

Local Wellness Program

721.1 PURPOSE:

To establish a process and committee that will recognize, develop, implement and monitor a local wellness program in accordance with the Healthy, Hunger-Free Kids Act (HHFKA).

721.2 DEFINITIONS:

Health Education: Instruction in physical exercise in the care and hygiene of a human body.

Nutrition Education: Promote good health and nutrition and reduce childhood obesity.

Physical Activity: Bodily movement that is produced by the contraction of skeletal muscle and substantially increases energy expenditures, including exercise, sport, dance, and other movement forms.

Residential Child Care Institute (RCCI): Requirements and guidelines for residential child care institutions which participate in the United States Department of Agriculture's School Nutrition Programs.

Wellness Committee: A committee co-chaired by the Probation Food and Beverage Operation Manager and representatives from the Nutrition Department, County Schools, Medical Services, Facility Coordinators and a guest from another department such as a member from the staff Wellness Committee, a Probation Corrections Officer or an external professional representative such as a Registered Dietitian or Public Health Official and/or any other stakeholders.

Wellness Program: Education on choices that will ensure a lifetime of good health.

721.3 GUIDELINES:

- A. Physical Exercise will consist of a minimum of sixty (60) minutes per twenty-four (24) hour period.
- B. Prohibit distribution of outside food to youth during the NSLP by any personnel. Distribution outside of the NSLP shall be approved by the activities coordinator and superintendent.
- C. Meet local, state, and federal statutes and regulations.
- D. Meet all mandated regulations under the HHFKA 2010 regulations.
- E. All food and beverages made available during the school day and after school snacks shall follow the NSLP meal pattern and meet the Smart Snack Standards.
- F. Ensure physical education class size is consistent with the NSLP requirements.
- G. Shall prohibit the marketing and advertising of non-nutritious foods and beverages through signage, vending machines, logos, school supplies, or other means.
- H. Each facility's Food Service Supervisor will assist in monitoring and performing audits relating to the wellness program. Report findings to the Food and Beverage Operation Manager and during scheduled committee meetings.

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- I. Nutritional education may be conducted by a nutrition professional such as County School Teacher, Registered Dietitian (RD), Dietetic Service Supervisor (DSS), Dietetic Tech/Aide (DT), or anyone else who specializes in school-based nutrition.
- J. Activity Coordinator will plan physical activities throughout the year such as soccer, baseball, basketball, and kickball.
- K. Ensure annual inspection(s) are completed by local environmental and health inspectors ensuring compliance with food safety and nutritional values, as mandated by the NSLP.
- L. One independent inspection will be conducted every three (3) years by the State of California, Department of Education, to verify compliance with the Local Wellness Program and recertify NSLP under the USDA regulations.
- M. The San Bernardino County Probation Department is an equal opportunity provider.
- N. Non-discrimination statement:
 - 1. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
 - 2. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
 - 3. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html) , (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
 - (a) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410
 - (b) Fax: (202) 690-7442
 - (c) Email:program.intake@usda.gov

721.4 RESPONSIBILITIES:

- I. Food Service Staff shall:

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- A. Be responsible to meet and monitor all mandated nutrition standards of the National School Lunch Program (NSLP) and the School Breakfast Program (SBP), Afternoon Meal Supplement (AMS), and any other mandated regulation in a juvenile setting.
- B. Be qualified, trained appropriately, and certified based on their level of responsibility.
- C. Serve menu items reflecting cultural diversity.
- D. Ensure fruits, vegetables, whole grain, and low-fat or fat free dairy products are available on the menu on a daily basis to encourage youth consumption.
- E. Retain nutritional information and ensure it is readily available upon request.
- F. Not deny or withhold any food components to any youth, as all components served to youth must be offered in a non-discriminatory manner unless otherwise prescribed by a licensed physician.
- G. Make reasonable accommodations to all youth with special diets, disabilities, or other modified menus as prescribed by a licensed physician.
- H. Make reasonable accommodations for religious meal requests.
- I. Comply with all state and local food safety and sanitation regulations.
- J. Develop and monitor a Hazard Analysis and Critical Control Points (HACCP) plan to prevent food illness in each facility.
- K. Limit access to the kitchen/prep area to non-food service staff. When access is granted, staff must adhere to all local health codes such as wearing hairnets.
- L. Collaborate with local districts on monitoring and evaluation tactics.
- M. Ensure the guidelines for reimbursable school meals are not less restrictive than federal guidelines pursuant to federal code.
- N. Collaborate with department Activity Coordinators, County Schools, and Medical Services in any open house or scheduled activity that promotes/educates youth on the benefits of exercise, medical health, and nutrition choices as an opportunity to inform and educate the public about the internal programs that promote good health such as the Local Wellness Program even though RCCI are exempt from this ruling.
- O. Post nutritional education materials, such as posters and handouts on each unit next to the weekly menu, to help youth incorporate healthy choices in their lives.
- P. Ensure Food Service Staff meet the current Professional Standards Training hours per job classification as outlined in the NSLP programs.
- Q. Follow proper standard of conduct, when purchasing through approved County vendors as defined by the purchasing department.

II. Unit Staff shall:

- A. Be responsible for monitoring and distributing all meals.

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- B. Maintain the mealtime schedule and allow a minimum of twenty (20) minutes for each meal to be consumed.
 - C. Not allow youth to share their food or beverages with one another during meals due to the potential spread of disease, allergic reaction, or medical restriction.
 - D. Make potable water accessible to youth throughout the day, including during meal service.
 - E. Maintain a clean, clear, and safe eating area with adequate seating and handwashing stations.
 - F. Provide after-school recreation exercise in accordance with the "Recreation, Programs, and Exercise" procedure.
- III. The Wellness Committee shall:
- A. Meet annually to:
 - 1. Review nutrition and physical activity policies.
 - 2. Review and revise the Local Wellness Program as appropriate.
 - 3. Develop an action plan for the coming year as necessary.
 - 4. Distribute annual reports that establish evidence-based strategies that promote nutrition and good health.
 - B. Meet as needed during the school year to:
 - 1. Evaluate/discuss implementation of activities.
 - 2. Address barriers and challenges.
 - 3. Share triennial assessments.