

**CEDARS YOUTH SERVICES  
PIONEERS CENTER**

**USDA NATIONAL SCHOOL FOOD PROGRAM  
WELLNESS PROCEDURE**

**PURPOSE**

CEDARS Youth Services promotes nutrition education and physical activity for all clients and has created this Wellness Procedure as a guide for those programs that participate in the U.S. Department of Agriculture National School Lunch, and/or Breakfast, and/or Afterschool Snack Programs.

**PROCEDURE**

**Staff, Community and Public Involvement:** CEDARS encourages the participation of parents/guardians, direct care staff, health professionals, leadership team members, and the community through the following efforts:

**Nutrition Guidelines, Education, and Promotion:** The base goal is to outline food service standards, educate clients on the basics of healthy nutrition, and provide quality foods, and beverages 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 a USDA National School Food Program will receive free meals no matter their financial status.
  - d. Sufficient mealtimes will be provided with adequate time to eat:
    - i. 1) 10 minutes to eat breakfast after sitting down; and
    - ii. 2) 20 minutes to eat lunch after sitting down.
  - e. Menus will focus on promoting fruits and vegetables, fresh when available. Fried foods and foods with high fat or high sugar content are avoided.
  - f. National School Lunch, Breakfast, and Afterschool Snack meals will include fresh, locally grown foods from farms engaged in sustainable practices whenever possible and these foods will be promoted.
  - g. **Competitive Foods** – No food or beverages in direct competition with breakfast, lunch, or afterschool snack programs will be marketed, sold, or otherwise made available to clients. This includes charity fundraising projects.

- i. Encourage the practice of good nutrition by discouraging free distribution and display of foods of minimal nutritional value (i.e. community donations, special events and celebrations, etc.)
  - ii. Special celebrations – emphasis should be placed on foods that are nutritious.
- h. **Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure high quality meals. Examples are:**
  - i. Fresh fruits and vegetables
  - ii. Canned fruit in 100% fruit juice or light syrup
  - iii. Frozen fruits and vegetables
  - iv. 100% fruit and vegetable juices
  - v. Low-fat crackers and snacks
  - vi. Low sugar cereals
  - vii. Granola bars made with unsaturated fat
  - viii. Low-fat dairy and dairy products
  - ix. Raisins or other dried fruit
  - x. Whole wheat bread
  - xi. Only milk, water, and/or 100% juice beverages are provided.
  - xii. Limit caffeinated foods and beverages offered only to high school aged clients (i.e. no more than one 12 ounce soda per day for special circumstances; not to be consumed at mealtimes)

- II. **Implementation** – Educate all clients to possess the knowledge and skills necessary to make nutritious and enjoyable food choices for life. Provide age-appropriate education (lessons, activities, groups) throughout all CEDARS programs and awareness to those programs participating in the USDA National School Food Program. All education will meet any state and/or national standards.
  - a. **Ongoing education varies by program.** Topics are provided in a variety of styles: 1) classroom (i.e. presentations from community partners); 2) onsite round-table groups; and 3) interactive learning (i.e. cooking classes)
  - b. **Examples of nutritional education themes may include:**
    - 1. ChooseMyPlate.gov guidelines & Daily Meal Plan recommendations
    - 2. Understanding calories
    - 3. How to read food labels
    - 4. Proper portion sizes
    - 5. Choosing heart healthy snacks
  - c. **Program staff will be adequately prepared and be 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 Program with staff, volunteers, parents/guardians, leadership team, and community members.

### III. **Supporting a Healthy Eating Environment**

- a. **Cafeteria / Foodservice Areas** – promote healthy eating with signage and have appropriate supervision during snack and mealtimes.
  - i. Marketing will be consistent with nutrition education, health promotion, and nutrition standards.
  - ii. Display and advertising of unhealthy foods is strongly discouraged.
- 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. **Foodservice 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. Foodservice 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. Foodservice staff will achieve the required annual continuing education hours as determined by the USDA Professional Standards for School Nutrition and their position within CEDARS.
    - 1. New and current Directors: 12 hours
    - 2. New and current Managers: 10 hours
    - 3. New and current Staff: 6 hours
- d. **Program staff will be encouraged to serve as appropriate role models** through staff wellness programming, food choices, food preparation and parents/guardians and community outreach.
- e. **All menus are approved by a Registered Dietician** and are available, upon request, for clients, families, and community members.
- f. **Clients will have access to seasonal garden activities** within established garden boxes (as available).

**Physical Education and Activity:** 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** – Educate all clients to possess the knowledge and skills necessary to make healthy living and better lifestyle choices for life. Provide age-appropriate education (lessons, activities, groups) with a focus on health and wellness and less about sports-specific topics. All education will meet any state and/or national standards.
  - a. **Ongoing education varies by program.** Topics are provided in a variety of styles:
    - 1) classroom (i.e. presentations from community partners);
    - 2) onsite round-table

groups; and 3) interactive learning (i.e. group fitness classes, gym facility orientations).

- b. **Examples of physical education themes may include:**
    - 1. Lifestyle Balance
    - 2. Benefits of Physical Activity
    - 3. Recommendations for Physical Activity by Age
    - 4. How to Refuel Your Body
    - 5. Community Resources for Active Living
  - c. **Program staff will be adequately prepared and be 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 Program 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. Recreation time will be provided before/after lunch for 20 minutes daily, at a minimum.
    - ii. Extended periods of inactivity (periods of three hours or more) will be discouraged for clients. Breaks will be given during extended services or scheduled activities spanning more than three hours.
    - iii. Physical activity will never be used as a form of punishment with any client interaction.
    - iv. Physical Activity will be encouraged as a reward when feasible.
  - 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 Wellness 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. I've Got a Name Walk, Relay for Life Walk, Breast Cancer Walk, etc.)

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

- I. **Program Support** –
  - a. Each program will report compliance annually through daily schedules, group topics, activities, healthy meals, etc.
  - b. The Associate Director of Support Services will ensure compliance with the established National School Food Program Wellness Procedure for CEDARS participating programs.
    - i. This individual will also orient new staff on the USDA National School Food Program guidelines.
    - ii. This individual will provide updates to existing staff and their immediate supervisor on the USDA National School Food Program 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 Program Wellness Procedure and can provide copies to inform and educate clients, parents/guardians, and community members.
  - d. Programs will inform the community (as directed) on goal attainment as they relate to this procedure.
- II. **Community Support** – In a joint effort to maintain a healthy environment for clients, the Associate Director of Support Services, Nutrition Services Supervisor, Program Director and/or Assistant Program Director, Food Vendor, and/or Dietician will meet at least two times per year to evaluate current procedures and practices.
- III. **Performance Quality Improvement (PQI)** – Upon discharge, clients will be asked to complete a Consumer Satisfaction Survey. Their experience is documented and allows for comments in the areas of services, such as physical activity, nutrition education, and healthy meals. These surveys are monitored and reported to CEDARS Leadership Team on a periodical basis (no less than four times a year).
- IV. **Annual Review Process** –
  - a. All menus will be reviewed annually by a contracted Registered Dietician to make certain meal patterns and necessary nutrients are being met.
  - b. CEDARS National School Food Wellness Procedure will be reviewed annually by the Associate Director of Support Services. This individual will review and update the procedure as needed to ensure compliance with local, state, and federal guidelines. (7 CFR 210.10 or 220.8, as applicable)
  - c. A copy of CEDARS National School Food Wellness procedure will be posted on CEDARS website [www.cedarskids.org](http://www.cedarskids.org).
- V. **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.
  - a. The Wellness School Assessment Tool-Implementation (WellSAT-1) will be used every three years to assess compliance with USDA National School Food Program Wellness and progress made in achieving goals. Updates or modifications will be made based on the results of the triennial assessment.

- b. The triannual assessment will be available to the public by posting assessment responses to CEDARS website [www.cedarskids.org](http://www.cedarskids.org).

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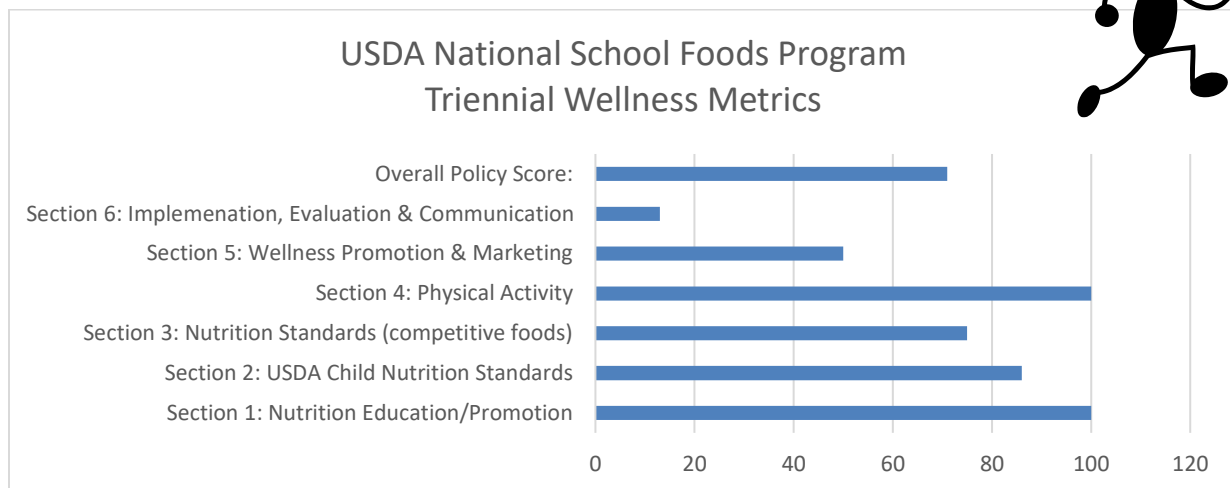
Effective Date: 07-01-2006

Revised/Reviewed: 07-07, 07-08, 07-09, 07-10, 07-11, 07-12, 07-13, 07-01-14, 02-26-18, 07-19, 07-20, 07-21, 04-24.



## TRIENNIAL WELLNESS ASSESSMENT RESULTS 2024 USDA National School Foods Program

### Wellness Metrics:



### Policy Compliance Results:

<b>Areas of Strength:</b>	<p>1. Nutrition Education - clients living in a residential facility participate in regular groups on nutrition, wellness, and healthy lifestyles.</p> <p>2. Physical Education &amp; Physical Activity - clients are provided a variety of opportunities daily for physical activity outside of the school day.</p> <p>3. Standards for USDA School Meals - meals served include local foods and meet all standards.</p>
<b>Opportunities for Improvement</b>	<p>1. Evaluation &amp; Communication - increase community involvement and establish bi-annual meetings.</p> <p>2. Wellness Promotion &amp; Marketing - increase on-going promotion of seasonal local foods.</p> <p>3. Nutrition Standards - revise policy to include limited restriction of caffeine consumption in foods and beverages as well as clearly define no food sales to avoid competitive foods.</p>



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