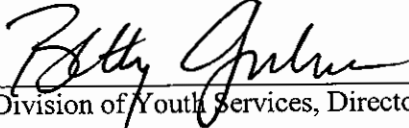


**Effective:** July 1, 2017  
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**Edition**

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 plan has a training requirement: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  This plan has an audit requirement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  This plan has restricted distribution: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  This plan requires a local procedure: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  This plan requires youth notification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  This plan requires:</p> <p><input checked="" type="checkbox"/> Annual Review    <input type="checkbox"/> Bi-Annual Review    <input type="checkbox"/> Tri-Annual Review</p>

The Division of Youth Services (DYS) recognizes the positive benefits of healthy food choices and physical activity for student health and academic achievement. The DYS 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. DYS offers youth an opportunity to learn and participate in positive nutrition and lifestyle behaviors. DYS staff ensures that a youth with a disability is not subject to discrimination.

  
Division of Youth Services, Director

5/31/17  
Date

### Plan Index

1. Posting Requirements
2. Division of Youth Services Wellness Advisory Committee
3. Wellness Plan Goals and Requirements
4. Facility Director or Designee
5. Local Wellness Committee
6. Monitoring and Measuring Wellness Plan Implementation
7. Food Service Documentation

**Procedure Index**

Not Applicable

**Definitions**

Not Applicable

**1. Posting Requirements**

- a. All DYS facilities shall post this Wellness Plan and other applicable regulations in public view within cafeterias or other central eating areas (e.g., staff eating areas, residential dining area, etc.).
- b. This Wellness Plan and applicable program progress assessments shall be made available to the public on the DYS's internet website.

**2. Division of Youth Services Wellness Advisory Committee**

- a. The DYS Wellness Advisory Committee is composed of representatives that include the:
  - i. Medical Services Partner
  - ii. DYS Case Management
  - iii. DYS Education Department
  - iv. DYS Food Services
  - v. Other DYS staff/partners designated by the DYS Director
- b. The Wellness Advisory Committee shall develop and implement a Wellness Plan that enhances learning and promotes development of lifelong wellness practices for youth and staff.
- c. The Wellness Advisory Committee shall be responsible for providing advice, consultation, and program oversight as well as monitoring the implementation of the Wellness Plan for all facilities.
- d. The DYS Wellness Advisory Committee shall monitor the success indicators, reporting methodology, and frequency of reporting to determine compliance with the Local Wellness Plans.

**3. Wellness Plan Goals and Requirements**

The DYS Wellness Advisory Committee supports the following Wellness Program goals and requirements:

- a. Physical Education and Activity
  - i. The DYS Superintendent of Education shall approve the components of the Physical Education Program which shall provide:
    1. Comprehensive Health Education pursuant to Arkansas Education codes.
    2. The DYS Director has appointed a Wellness Advisory Committee, at the Central Office location, to develop and implement a Wellness Plan that enhances learning and promotes development of lifelong wellness practices. The Wellness Plan includes a description of the goals and objectives for each of the Wellness Plan 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 Plan for all facilities. Each DYS Facility Director will appoint a Local Wellness Committee to develop a strategy for implementation of the Wellness Plan. The Wellness Plan will be implemented at each facility and monitored quarterly for effectiveness through the facility's Local Wellness Committee. The Facility Director or designee will oversee the Local Wellness Committee and recommend specific indicators used to measure the implementation of the program of the Arkansas Code.
    3. All non-graduates in need of physical education credits, unless excused or exempt pursuant to Act 1729 Arkansas Education Code, are enrolled in physical education courses until the appropriate number of credits are earned toward graduation.
- b. Living Unit Activities
  - i. Youth will be provided opportunities to participate in physical activities organized by living unit 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 walk to and from school and other areas in the facility 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. The DYS' health education program shall reinforce 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, on the living unit as well as in schools that are located on campus, 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 Local Wellness Plans whenever possible. Participants in the planning process may include:
    - 1. Youth Representatives
    - 2. Parental Advocate
    - 3. Family Service Liaison
    - 4. Treatment Staff
    - 5. Education Staff
    - 6. Clinical Staff
    - 7. Medical Staff
    - 8. Food Service Staff
    - 9. 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 within each facility, school, and 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. Safety procedures and appropriate training for youth and staff shall support personal safety, and a violence and harassment free environment.

- ii. DYS facilities, community-based programs, school buildings, 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.
- iii. DYS facilities, community-based programs, schools, offices and all workspaces shall maintain an environment that is free of tobacco, alcohol, and other drugs.

f. Social and Emotional Well-Being

- i. The DYS supports and values the social and emotional well-being of youth and families in building a healthy environment.
- ii. Each DYS facility and its academic/vocational school 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.

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 of non-food incentives could include additional recreational activities and telephone time.

g. Physical and Behavioral Health Care

- i. DYS shall 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 DYS Wellness Advisory Committee and the DYS Health/Mental Health Care Services.
- iii. Each DYS Local Wellness Committee shall collaborate with the DYS 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.

h. Staff Wellness

- i. DYS 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. Each DYS facility, school, and work site shall:
  1. Provide information about wellness resources and services available to support the health, safety, and well-being of DYS 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.
- i. Nutrition Education
- i. [Add language in the local wellness plan]DYS 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 canteen.
  - ii. Food Service staff shall strive to teach nutritional values to youth by using the meals served as a healthy example.
  - iii. Staff will model healthy eating for youth.
  - iv. DYS 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.
- j. 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 DYS facilities 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 facility Food Service Manager or designee 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. DYS policies and guidelines for reimbursable meals shall not be less restrictive than federal and state regulations.
- k. Menu Planning and Food Selection
- i. DYS will document that each 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 DYS wellness.
  - 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.
- l. Meal Service
- i. All youth shall be provided a minimum of three (3) meals a day, 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.

- m. 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 facility Director or designee shall periodically review the adequacy of for dining and food preparation areas on the campus.
  - iv. A representative of the DYS Wellness Advisory Committee shall review the adequacy of school facilities for dining and food preparation biannually.
  - v. At a minimum, all food service organizations within DYS shall comply with all federal, state and local health code requirements, and shall have two (2) food safety inspections per year.

**4. Facility Director or Designee**

- a. With the assistance of the DYS Wellness Advisory Committee, the Facility Director or designee shall:
  - i. Ensure implementation of and compliance with the Wellness Program.
  - ii. Designate at least one person within the facility responsible for ensuring site implementation and compliance with the Wellness Program.
  - 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 program 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 Local Wellness Plan whenever possible.
  - vi. Monitor the Local Wellness Plan for compliance on at least an annual basis or more often as needed and report this information to Executive staff.
  - vii. Develop Corrective Action Plans as incidents occur to address any non-compliance issues.
  - viii. Assign the Food Services Manager to oversee and assist with compliance of the Wellness Program pertaining to nutritional requirements, food preparation, and food preparation areas.
  - ix. Ensure appropriate and continuing professional development that is supportive of the Wellness Program, for teachers, food services 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. Youth Representatives
  - ii. Parental Advocate
  - iii. Family Service Liaison
  - iv. Treatment Staff
  - v. Education Staff
  - vi. Clinical Staff
  - vii. Medical Staff
  - viii. Food Service Staff
  - ix. Other Facility Operations Staff
- b. The Local Wellness Committee shall select a chairperson and secretary to keep documentation of committee meetings.

- c. The Local Wellness Committee shall develop a Local Wellness Plan for implementation of the Wellness and for measuring the effectiveness of implementation. The Local Wellness Plan shall include the following Wellness Program components:
  - i. Nutrition Guidelines - Members of the Local 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](http://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 Local 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. Local Wellness Plan - The Local Wellness Committee shall revise the Local Wellness Plan as necessary to address deficiencies and remain in compliance with the DYS Wellness.
- d. At a minimum, the Local Wellness Committee shall meet quarterly to review the implementation and monitoring of the Wellness and Local Wellness Plan.
- e. The Food Service Manager and other members of the Local Wellness Committee shall provide continual assistance in ensuring compliance.

**6. Monitoring and Measuring Wellness Plan Implementation**

The facility Director or designee shall report annually on wellness compliance to the DYS Wellness Advisory Committee.

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

**7. Food Service Documentation**

- a. Each DYS 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 that qualified for NSLP reimbursement.
  - ii. Menus and recipes for all prepared items.
  - iii. Any special dietary meals served.
- b. Documentation shall be maintained for a minimum of one year.