiers
      a. Run water through units for 5 minutes before using equipment.
   3. Flush all drinking fountains
      a. Start water flow
      b. Allow water to flow for 5 minutes.
   4. Flush dishwashers and booster heater tanks
   5. Flush ice machines

3. Food:
   a. <u>Refrigerated and frozen foods</u>:
      1. Using a thermopen, identify potentially hazardous foods that have been within the danger zone (41°-140°F) for four hours or more and discard. Foods that are at or below 41°F are considered safe for human consumption.
      2. If the refrigerator(s) and freezer are not functioning:
         a. Keep the doors closed to maintain coldest temperatures until power is restored. The refrigerator will keep food cold for about four hours if unopened. A full freezer will hold the temperature for about 48 hours – 24 hours if half full – if the door remains closed.
         b. Consider transporting potentially hazardous foods to an operational refrigerated unit such as a facility not affected by a power loss, or a refrigeration truck or ice chest.
         c. Pack potentially hazardous foods with clean, uncontaminated ice and/or dry ice if doors have been opened. Fifty pounds of dry ice should hold an 18-cubic foot full freezer for two days. Re-close doors.
         d. Do not refreeze foods that have been defrosted.
      3. Once power is restored:
         a. Evaluate the food – but not by tasting.
         b. If the internal freezer thermometer reads 41°F or below – or if each package still contains ice crystals – the food is safe to refreeze or cook.

c. Any potentially hazardous foods held overnight in an out-of-temp refrigerator or potentially hazardous foods that have been above 41°F for four hours.

b. Canned, bottled foods, and produce:

1. Check canned goods for:
   a. Contact with liquid waste, sewage, chemicals, clean water or floodwater (even clear water can be contaminated).
   b. Contact with dust, debris or chemicals.
   c. Missing labels.
   d. Severely or sharply dented side panels of can.
   e. Dented lids.
   f. Rust on lids and side seams.
   g. Bulging at lids or seams.
   h. Leaks or punctures.
2. Check bottles and jars for:
   a. Loose lids or caps.
   b. Breaks, chips, or cracks.
   c. Damaged seals.
   d. Leaks.
   e. Damaged or missing labels.
   f. Contact with liquid waste, sewage, chemicals, clean water or floodwater.
   g. A foul odor upon opening container.
3. Check Produce for:
   a. Residue or films.
   b. Physical damage.
   c. Foreign matter.
   d. Contact with liquid waste, sewage, chemicals, clear water or floodwater.
   e. Foul odor.
   f. Spoilage.
4. If items are found with any of the above types of damage, they are not to be served and must be discarded. Do not return damaged product to shelves; do not attempt to repair damaged containers or replace ripped, torn or missing labels.
5. Wash fruits and vegetables with water from a safe source.

c. Prepackaged Foods:

1. Check prepackaged foods for:
   a. Torn, ripped or opened packaging.
   b. Residue or film build-up on packaging.
   c. Physical damage of product.
   d. Contact with liquid waste, sewage, chemicals, clear water or floodwater.
2. Testing prepackaged foods for damage:
   a. Select a few prepackaged items from each shelf as samples.

b. Open samples and inspect for evidence of smoke, foreign matter or spoilage. Discard samples after inspection.
c. If samples show evidence of contamination or product spoilage within the packaging, remove all of the packages on that shelf and discard.
d. Do not return damaged product to shelves; do not attempt to repair damaged packaging or replace ripped, torn, or missing labels.

4. Utilities: It is important to know how to shut off the main utilities that service your kitchen…
   a. Natural Gas:
      1. A wrench should be stored near the main shut-off valve that is located next to the meter on the inlet pipe.
      2. Use the wrench and give the valve a quarter turn in either direction.
      3. Shut off natural gas when:
         a. The gas pipes are broken or severely bent.
         b. There is an obvious leak as evidenced by a detectable odor. The odor which has been added to natural gas makes leaks easily detectable.
   b. Electricity:
      1. Turn off switches in fuse or panel box.
      2. Shut off electricity when:
         a. There is a gas leak.
         b. There is an observed short circuit.
         c. There are obvious signs of major damage.
   c. Water:
      1. Locate main shut-off valve that is normally situated where water enters the building.
      2. Turn the knob on the main shut off valve clockwise.
      3. Shut off water when:
         a. Water lines break.
         b. Water lines begin to leak heavily.

5. Sewage
   a. In the event of a large disaster, sewer lines may be broken. Sewage may back up inside the facility and/or overflow onto the premises, causing the potential risk of disease. If the sewer line has been ruptured or broken, **DISCONTINUE FOOD SERVICE!!!**
   b. After the line has been repaired, Do:
      1. Disinfect and sanitize all foodservice equipment and multi-use utensils.
      2. Dispose of any food, cans, or bottles contaminated by the sewage.
      3. Use disinfecting solution for the control of odors.
      4. Avoid contact with wastewater or sewage.
   c. Do not:
      1. Use toilet facilities
      2. Wash or reuse any contaminated food, bottles or cans.

6. Refuse:
    1. After a disaster, animals and insects can become true "pests" of a food establishment. Household pets, stray animals, and common pests may suddenly appear in their effort to seek food, water, and shelter. These unwelcome guests can damage foods or contaminate food supplies, spread diseases, and create sanitation problems. To prevent these problems from occurring…
    2. Do (often with the aid of maintenance):
        a. Seal holes and openings where they enter the facility.
        b. Store all items within the establishment at least six inches (6") above the floor.
        c. Maintain the premises in a clean and sanitary manner.
        d. Watch for new or increased rodent or insect activity inside the facility.
        e. Place all bagged trash and garbage into trash containers with tight fitting lids or into covered dumpsters.
        f. Store all items at the exterior of the facility at least eighteen inches (18") above the ground.
        g. Contact the trash company to remove the piles of debris.
    3. Do not:
        a. Allow trash and garbage to accumulate.
        b. Allow water to accumulate and stand outside the facility.
        c. Encourage animals to gather or stay at your facility.

Subject:	**EVACUATION PLAN**	**Page:** 1 of 1
Issued by:	**AAA**	**Date:** June 2011

Insert in this space the Evacuation Plan for your center.

EMERGENCY PLANNING: DISASTER RELIEF CENTERS

Subject:	DISASTER RELIEF CENTERS	Page 1 of 2
Issued by:	AAA	Date: June 2011

POLICY: The agency shall determine whether to become a disaster relief center in the event of an emergency or disaster. As a relief center, the central kitchen must be prepared to provide prompt emergency food service to a large number of casualties, personnel and volunteers.

PROCEDURES:

A. **A food inventory of two to four days' perishables and one week supply of canned goods and staples should be adequate to feed increased numbers for an emergency period of two to three days. The agency should select simple menus (see suggestions below) and set aside an area for the storage of these items.**

B. **When electricity, gas and water are not available use perishable foods first. Items not requiring electricity or water are:**

Menu I
Juice
Cold cereal
Bread or crackers
Milk (canned or powdered)

Menu II
Juice
Baked beans, canned tuna
Bread or crackers
Canned fruits, Canned pudding

Menu III
Juice
Baked beans
Corn salad
Bread, crackers
Canned chocolate pudding

Menu IV
Juice
Tuna sandwiches
3-bean salad
Canned Peaches
Milk (canned or powdered)

Note: Use perishable foods first, substitute cooked meat and cheese in place of beans if available.

C. **When electricity, gas and water are available:**

Menu I
Juice
Cereal
Eggs
Toast and butter
Applesauce

Menu II
Vegetable soup
Macaroni and cheese
Stewed tomatoes
Bread and butter
Fruit cocktail, beverage

D. **A two to three day supply of drinking water (1-2 liters per person/per day) should be stored and rotated every six months.**

E. **Foods stored as disaster supplies must be rotated, used and re-supplied every six months.**

F. **The gas turn-off valve is located _____.**
Water turn-off is located _____.

***Following a disaster, the gas will be turned off until the line can be checked.**

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