CEDARS YOUTH SERVICES
PIONEERS CENTER

USDA NATIONAL SCHOOL FOOD PROGRAMS
LOCAL WELLNESS PROCEDURE

PURPOSE AND SCOPE

CEDARS is committed to promoting nutrition, physical activity, and overall wellness for clients participating in the USDA National School Lunch, School Breakfast, and Afterschool Snack Programs.

CEDARS has established this Local Wellness Procedure to support healthy eating, physical activity, nutrition education, and compliance with applicable federal and state requirements. The procedure establishes wellness goals, identifies implementation responsibilities, provides opportunities for stakeholder involvement, and includes ongoing monitoring, review, and evaluation activities.

This procedure applies to CEDARS Pioneers Center programs participating in USDA National School Food Programs and to staff responsible for program administration, nutrition services, client care, nutrition education, physical activity, wellness activities, and implementation or oversight of this Local Wellness Procedure.

PROCEDURE

Wellness Committee: CEDARS will maintain a Wellness Committee to support the development, implementation, review, and evaluation of this procedure. The committee will include representatives of program administration, Nutrition Services, nutrition/health, and physical activity/wellness. The Wellness Committee will include, when feasible, representation from clients, parents/guardians, Board representatives, and interested members of the public. Additional opportunities for stakeholder participation and provide input will be provided as appropriate. The Wellness Committee will meet at least two times per year to evaluate implementation of this procedure, review wellness goals, and identify opportunities for continuous improvement.

Staff, Community and Public Involvement: CEDARS will provide clients, parents/guardians, representatives of Nutrition Services, program staff, physical activity/education representatives, health professionals, administration/leadership, Board representatives, and members of the public an opportunity to participate in the development, implementation, review, and update of the Local Wellness Procedure.

Nutrition Guidelines, Education, and Promotion: Programs will maintain environments that support healthy food choices, access to drinking water, physical activity, and positive wellness practices through the following efforts:

I. **Guidelines** – Meals served through the USDA National School Food Programs will meet, at a minimum, requirements established by local, state, and federal statutes and regulations.
   a. Meals served will comply with the National School Lunch and/or Breakfast standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8, as applicable.
   b. Foods and beverages served to students in the Afterschool Snack Program will meet the meal pattern requirements for snacks set forth in 7 CFR section 210.10.
   c. All CEDARS clients participating in USDA National School Food Programs will receive free meals no matter their financial status.
   d. Programs will make reasonable efforts to provide at least:
      i. 10 minutes to eat breakfast after sitting down; and
      ii. 15 minutes to eat lunch after sitting down.

II. **In addition to applicable USDA meal requirements**, CEDARS will promote menu practices that emphasize fruits, vegetables, whole grains and other nutrient-dense foods and supports the use of locally sourced foods when feasible.
   a. **Foods and beverages will be selected** with consideration toward nutritional quality, variety, appeal, taste, food safety, cultural preferences, and client needs. Meals served through the USDA National School Food Programs will meet applicable federal meal patterns, and nutrition requirements.
   b. **Competitive Foods** – No food or beverage sales, fundraising activities, or marketing practices will compete with or undermine participation in USDA meal programs.

III. **Implementation** – Participating programs will provide age-appropriate nutrition education or nutrition promotion opportunities throughout the year and maintain documentation of activities provided. All education will meet any state and/or national standards.
   a. **Ongoing education varies by program.** Topics are provided in a variety of styles:
      i. classroom (i.e. presentations from community partners)
      ii. onsite round-table groups
      iii. interactive learning (i.e. cooking classes)
   b. **Examples of nutritional education themes may include:**
      i. ChooseMyPlate.gov guidelines and Daily Meal Plan recommendations
      ii. Understanding calories
      iii. How to read food labels
      iv. Proper portion sizes
      v. Choosing heart healthy snacks
   c. **Program staff will be adequately prepared and knowledgeable about educational themes** when providing nutrition education.
   d. **Nutrition education will extend beyond the program environment** by sharing information about the USDA National School Food Programs with staff, volunteers, parents/guardians, leadership team, and community members.

IV. **Supporting a Healthy Eating Environment**
   a. **Cafeteria / Food Service Areas** – Will promote healthy eating through nutritious USDA-compliant meals, access to drinking water, nutrition education, positive staff role modeling, and a respectful mealtime atmosphere.

i. Food and beverage marketing will be limited to products that meet applicable USDA nutrition standards.

b. **Client satisfaction standards** –
   i. Clients will be provided with a clean and safe environment for eating and meal service.
   ii. Food will never be used as a reward or punishment with any client interaction.
   iii. Drinking water will be available at all times at no cost to the client.
   iv. Clients will have access to hand washing or hand sanitizing before meals and snacks.

c. **Food Service Staff** – CEDARS food service staff will have education and training, at a minimum, to meet nutritional requirements established by local, state, and federal statutes and regulations.
   i. Food service staff will actively seek out opportunities to educate clients, families, and the community about nutritional guidelines. Examples include displaying brochures, guideline posters, and literature provided through the USDA in general food service and common areas.
   ii. Food service staff will meet applicable USDA Professional Standards training requirements based on their position and responsibilities.

d. **Program staff will be encouraged to serve as appropriate role models** through staff wellness programming, healthy food choices, food preparation and parents/guardians and community outreach.

e. **Menus will be reviewed by a Registered Dietitian** at least annually and additionally as needed. Menus are available, upon request, for clients, families, and community members.

f. When available, **clients will have opportunities to participate in seasonal garden** activities and food-growing experiences.

Physical Activity and Wellness: The base goal is to educate clients on the basics of healthy living and ensure that CEDARS programming is supporting daily physical activity requirements through the following efforts:

I. **Implementation** – Programs will provide clients regular opportunities for physical activity consistent with program schedules, client needs, safety considerations, and individualized treatment needs.

   a. **Ongoing education varies by program**. Topics are provided in a variety of styles:
      i. classroom (i.e. presentations from community partners)
      ii. onsite round-table groups
      iii. interactive learning (i.e. group fitness classes, gym facility orientations).

   b. **Examples of physical education themes may include**:
      i. Lifestyle Balance
      ii. Benefits of Physical Activity
      iii. Recommendations for Physical Activity by Age
      iv. How to Refuel Your Body
      v. Community Resources for Active Living

   c. **Program staff will be adequately prepared and knowledgeable about educational themes** when providing physical education.

d. **Anyone teaching a group fitness class will be certified or trained to instruct clients in this capacity**.
e. **CEDARS National School Food Programs Local Wellness Procedure will be considered in planning educational activities** (i.e. offsite events, field trips, etc.)

II. **Recommendations for physical activity** – Programs will contribute to providing clients (young people) the opportunity and/or encouragement to accumulate at least 60 minutes of Moderate to Vigorous Physical Activity (MVPA) on all or most days of the week.

a. **Clients will be given the opportunity to participate in several increments of physical activity lasting 15 minutes or more each day.**
    i. Examples of activities that contribute to MVPA recommendation:
        1. Planned recreation time as scheduled by CEDARS program staff
        2. Off-site and/or home-based activities
        3. Community wellness and activity-based events
        4. Physical education (PE) offered through the local school district; and
        5. Sports practices (as available).
b. **Client satisfaction standards** –
    i. Regular opportunities for physical activity and recreation appropriate to client age, needs, program schedules, safety considerations, and treatment needs will be provided.
    ii. Clients will be prompted to take breaks from extended periods of inactivity and encouraged to engage in movement or other preferred activities. Breaks will be provided during services or activities lasting more than three hours.
    iii. Physical activity will never be used as a form of punishment with any client interaction.
    iv. Opportunities for physical activity may be used as positive reinforcement when appropriate.
c. **Program staff will be encouraged to serve as appropriate role models** through staff wellness programming, physical activity, and parents/guardians and community outreach. CEDARS Employee Engagement Committee offers lunch and learns on health centered topics and promotes physical activity with challenges and activities.
d. **CEDARS will promote opportunities for physical activity in the community to clients and families** (i.e. half marathon, sand volleyball, skatepark, etc.)

Implementation and Oversight: The Administrative Support Director, or designee, is responsible for oversight of the Local Wellness Procedure and for coordinating monitoring, review and required assessments. Program Directors and Nutrition Services are responsible for implementation within their respective areas of responsibility.

Monitoring and Procedure Review: The base goal is to ensure compliance with the established National School Food Programs Local Wellness Procedure and to review the procedure annually through the following efforts:

I. **Program Support** –

a. Each program will maintain documentation and report annually on wellness-related activities, nutrition education, physical activity opportunities, and implementation efforts.
b. The Administrative Support Director will ensure compliance with the established National School Food Programs Local Wellness Procedure for CEDARS participating programs.
    i. This individual will also orient new staff on the USDA National School Food Programs guidelines.
    ii. This individual will provide updates to existing staff and their immediate supervisor on the USDA National School Food Programs guidelines. This position will provide supporting details to CEDARS Leadership Team and Board of Directors, as directed.
c. Programs will have access to the most recent National School Food Programs Local Wellness Procedure and may provide copies to inform and educate clients, parents/guardians, and community members.
d. Programs will support efforts to communicate wellness goals and progress to clients, families and community members as appropriate.

II. **Performance Quality Improvement (PQI)** – Client feedback related to meals, nutrition, physical activity and wellness will be considered, as available, in evaluating wellness practices and identifying opportunities for improvement.

Public Notification – CEDARS will inform the public annually about the content and implementation of the Local Wellness Procedure. Current Local Wellness Procedure, any updates, and the results of each triennial assessment will be made available on CEDARS website and provided upon request to clients, parent/guardians, and members of the public.

Triennial Assessment - According to 7 CFR 210.31(e)(2), all RCCIs are required to complete an assessment of their compliance with their local RCCI wellness procedure at least once every three years.

I. At least once every three years, CEDARS will complete a Local Wellness Procedure Triennial Assessment using a tool or process accepted by USDA and/or the Nebraska Department of Education. The assessment will evaluate:
    a. Compliance with the Wellness Procedure;
    b. How the Wellness Procedure compares with model wellness policies; and
    c. Progress made toward achieving established wellness goals.

II. Results will be made available to the public, and the Local Wellness Procedure will be updated as appropriate based on assessment findings.

Documentation and Recordkeeping – CEDARS will maintain documentation necessary to demonstrate compliance with Local Wellness Procedure requirements, including the current Wellness Procedure, documentation of stakeholder and public involvement, committee activities, annual implementation monitoring, public notification, triennial assessments, and related procedure updates.

Annual Review Process – to ensure compliance with local, state, and federal guidelines. (7 CFR 210.10 or 220.8, as applicable):

I. The Administrative Support Director, with input from the Wellness Committee and applicable program and Nutrition Services staff, will review implementation of the Local Wellness Procedure annually. The review will consider:
    a. Progress toward established nutrition, physical activity, and wellness goals;
    b. Program practices and compliance with the Wellness Procedure;
    c. Client, staff, and stakeholder input, as available;
    d. Changes to applicable USDA, Nebraska Department of Education, or other regulatory requirements; and
    e. Opportunities to strengthen wellness practices or revise the procedure.

II. The Local Wellness Procedure will be updated as needed based on the results of the annual review.

Nondiscrimination Statement - 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 (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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