

 <p style="text-align: center;">Policies and Procedures</p>	SECTION: Residential – Shared	NUMBER: 14.305.01
	REFERENCE: CARF 4.C.10	
TITLE: Nutrition and Wellness Services	ORIGINAL DATE: 05/01/17	
	REVISION DATE: 08/05/19	

1. Purpose:

The purpose of this policy is to establish standards for nutrition and wellness programs and services. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive. Good health fosters student school attendance and education.

2. Policy:

The organization recognizes the importance of maintaining a healthy diet and regular physical activity as part of the overall physical and emotional care of our clients. To ensure that clients have their daily nutritional needs met, three nutritionally balanced meals per day are provided along with a snack. Foods and beverages served will meet the nutrition recommendations of the National School Lunch Program Guidelines. In addition, clients will have opportunities, support and encouragement to be physically active on a regular basis.

The organization is committed to providing environments that promote and protect children’s health, well-being and ability to learn by supporting healthy eating and physical activity. Wellness guidelines will be implemented as specified in the Kansas State Department of Education’s Wellness Policy Report. The organization will update the Nutrition and Wellness Policy on the organization’s website yearly as directed by the K.S.D.E.

A designated staff will be responsible for menu adherence and food purchasing. Youth care staff are responsible for making sure that clients are being provided with their daily meal requirements.

3. Responsibility:

Residential leadership and staff who handle food services with clients.

4. Procedure:

- A. Menu Planning – Four-week cyclical menus are utilized. Records of menus are retained for at least thirty days. All meals shall be nutritionally balanced and meet the Recommended Daily Allowances for the clients. Special modified diets (including large/small portions and diabetic diets) shall be available and provided upon request by a Registered Dietician. All menu substitutions shall be written on the menu substitution form. The substitution shall be made within the same food group. Substitutions are reviewed by the Dietitian.
- B. Federal Food Program –Breakfast, lunch and snacks for number of clients must be charted daily. These count sheets must be turned in to the designated staff at the end of the month. A master book must be completed by the designated staff for both breakfast, lunch and snack.
- C. Standard Operating Procedures – The procedures will be maintained in the kitchen at each cottage. Staff will adhere to these operating procedures when handling food.

D. Milk Supply:

- Only pasteurized, grade fluid milk shall be served to the clients. Dry milk products shall only be used for cooking purposes and will be discarded if not used in twenty-four hours.
- Two varieties of milk will be offered to the clients
- 1%, ½% and skim milk and low-fat dairy products will be offered to clients

E. Vitals will be taken at least monthly to measure weight, height, and blood pressure.

F. Clients will be offered a minimum of 30 minutes of physical activity 6 days a week as established by the American Heart Association.