

Authority & Related Standards/References	Requirements
<p>Arkansas School Laws Annotated Chapter: 7 Health and Safety Policy: 20-7-133 Rule: Child Health Advisory Committee-Creation</p> <p>Arkansas School Laws Annotated Chapter: 7 Health and Safety Policy: 20-7-135 Rule: Nutrition and Physical Activity Standards-Implementation</p> <p>Arkansas Code Ann. 6-16-132, 20-7-133, 20-7-134, 20-7-135, and Act 981 of 2011</p>	<p>This policy has a training requirement: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>This policy has an audit requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>This policy has restricted distribution: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>This policy requires a local procedure: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>This policy requires youth notification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>This policy requires:</p> <p><input checked="" type="checkbox"/> Annual Review <input type="checkbox"/> Bi-Annual Review <input type="checkbox"/> Tri-Annual Review</p>

Ouachita Children, Youth, and Family Services, Inc. (OCYFS) recognizes the positive benefits of healthy food choices and physical activity for student health and academic achievement. OCYFS supports and reinforces health literacy through health education, physical education, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian involvement. OCYFS offers youth an opportunity to learn and participate in positive nutrition and lifestyle behaviors. OCYFS staff ensures that a youth with a disability is not subject to discrimination.

OCYFS has a Wellness Committee to develop and implement a Wellness Program that enhances learning and promotes development of lifelong wellness practices. The Wellness Program includes a description of the goals and objectives for each of the Wellness Program components and how the program will be monitored and evaluated. The Wellness Advisory Committee will be responsible for providing advice, consultation, and program oversight as well as monitoring the implementation of the Wellness Program for all facilities. The Wellness Committee will develop a plan for implementation of the Wellness Policy/Program. The Wellness Policy/ Program will be implemented and monitored quarterly for effectiveness through the facility's Wellness Committee. The Residential Services Director will oversee the Local Wellness Committee and recommend specific indicators used to measure the implementation of the program.

Ouachita Children, Youth, and Family Services, Inc.
Executive Director

Policy Index

1. **Posting Requirements**
 2. **Ouachita Children, Youth, and Family Services' Wellness Committee**
 3. **Wellness Program Goals and Requirements**
 4. **Facility Designee**
 5. **Monitoring and Measuring Policy Implementation**
 6. **Food Service Documentation**
-
-

Procedure Index

Not Applicable

Definitions:

Not Applicable

1. **Posting Requirements**
 - a. All OCYFS facilities shall post this Wellness Policy and other applicable regulations in public view within cafeterias or other central eating areas.
 - b. This Wellness Policy and applicable program progress assessments shall be made available to the public on the OCYFS's internet website.
2. **Division of Juvenile Justice Wellness Advisory Committee**
 - a. The OCYFS Wellness Committee is composed of representatives that include the:
 - i. Residential Services Director
 - ii. Kitchen Manager
 - iii. Direct Care Staff members
 - iv. Grant & Compliance Director
 - b. The Wellness Committee shall develop and implement a Wellness Program that enhances learning and promotes development of lifelong wellness practices for youth and staff.
 - c. The Wellness Committee shall be responsible for providing advice, consultation, and program oversight as well as monitoring the implementation of the Wellness Program.
 - d. The OCYFS Wellness Committee shall monitor the success indicators, reporting methodology, and frequency of reporting to determine compliance with the Local Wellness Plans.

3. Wellness Program Goals and Requirements

The OCYFS Wellness Committee supports the following Wellness Program goals and requirements:

a. Physical Education and Activity

- i. The Residential Services Director shall approve the components of the Physical Education Program which shall provide:
 1. Comprehensive Health Education pursuant to Ouachita Children, Youth, and Family Services, Inc. (OCYFS) recognizes the positive benefits of healthy food choices and physical activity for student health and academic achievement. OCYFS supports and reinforces health literacy through health education, physical education, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy residential environment, and parent/guardian involvement. OCYFS offers youth an opportunity to learn and participate in positive nutrition and lifestyle behaviors. OCYFS staff ensures that a youth with a disability is not subject to discrimination.
 2. OCYFS has a Wellness Committee to develop and implement a Wellness Program that enhances learning and promotes development of lifelong wellness practices. The Wellness Program includes a description of the goals and objectives for each of the Wellness Program components and how the program will be monitored and evaluated. The Wellness Committee will be responsible for providing advice, consultation, and program oversight as well as monitoring the implementation of the Wellness Program for all facilities. The Wellness Policy/ Program will be implemented and monitored quarterly for effectiveness through the facility's Wellness Committee. The Residential Services Director will oversee the Wellness Committee and recommend specific indicators used to measure the implementation of the program and of the Arkansas Code.
 3. All youth, unless excused or exempt pursuant to Act 1729 Arkansas Education Code, are enrolled in physical education while a resident in the Ouachita Children, Youth, and Family Services shelter program.

b. Residential Activities

- i. Youth will be provided opportunities to participate in physical activities organized by direct care staff and other volunteer staff outside of school and treatment time.
- ii. Youth participate in programs that enhance levels of physical fitness, provide balance, and allow for self-expression and social interaction for a physically active lifestyle. Participation in athletic competitions and other physical activities allows youth to set and meet personal fitness goals that result in achievement and maintenance of health.

- iii. Youth ride the bus to and from school and within the facility and surrounding grounds in both small and large groups.
 - iv. Staff shall ensure that excessive physical exertion is not required of youth who have been diagnosed with a heart or respiratory condition or other physical disability that may restrict such activity. Appropriate alternatives shall be provided for those youth and monitored by certified professionals.
 - v. Staff shall appropriately limit the type of physical exercise required of youth during air pollution episodes, hot weather or other inclement conditions.
- c. Health Education and Life Skills
- i. OCYFS's health education reinforces the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.
 - ii. Health and living skills shall be included as part of each youth's rehabilitation program and will provide an opportunity for youth to understand and practice the concepts and skills related to health promotion and disease prevention.
 - iii. Youth shall be taught communication, goal setting, and decision-making skills that enhance and promote personal growth.
 - iv. Youth shall have access to valid and useful health information and health products and services, to develop good consumer skills and understand marketing influences.
- d. Family, School, and Community Partnerships
- i. Participation of youth, parents/guardians, and community in the development, implementation, and review of Wellness Plans whenever possible. Participants in the planning process may include:
 - 1. Youth Representatives
 - 2. Foster Grandparents
 - 3. Family Counsel
 - 4. Education Staff
 - 5. Clinical Staff
 - 6. Food Service Staff
 - 7. Other Facility Operations Staff
 - ii. Long term effective family, school, and community partnerships to improve the planning and implementation of health promotion projects and events throughout the community.
 - iii. An annual wellness event at each facility such as a health fair, youth wellness survey, healthy recipe cook off, and/or physical fitness challenge. Wellness events will include an opportunity for feedback and suggestions on healthy foods to be included in the food services program.

- iv. In planning wellness activities, the equality and diversity of the school and juvenile facility community shall be valued in the selection and implementation of wellness activities including feedback and suggestions on healthy foods to be included in the food services program.
 - v. The Local Wellness Plan shall be available to parents (parent advocate), youth, and members of the community.
- e. Healthy and Safe Environment
- i. A healthy and safe environment for youth, before, during and after school supports academic success. A safer facility promotes healthier youth. Healthier youth excel in school and make better contributors to society, and ultimately their community.
 - ii. Safety procedures and appropriate training for youth and staff shall support personal safety, and a violence and harassment free environment.
 - iii. OCYFS facilities, programs, grounds, structures, vehicles and equipment shall meet all current health and safety standards, including environmental air quality. They shall be kept inviting, clean, safe and in good repair.
 - iv. OCYFS facilities, programs, offices and all workspaces shall maintain an environment that is free of tobacco, alcohol, and other drugs.
- f. Social and Emotional Well-Being
- i. OCYFS supports and values the social and emotional well-being of youth and families in building a healthy environment.
 - ii. Each OCYFS facility shall provide a supportive environment that includes transition counseling that encourages youth, families, and staff to request assistance when needed and links them to school and community resources.
 - iii. Youth shall be taught the skills to express thoughts and feelings in a responsible manner and give and receive support from others.
 - iv. Youth shall be taught to understand and respect the differences in others and to build positive interpersonal relations.
 - v. Youth and staff shall be encouraged to balance work and recreation and be taught to become aware of stressors, which may interfere with health development.
 - vi. Food and beverages shall not be withheld as punishment.
 - vii. Food and beverages shall not be used solely as a reward for behavior. Using food as a reward:
 - 1. Undermines the nutritional education being taught at the facility
 - 2. Encourages the over consumption of foods high in added sugar and fat;
 - 3. Encourages the behavior to eat when not hungry as a means of self-reward.

When using food as a reward it should:

- 1. Meet USDA Smart Snacks and school nutrition standards for all foods and beverages provided and served outside of the reimbursable meal program. Examples include replacing regular sodas

with low or zero calorie drinks and 100% juice, regular potato chips with baked snack products, and snacks high in sodium, sugar and fat with healthier options.

2. Facilities should strive to provide non-food incentives to youth. Examples include hygiene products, grooming supplies, socks, T-shirts, and additional recreation and phone time.

Physical and Behavioral Health Care

- i. OCYFS maintains an effective health care delivery system that promotes academic achievement by providing a broad scope of services from qualified health care providers to improve the mental and physical health of youth and staff.
- ii. Primary coordination of health/mental health care services shall be through trained health care providers with the support of the OCYFS Wellness Committee and the OCYFS Health/Mental Health Care Services.
- iii. The OCYFS Wellness Committee shall collaborate with the OCYFS Health/Mental Health Care Services and with local community health liaisons and resources to promote health and wellness for youth, families, staff and community.
- iv. Coordinated programs of accessible health services shall be provided to youth and staff, and shall include violence prevention, facility and school safety, communicable disease prevention, health screening including Body Mass Index (BMI), community health referrals, immunizations, parenting skills, first aid, and other priority health education topics.

g. Staff Wellness

- i. OCYFS staff shall be encouraged to engage in daily physical activity as a part of work breaks and/or lunch periods, before or after work hours.
- ii. The OCYFS facility and work site shall:
 1. Provide information about wellness resources and services available to support the health, safety, and well-being of OCYFS staff.
 2. Be in compliance with drug, alcohol and tobacco free policies.
 3. Provide an accessible and productive work environment free from physical dangers or emotional threat.
 4. Be as safe as possible and consistent with applicable occupational and health laws, policies and rules.

h. Nutrition Education

- i. OCYFS staff plays a vital role in a young person's nutrition and fitness choices. As part of a larger community, OCYFS facilities, schools and staff provide a strong foundation for our youth's future health and well being. Healthy foods support physical growth, brain development, resistance to disease, emotional stability, and the ability to learn.

- ii. OCYFS facility staff shall encourage all youth to make age appropriate, healthy choices in selecting foods and beverages, including those provided outside of meal time such as through the Kids Korner Store.
 - iii. Food Service staff shall strive to teach nutritional values to youth by using the meals served as a healthy example.
 - iv. Staff will model healthy eating for youth.
 - v. OCYFS Health/Mental Health Care Services staff shall identify and provide age appropriate health brochures, posters, and pamphlets in the health services units, cafeteria, and in other common areas as appropriate.
- i. Food Nutrition and Preparation Requirements
- i. All reimbursable foods and beverages provided to youth during breakfast, lunch and snacks shall be in compliance with the current USDA Dietary Guidelines for Americans and comply with federal guidelines governing school meals. All foods provided in OCYFS shall be:
 - 1. Carefully selected according to the best nutritional quality specifications to conform with the federal standards for meals and snacks so as to contribute to a youth's nutritional well-being and prevention of disease.
 - 2. Procured only through pre-approved sources and screened to ensure that they are processed and packaged in plants and places of business that are congruent with Arkansas Health Codes for optimal food safety.
 - 3. Prepared in healthy and appealing ways that are not only nutritionally adequate but also have a balance of color, flavor, and texture which will add to meal enjoyment and foster lifelong healthful eating habits.
 - 4. High in fiber, low in added fats, sugars and sodium, and served in age appropriate portion sizes consistent with USDA standards.
 - 5. Prepared and served in a safe and sanitary manner consistent with all state and federal health codes.
 - ii. The Kitchen Manager will have the overall responsibility to ensure that the meals and all foods offered to the youth meet all legal requirements for participation in the National School Lunch and School Breakfast Programs.
 - iii. OCC policies and guidelines for reimbursable meals shall not be less restrictive than federal and state regulations.
- j. Menu Planning and Food Selection
- i. OCYFS will document that the facility's system of dietary allowance is reviewed at least annually by a dietician to ensure compliance with nationally recommended food allowances as described by NUTRIKIDS in the form and manner required by OCYFS wellness policy.

- ii. Special diets are available for youth with dietary restrictions prescribed by a physician.
 - iii. Every reasonable effort shall be made to ensure that the diet provided to youth remains nutritionally adequate when certain foods are excluded by the youth due to the youths' religious dietary restraints.
- k. Meal Service
- i. All youth shall be provided a minimum of three (3) meals a day, except in camps, where a brunch and dinner may comprise weekend and holiday meals.
 - ii. Holiday and weekend schedules may be developed to provide for a more variable meal schedule to coincide with visiting activities, recreational programming or similar functions.
- l. Dining and Food Preparation Areas
- i. Meals assume a magnified importance in the daily routine of youth. Youth shall be provided adequate dining space in pleasant surroundings as well as adequate time to eat, relax, and socialize for a minimum of 30 minutes per meal.
 - ii. Dining areas shall comply with the sanitation and safety requirements of Arkansas state health regulations.
 - iii. The Operations & Facility Director or designee shall periodically review the adequacy of school facilities for dining and food preparation quarterly.
 - iv. At a minimum, all food service within OCYFS shall comply with all federal, state and local health code requirements, and shall have two (2) food safety inspections per year.

5. Facility/Camp Superintendent or Designee

- a. With the assistance of the OCYFS Wellness Committee, the Residential Services Director shall:
 - i. Ensure implementation of and compliance with the Wellness Policy/Program.
 - ii. Designate at least one person within the facility responsible for ensuring site implementation and compliance with the Wellness Policy.
 - iii. Establish an ongoing Local Wellness Committee. (The facility's Health and Safety Committee may act as the Local Wellness Committee as long as it includes representatives from section 5a. below)
 - iv. Oversee the Local Wellness Committee and recommend specific indicators used to measure the implementation of the policy and program requirements such as nutrient analysis of school meals, school meal participation rates, provision of non-nutritious foods and beverages from other venues, feedback from facility staff, program and education administrators, medical staff, parents and other appropriate persons.
 - v. Ensure staff, youth, parents/guardians, and the community participates in the development, implementation, and review of the Wellness Plan whenever possible.
 - vi. Monitor the Wellness Plan for compliance on at least an annual basis or more often as needed and report this information to Executive Director.

- vii. Develop Corrective Action Plans on a quarterly basis to address any non-compliance issues.
- viii. Assign a Food Services Manager to oversee and assist with compliance of the Wellness Policy pertaining to nutritional requirements, food preparation, and food preparation areas.
- ix. Ensure appropriate and continuing professional development that is supportive of the Wellness Policy, for case managers, food services staff, direct care staff, and other staff members of the Local Wellness Committee.

5. Local Wellness Committee

- a. The Local Wellness Committee shall be composed of representatives including:
 - i. Parent Advocate (to include Foster Grandparent)
 - ii. Youth
 - iii. Community
 - iv. Food Service Manager
 - v. Program Administrator
 - vi. Education Administrator
 - vii. Chief of Security
- b. The Wellness Committee shall select a chairperson and keep documentation of committee meetings.
- c. The Wellness Committee shall develop a Local Wellness Plan for implementation of the Wellness Policy and for measuring the effectiveness of policy implementation. The Wellness Plan shall include the following Wellness Program components:
 - i. Nutrition Guidelines - Members of the Wellness Committee shall provide continual assistance in ensuring compliance of nutritional standards for participation in the National School Lunch and School Breakfast Programs.
 - ii. Nutrition Education - The Local Wellness Committee shall:
 - 1. Evaluate and create new ways to educate youth on the values of proper nutrition.
 - 2. Encourage and support healthy eating by youth and engage in nutrition promotion by providing age appropriate nutrition brochures, posters, and pamphlets in the cafeteria and other common areas as appropriate. "Choose My Plate" and other posters are available by contacting www.USDA.com
 - 3. Develop strategies designed to encourage staff, teachers, and volunteers to support the wellness program's nutrition education efforts and consider nutritional quality when selecting any snack they may donate for occasional parties.
 - iii. Physical Activity and Education - The Local Wellness Committee shall:
 - 1. Promote and implement physical activities designed to build interest and proficiency in the

- skills, knowledge, and attitudes essential to a lifelong physically active lifestyle.
2. Promote physical education that provides information, fosters a positive atmosphere, encourages self-discipline, develops motor skills, and promotes activities that can be carried over the course of the youth's life.
 - iv. Employee Wellness Programs – The Wellness Committee shall encourage the participation of staff in wellness programs offered by the State of Arkansas and find programs within the community for staff to participate in that will create a healthier lifestyle.
 - v. Wellness Plan - The Wellness Committee shall revise the Wellness Plan as necessary to address deficiencies and remain in compliance with the OCYFS Wellness Policy.
 - d. At a minimum, the Wellness Committee shall meet quarterly to review the implementation and monitoring of the Wellness Policy and Wellness Plan.
 - e. The Food Service Manager and other members of the Wellness Committee shall provide continual assistance in ensuring policy compliance.

6. Monitoring and Measuring Policy Implementation

Arkansas Code Ann. 6-16-132

The facility Superintendent or designee shall report annually on Wellness Policy compliance to the OCYFS Wellness Advisory Committee.

- a. Each OCYFS facility shall be informed of the findings related to policy compliance.
- b. As necessary, the OCYFS Wellness Advisory Committee shall revise the Wellness Policy to address changes in state and federal law as well as areas in need of improvement.

7. Food Service Documentation

- a. The OCYFS facility shall maintain the following food service documentation:
 - i. Meal count sheets to include the total number of youth and employees that were served a meal and the number of meals qualified for reimbursement.
 - ii. Menus and recipes for all prepared items.
 - iii. Any special dietary meals served.
- b. Documentation shall be maintained at a minimum of one year.