

SECTION - SUPPORTIVE SERVICES  
ADMINISTRATIVE DIRECTIVE NO. 628  
(Replaces A.D. No. 628 dated 2/15/06)

Effective Date: February 14, 2007

**SUBJECT: MEAL ALLOWANCE**

I. PURPOSE

The purpose of this directive is to define the staff members who are allowed to receive a meal at no charge and the procedure to obtain a meal tray.

II. AUTHORITY

Department of Mental Health, Special Order 217: Free Meals at State Hospitals.

III. POLICY

It is the policy of Coalinga State Hospital that under specific conditions, certain staff will be allowed to receive a meal at no charge. Meals will consist of the "regular" diet that the Individual population is receiving, and if available, it will be served at the times the Individuals are normally being served. When applicable, the staff members shall be encouraged to eat with their pertinent Individuals. No special dietary modifications will be honored.

IV. METHOD

A. Meals will be provided for:

1. Employees of the hospital who are required by the program to eat their meals with the Individuals in order to provide appropriate therapeutic interaction.
2. Medical Officers of the Day (MOD), Executive Officer of the Day (EOD), or Program Officer of the Day (POD), when their presence is required in the hospital during meal times after normal working hours, holidays, or weekends.
3. Official guests as approved by the Executive Director.

B. To request a meal, staff should:

1. Inform Dietetic Services as soon as possible as trays are prepared ahead and comes from the Central Kitchen. For timely delivery, requests for lunch trays should be no later than 6:00 am, no later than 9:00 am for dinner trays, and no later than 11:00 am for the next day's breakfast.

2. Call 6806 and notify a Supervisor of the request. The caller should leave the following information:

- a. Name
- b. Title
- c. Telephone number to be reached

C. To obtain the tray:

Staff must go to the docking station between 0700 to 0800 for breakfast, 1200 to 1300 for lunch, and 1700 to 1800 for dinner. Staff should give his/her name and title to the Food Service Technician to claim their tray.



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W. T. VOSS  
Executive Director