

sYS
YOUTH SERVICES SYSTEM, INC.
87 15TH STREET
WHEELING, WV 26003

LOCAL WELLNESS POLICY
(Revised Jan 2014)

This operational procedure applies to all Youth Services System residential care programs. It establishes policy regarding resident meals: to ensure that they are nutritional and served in pleasant surroundings, to ensure that all residents are provided Nutritional Education and Physical Education, and that they meet the West Virginia Department of Education Child Nutrition guidelines.

This procedure applies to All Employees and residents of Youth Services System, Inc. in residential programs.

A Committee shall be formed to develop, implement, evaluate, and maintain the wellness policy. The Committee will meet quarterly. The Committee shall consist of the following:

1. *Facility Director from NRJC*
2. *Program Managers from each program*
3. *Residential Cook*
4. *Education Department – Counselor at NRJC*
5. *Licensed Practical Nurse at NRJC*
6. *Director of Residential Programs*

Food Service Personnel is responsible for developing a menu plan as follows:

1. *Each resident is served at least the minimum allowances as directed by the Child Nutrition Program.*
2. *Menus are designed to provide meals that are not only nutritionally adequate, but also have a balance of color, flavor, and texture that add to meal enjoyment.*
3. *Menus are on a four week rotation, and changed periodically, taking into consideration the average length of stay for a resident and the season of the year, i.e.; summer/winter.*
4. *Menus reflect changes in season as well as holiday menus.*
5. *Meals are planned and prepared to ensure low saturated fat, sodium, and sugar. Low-fat or non-fat milk should be offered.*
6. *All staff eating from the scheduled menu eats the same type of food and the same amounts allotted to residents. No special times or meals are prepared for staff.*

Special Diets

Therapeutic diets are never offered as a reward, but are provided only under the following conditions:

1. *When prescribed by appropriate medical/dental staff.*
2. *As directed or approved by a registered dietitian.*

Religious Diets

1. *Residents are not permitted to change religions while at the facility. The religion that they report upon intake will be the religion followed for their stay at the facility. Religious diets will be served as follows:*
2. *Served for special occasions or when specifically approved by the Program Manager.*
3. *Substitutions from the regular menu must be of the same nutritional value as the regular meal on the menu.*

Meal Service

Meals are served within the following guidelines:

1. *Foods are served at the appropriate temperature to maintain quality, taste, and texture.*
2. *All residents receive three full meals per day, two of which must be hot meals, at regularly scheduled times within a twenty four hour period. There shall be no more than fourteen (14) hours between the dinner meal and the breakfast meal.*
3. *Variations may be allowed based on weekend and holiday food serving demands. However, the basic nutritional goals must be met.*
4. *Nutrition information posters are displayed in the cafeteria area to encourage nutritional knowledge.*

Meal Environment

Meals are provided with a family atmosphere, however, residents are directly supervised by staff at all times during meals. Staff are observant of the following during meals:

1. *Food waste*
2. *Unusual eating habits of residents (i.e., overeating, rejection of food, etc.) Incident Report must be written and medical staff notified.*
3. *Strong arming of residents out of food, especially dessert items.*
4. *Behavior which can be a danger to a resident(s).*

Hand Washing and Other Hygiene Issues

All residents are given time before and after meals for proper hygiene:

1. *Residents are given time and encouraged to wash their hands prior to all meals to include evening snack.*
2. *Residents are given time after meals for such hygiene as brushing teeth, using toilet facilities, etc.*

Vending Machines

Vending machines are not for resident usage.

In addition, residents are not served carbonated drinks by staff at any time, except for special occasions that must be approved by the Program Managers.

Physical Activities

Physical activities are made available on a daily basis for every resident within the facility. The following are the guidelines for physical activities:

- 1. Residents have at least one hour per day of active or therapeutic recreation and one hour per day of passive recreation.*
- 2. The education component of the program offers a physical education component.*
- 3. Weather permitting, outdoor recreation will be made available every day.*
- 4. When weather does not permit outdoor physical activities, the staff will provide space for indoor physical activities.*
- 5. Physical activities will only be limited when directed by Medical Personnel.*
- 6. At no time are physical activities used as a punishment, nor will a resident be refused physical activities as a punishment.*
- 7. All educational and physical activities are documented daily on an activity report.*

Education

Program and educational components will be made available as follows:

- 1. Health and nutrition is taught to each resident through the education component, medical component and programs component of the overall facility program.*
- 2. Books on nutrition are made available through library services.*
- 3. Charts are made for each resident to be able to visually see their progress*

Tobacco and Drug Programs

Programs are available to educate residents on the affects and health problems associated with tobacco and narcotic usage.