

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Residential

POLICY NO: 30-017

SUBJECT: Menu Planning, Grocery Purchasing
and Meal Preparation

**LICENSE REGULATION
REFERENCE 30-63-25EE**

EFFECTIVE DATE: July 1987

Policy:

Cottonwood, Inc. promotes a safe and healthy living environment for all people accessing residential services. Cottonwood, Inc. will assist individuals with planning, shopping, and preparing nutritious and well-balanced meals of their choice.

Procedures:

1. Menu Planning:
 - a. Menus will be designed with the unique dietary needs, health considerations, and personal preferences of the persons served in mind. Physician-prescribed modified/therapeutic diet orders will be documented in individual support plans.
 - b. Cottonwood, Inc. has a responsibility to promote good health and wellness for persons served. In pursuit of this, food that has low nutritional value will generally not be purchased with Cottonwood, Inc. grocery funds. Exceptions may be granted for special occasions. Individuals living in privately-leased apartments who purchase groceries with their own funds will be encouraged to make healthy shopping and dietary choices.
 - c. Budgets will be established for each site, based on the number of diners and special dietary considerations.
2. Grocery Shopping:
 - a. In-person shopping:
 - i. A grocery list will be compiled on a weekly basis prior to going to the grocery store.
 - ii. A purchase order (PO) and assigned charge card will be used to charge groceries to ensure organization and accountability. Each PO can be used one time. Routine or excessive overspending will result in supervisory follow-up.
 - iii. Upon checkout, staff is required to sign the charge slip and write the PO number and house name on the receipt.

- iv. Staff will return the receipt and assigned charge card to the Residential Coordinator the next business day.
 - v. Non-food items may be purchased in the event of an emergency, not to exceed \$10.00 per week.
 - b. Online shopping
 - i. Staff will log in to the Dillon's website using the house email and passcode. Groceries will be ordered based on the pre-established menu for the house.
 - ii. When the order is placed, the Residential Coordinator will pay for the groceries using a Cottonwood, Inc. credit card and select a pick-up time. The site will then receive an email with the pick-up information.
 - iii. After the order is picked up, the Residential Coordinator will email the receipt, house name and PO number to the AP Clerk.
- 3. Meal Preparation:
 - a. People served are encouraged to participate in meal preparation according to individual ability and interest.
 - b. Staff will receive training as appropriate to meet the needs of the individuals they support.
 - c. Individuals served will have other meal options available if the menu option is not preferred (sandwich, soup, frozen entree, etc.)
 - d. Individuals served may opt to dine alone. This may require eating after housemates have finished their meal if there is not a second dining area available. Eating in bedrooms is discouraged unless warranted by temporary health protocols.