





**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 8056	Menu Planning
Origination Date: April 1998	
Revision Date: January 2004; March 21, 2006; February 4, 2009, February 22, 2013, July 14, 2016	
Reviewed Date: February 2005; June 29, 2007; May 3, 2010	
Approved:	
 Bryan G. Stephens Interim Executive Director	 Jamie Allison, Chief Quality Officer

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board that program/site menus are planned to meet the nutritional needs of the clients on regular and therapeutic diets.

PROCEDURE:

1. Weekly menus are planned at least 7 days in advance by the food service supervisor/DD residential staff and/or coordinator.
2. Menus are posted at the Hartmann Center and Behavioral Health Crisis Center for the current week and the following week.
3. The food service supervisor/DD residential staff and/or coordinator retains all menus, with recorded menu substitutions on file for 90 days.

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MENU PLANNER

WEEK OF: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BREAKFAST							
LUNCH							
DINNER							
SNACK							