



DEPARTMENT OF
JUVENILE SERVICES

POLICY

SUBJECT: Wellness and Nutrition Service Policy
NUMBER: HC-337-22
APPLICABLE TO: Residential Facility Employees

APPROVED: _____

A handwritten signature in blue ink, appearing to read "Sam Abed", is written over a horizontal line.

Sam Abed, Secretary

DATE: 4/8/2022

I. POLICY

Each Department of Juvenile Services (DJS or Department) residential facility provides youth with health and nutrition education, and serve food at meals and smart snacks during the school day that are consistent with the current federal child nutrition programs and the Dietary Guidelines for Americans.

II. AUTHORITY

- A. [Code of Federal Regulations 7 CFR § 210.31](#) (National School Lunch Program)
- B. Healthy Hunger- Free Kids Act of 2010
- C. Md. Code, Human Services, §9-203 and §9-204
- D. Maryland State Department of Education (MSDE) Memorandum # 08-12
- E. MSDE Management and Operation Memorandum #012, updates 2008/ 2009

III. DIRECTIVES/POLICIES RESCINDED

Wellness and Nutrition Service Policy, HC-302-15

IV. FAILURE TO COMPLY

Failure to comply with a Department's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
Old policy, <i>Wellness, Physical Activity and Nutrition Service Policy, HC-2-06</i> rescinded and new policy issued in its place. Recreation procedures removed and newly revised policy on recreation issued.	8/11/15
Old Policy, <i>Wellness and Nutrition Service Policy, HC-302-15</i> , rescinded and updated policy (HC-327-21) issued in its place New procedures: <ul style="list-style-type: none"> • Added definitions for smart snacks, school day, nutrition staff • Added procedure to prohibit education staff from providing special foods, and/or any snacks for celebrations and/or behavioral incentive programming available to youth during the school day. • Updated the DJS Wellness Plan 	3/21/22



DEPARTMENT OF
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PROCEDURES

SUBJECT: Wellness and Nutrition Service Policy
NUMBER: HC-337-22
APPLICABLE TO: Residential Facility Employees

APPROVED: Wallis Norman
Wallis Norman,
Deputy Secretary of Operations

DATE: 3/30/22

I. PURPOSE

To ensure youth receive meals, smart snacks and nutrition education based on the current federal Dietary Guidelines for Americans.

II. DEFINITIONS

Direct care employee means a Resident Advisor or in the Resident Advisor Series who provides daily supervision, support and care of youth.

Superintendent means the facility administrator responsible for the management of daily operations in a detention facility/treatment program.

Nutrition education means health education received in a classroom or cafeteria setting to promote a pattern of healthful eating based on the current federal Dietary Guidelines for Americans and MyPlate.

Nutrition Staff means clinical staff responsible for the DJS Child Nutrition Program's administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures), to address Program integrity or other critical issues. For the purposes of this policy, this includes ONLY certified registered dietician staff and the Department's Program Health Administrator.

Smart snacks are food and beverages provided to youth during the school day that are not part of the facility meal program but are still required to meet or exceed federal nutrition standards which include limits on fat, sugar, sodium, and calorie content. All snacks provided to youth during the school day must be smart snacks; these include any snacks for celebratory or incentive purposes. (See *Nutrition Guidelines (Appendix 1) – Section A.2 for nutrition standards.*)

School day means a day, including a partial day, when a public agency is open and youth with and without disabilities are required to be in attendance for instruction. The

Juvenile Services Education Program (JSEP) shall provide six hours of instruction on non-partial school days.

Nutrition promotion means Food of the Month initiative, monthly in-service topics for food service staff, cafeteria specials, and nutrition education posters.

III. PROCEDURES

A. **General Requirements**

1. DJS shall provide staff with consistent **Nutrition Guidelines (Appendix 1)** to follow regarding meal planning and meal preparation and the nutritional requirements for smart snacks.
2. Education staff shall not make special foods, and/or any snacks for celebrations and/or behavioral incentive programming available to youth during the school day.
3. DJS residential facilities and programs shall provide on-site opportunities for youth to receive nutrition education based on the federal Dietary Guidelines for Americans and the USDA MyPlate.
4. DJS Nutrition staff shall develop and forward recommendations to Education Services on topics to include in a nutrition education curriculum that teaches healthful food choices based on guidelines set forth by the USDA MyPlate and the current federal Dietary Guidelines for Americans.
5. The Food Services Staff shall follow the Nutrition Guidelines (**Appendix 1**) when purchasing or providing smart snacks and those foods on the approved DJS menus. Only smart snacks that meet the nutrient standards of the **Nutrition Guidelines (Appendix 1)** shall be allowed during the school day.
6. Direct care employees mandated to supervise youth during meal service shall eat only those foods served to youth as part of the planned menus and smart snacks unless employees have a special dietary need which has been verified by a medical authority or approved by the Superintendent.
7. The Superintendent shall ensure that all youth have the opportunity for daily, scheduled physical activity as part of wellness and health programming in accordance with the *DJS Recreational Activities Policy and Procedure*.

B. **Responsibilities**

1. Each Superintendent or designee shall:
 - a. Include in the Facility's Operating Procedures (FOP) the requirements of this Wellness and Nutrition Service Policy and the guidelines outlined in the **Nutrition Guidelines (Appendix 1)**;
 - b. Monitor the food and snacks offered to youth in compliance with the Wellness and Nutrition Service Policy and the guidelines outlined in the **Nutrition Guidelines**; and
 - c. Ensure that each facility has a Wellness Team consisting of a representative from food service, education, nursing, and

recreation and/or physical education. This committee shall meet semi-annually, or as needed, to plan, implement and monitor health, nutrition and physical activity programming in accordance with the **DJS Wellness Plan (Appendix 2)**.

2. The DJS Food Administrator and/or Food Service Manager shall:
 - a. Monitor and ensure youth receive daily meals and smart snacks during the school day in accordance with the requirements of the Wellness and Nutrition Policy and the guidelines outlined in the **Nutrition Guidelines (Appendix 1)**; and
 - b. Monitor the availability and quality of planned evening snacks offered to youth.
3. The DJS Recreation Coordinator shall provide physical activity programming in compliance with the *DJS Recreational Activities Policy and Procedure*.
4. The Education Department shall provide nutrition education in compliance with this Wellness and Nutrition Service Policy and the guidelines outlined in the **Nutrition Guidelines**.
5. The Principal or designee shall monitor and ensure that nutrition education is a part of the health education curriculum.

IV. **RESPONSIBILITY**

The Superintendents are responsible for implementation and compliance with this procedure.

V. **INTERPRETATION**

The Deputy Secretary of Operations shall be responsible for interpreting and granting any exceptions to these procedures.

VI. **LOCAL OPERATING PROCEDURES REQUIRED**

Yes

VII. **DIRECTIVES/POLICIES REFERENCED**

Recreational Activities Policy and Procedure

VIII. **APPENDICES**

1. Nutrition Guidelines
2. DJS Wellness Plan



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review

POLICY: Wellness and Nutrition Service Policy
NUMBER: HC-337-22
APPLICABLE TO: All Residential Services Staff

I have received and reviewed a copy (electronic or paper) of the above titled policy.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

SEND THE ELECTRONICALLY SIGNED COPY TO YOUR SUPERVISOR FOR PLACEMENT IN YOUR PERSONNEL FILE.

NUTRITION GUIDELINES

A. Guidelines for all foods available during the school day include:

1. Meals for breakfast and lunch shall include only those foods allowed on the approved Department of Juvenile Services' menu cycles for Fall/Winter (November through May) and Spring/Summer (June through October). Menu items and portions shall adhere to USDA requirements for the federal Child Nutrition Program.
2. Smart snacks offered during the school day (excluding School Lunch and School Breakfast) shall meet the following standards:
 - a. Be a grain product that contains 50 percent or more whole grains by weight (have a whole grain as the first ingredient); or
 - b. Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
 - c. Be a combination food that contains at least $\frac{1}{4}$ cup of fruit and/or vegetable; and
 - d. The food must meet all of the nutrient standards for calories, sodium, fats, and sugar.
 - Calories
 - Snacks 200 calories or less
 - Entrees 350 calories or less
 - Sodium
 - Snacks 200 mg or less
 - Entrees 480 mg or less
 - Fats
 - Total Fat 35% of calories or less
 - Saturated Fat Less than 10% of calories
 - Trans Fat 0 g
 - Sugar
 - 35% by weight or less
 - e. Accompaniments such as cream cheese, salad dressing and butter must be included in the nutrient profile of the food item it supplements.
 - f. Beverages must meet these standards:
 - Water: No sweeteners (nutritive or non-nutritive) noncarbonated, caffeine-free.
 - Milk: Only low fat (1% or less) and fat-free (skim), flavored or unflavored fluid milk, and/or USDA approved alternative dairy beverages; limit serving size to maximum of 12 fluid ounces.
 - Fruit and vegetable juices: 100% juice with no sweeteners (nutritive or non-nutritive); limit serving size to maximum of 12 fluid ounces.
 - Additional "no calorie" and "lower calorie" beverage options for high school students:

NUTRITION GUIDELINES

- No more than 20-ounce portions of calorie-free, flavored water (with or without carbonation); and other flavored and/or carbonated beverages that are labeled to contain < 5 calories per 8 fluid ounces or ≤ 10 calories per 20 fluid ounces.
- No more than 12-ounce portions of beverage with ≤ 40 calories per 8 fluid ounces, or ≤ 60 calories per 12 fluid ounces.
- g. Sports drinks are not available in the school setting except for certain occasions during sports activities to supplement water and when indicated by a nurse practitioner or a physician for hydration.

B. Guidelines for Nutrition Education curriculum will include the following lessons:

1. USDA MyPlate Recommendations
2. Current Dietary Guidelines for Americans
3. Reading food labels
4. Nutrition for Individual Needs



MARCH 2022

DJS Wellness Plan

DJS Office of Clinical Services

Keva Jackson, Executive Director, Office of Clinical Services

Department of Juvenile Services
217 E. Redwood St.
Baltimore, MD 21202

Phone 410-230-3100 • Toll Free 1-800-639-7499

<https://djs.maryland.gov/Pages/default.aspx>

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DJS WELLNESS PLAN

INTRODUCTION

The Department of Juvenile Services (DJS) in collaboration with the Maryland State Department of Education (MSDE) has developed the DJS Wellness Plan to meet the requirements set forth in the Healthy Hunger Free Kids Act of 2010. The DJS Wellness Plan establishes goals for DJS facility schools for nutrition education, physical activity, and other school-based activities designed to promote student wellness. The Wellness Plan includes nutrition guidelines for all foods available during the school day. Additionally, the Wellness Plan involves a broad group of individuals in the development of the facility school Wellness Plan and establishes methods for measuring the implementation of the Wellness Plan.

NUTRITION GUIDELINES

Goal 1: Facility meal programs meet or exceed state and USDA requirements.

Activities:

- DJS Nutrition Staff will develop a four week menu cycle to meet the nutrition requirements of the Healthy Hunger Free Kids Act (HHFKA) for School Breakfast and School Lunch programs.
- DJS Nutrition Staff will meet quarterly with food administrators to review and update menu requirements of HHFKA for School Breakfast and School Lunch programs.
- DJS Nutrition Staff shall approve all snacks offered during the school day to ensure compliance with nutrition standards established by the HHFKA.
- The facility Wellness Team in collaboration with the DJS Nutrition Staff shall develop a list of approved snacks and beverages that can be offered during the school day.

Goal 2: Increase youth participation in school meal planning/programming.

Activities:

- The Wellness Team in collaboration with the DJS Nutrition Staff will provide the youth an opportunity to plan one dinner meal a month.
- The Wellness Team at each facility shall develop other activities to increase youth participation in meal planning.

Goal 3: Facility sponsored events for youth where food is provided shall include healthy food choices.

Activities:

- The Wellness Team at each facility will make recommendations for healthy food choices to be available at youth events.
- The DJS Director of Food and Nutrition Services or designee will review and approve all food for special youth activities to ensure healthy food choices are available.

DJS WELLNESS PLAN

NUTRITION PROMOTION

Goal 1: All print and electronic materials will promote current USDA Dietary Guidelines for Americans to all staff and youth.

Activities:

- Wellness Teams shall develop activities to highlight current nutrition and health food education and highlight successes on the DJS intranet.
- All facility cafeterias will use nutrition education posters that are updated, rotated or changed frequently.
- Post DJS facility menus on the DJS intranet, internet and on the facility units/dorms, dining halls and medical clinics.

Goal 2: All facilities shall host special activities to encourage youth to make healthy food choices consistent with the current USDA Dietary Guidelines for Americans.

Activities:

- The Wellness Team in each facility shall work with Education staff and DJS to establish gardens, when resources and land are available (for example, Noyes & MSDE – Gardening for Service Learning Program that instructs students on growing food.)
- The Wellness Team will collaborate with Facility Advisory Board members, facility staff, volunteers and youth to support wellness activities in each facility.
- The Wellness Team shall encourage communication with parents about making healthy food choices by posting the Food of the Month article in visitation areas and encouraging their input on the facility menu.

NUTRITION EDUCATION

Goal 1: Youth will receive nutrition education focused on the skills needed to adopt healthy eating behaviors and lifelong wellness practices.

Activities

- The Career and Technical Education (CTE) curriculum developed by Education Department that is taught in all DJS facility classrooms shall include instruction on healthy eating behaviors.
- The ServSafe certification, a program for safe food handling, may be offered several times during the school year to youth in detention and treatment programs.
- Youth who have specific nutritional needs shall receive individual nutrition counseling by a dietitian. Youth shall be referred by the clinical staff for a dietary consult for conditions that include pregnancy, obesity, iron deficiency, diabetes, chronic disease, jaw fracture, and poor growth or underweight status.

Goal 2: All DJS facility schools will have teachers and food service professionals who participate in professional development activities and are adequately prepared to deliver nutrition education as part of the comprehensive school health education curriculum.

Activities

- All Career and Technical Education (CTE) teachers shall receive annual instruction on current USDA Dietary Guidelines for Americans during a professional development day.
- Food Service professionals receive monthly in-service training on food safety and current nutrition education topics and culinary skills training.

DJS WELLNESS PLAN

PHYSICAL ACTIVITY

Goal 1: Residential Facilities will integrate large muscle activity in order to allow students to accumulate 60 minutes of daily physical activity.

Activities

- All youth at every facility shall participate in physical activity daily under the supervision of a DJS staff unless otherwise ordered by medical staff. A Recreation Specialist shall provide physical activity during regular working hours. On the days that Recreation Specialists are unavailable, a Resident Advisor or designee shall provide the required daily physical activity.
- DJS shall hold Field Days - athletic and intellectual competitions between detention facilities and treatment programs – which are held typically once a month during professional development days.
- Intramural sports shall be held between detention facilities and treatment programs.
- DJS shall hold occasional staff versus youth physical activity/team sport competitions.

Goal 2: DJS Recreation Specialists will participate in continuing education to improve their ability to deliver effectively physical activity and adapted physical activity programs to youth.

Activities

- Recreation Specialists shall receive training from a certified official or coach to deliver rules and regulations effectively for competitive sports to youth, such as soccer, basketball, tennis, or volleyball.

OTHER FACILITY-BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS

Goal 1: DJS Facility staff is encouraged to model healthy eating, physical activity, and overall wellness when supervising youth.

Activities

- Staff shall participate with youth in competitive team sports and other exercise.
- Wellness Teams shall research/develop incentives for staff to encourage healthy eating and activities.
- Direct care employees mandated to supervise youth during meal service shall eat with youth and shall eat only those foods served to youth as part of the planned menus and snacks unless employees have a special dietary need (religious or medical, which have been verified by medical authority).

Goal 2: DJS Health Services staff will promote and participate in wellness activities.

Activities

- DJS Somatic Health Services shall publish the DJS Healthbeat which is a monthly health promotion publication posted on the DJS intranet.
- DJS nursing staff shall participate in facility wellness fairs and exercise events.
- DJS nursing staff shall lead health education groups monthly or upon youth request.
- DJS Somatic Health Services will promote yearly influenza vaccination and influenza prevention for youth and staff by offering annual flu vaccination clinics and posting influenza prevention information at the facilities.
- DJS Health staff including nurses, physicians, substance use counselors, mental health practitioners, dentists, and dietitians shall provide youth with individual care and one-on-one

DJS WELLNESS PLAN

health education counseling on preventative as well as specific health related issues tailored to their age, developmental level, and unique health needs.

- DJS nursing staff shall provide youth who are pregnant with opportunities to view Health Education videos, approved by the DJS Medical Director, on Pregnancy, Breastfeeding, and Parenting.
- DJS Behavioral Health staff shall provide a range of services to youth including holding group sessions on mental health and substance use topics as well as hosting groups held by outside agencies such as Narcotics Anonymous.

IMPLEMENTATION/MONITORING

Goal 1: Adopt and implement a Wellness Plan to support collaboration and focus on total student wellness.

Activities

- Adopt a Wellness Plan that is consistent with the HHFKA and current USDA Dietary Guidelines for Americans.
- Adopt administrative policies/procedures that support the Wellness Plan and activities.
- Develop programming to support the Wellness Plan and activities
- Create a Wellness Team that is representative of the diversity of the student and staff populations.
- Convene a Wellness Team at each facility to monitor the implementation of the Wellness Plan quarterly.
- Wellness Team members shall meet with youth to give them an opportunity to have meaningful input into the development and implementation of school health and wellness activities.
- Apply for dedicated school funds (state or grant) to implement the Wellness Plan.
- Create a plan for the school system to evaluate and report progress on the implementation of the Wellness Plan. DJS Nutrition Staff shall serve as liaison to Wellness Teams and regularly report Nutrition and Wellness issues/implementation to management.

ANNUAL PROGRESS REPORTS & TRIENNIAL ASSESSMENTS

Goal 1: DJS shall publish annual progress reports and triennial assessments.

Activities:

- DJS shall post its Wellness Plan on the DJS website.
- DJS shall post an annual progress report on the DJS website which shall include:
 - A description of each facility's progress in meeting the Wellness Plan goals;
 - Any changes or updates to the Wellness Plan;
 - A summary of each facility's wellness events;
 - A list of all Wellness Plan Teams and contact information for the leader of each Wellness Team; and
 - Information on how individuals, the public and parents can get involved.
- DJS shall assess its Wellness Plan at least annually and no more than every 3 years to determine compliance with federal Wellness Plan guidelines, compare the Plan to model Wellness Plans developed by MSDE, and evaluate the progress made in attaining the goals of the DJS Wellness Plan.

DJS WELLNESS PLAN

FEDERAL NUTRITION PROGRAM INFORMATION

- [Dietary Guidelines for Americans](#)
- [USDA](#)
- [Smart Snacks](#)
- [Smart Snack Infographic](#)

NUTRITION GUIDELINES

- A. Guidelines for all foods available during the school day include:**
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 - a. Be a grain product that contains 50 percent or more whole grains by weight (have a whole grain as the first ingredient); or
 - b. Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
 - c. Be a combination food that contains at least ¼ cup of fruit and/or vegetable; and
 - d. The food must meet all of the nutrient standards for calories, sodium, fats, and sugar.
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 - Sodium
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 - f. Beverages must meet these standards:
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 - Milk: Only low fat (1% or less) and fat-free (skim), flavored or unflavored fluid milk, and/or USDA approved alternative dairy beverages; limit serving size to maximum of 12 fluid ounces.
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DJS Wellness Plan

DJS Office of Clinical Services

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- Post DJS facility menus on the DJS intranet, internet and on the facility units/dorms, dining halls and medical clinics.

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Activities:

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Goal 2: All DJS facility schools will have teachers and food service professionals who participate in professional development activities and are adequately prepared to deliver nutrition education as part of the comprehensive school health education curriculum.

Activities

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DJS WELLNESS PLAN

PHYSICAL ACTIVITY

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Activities

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OTHER FACILITY-BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS

Goal 1: DJS Facility staff is encouraged to model healthy eating, physical activity, and overall wellness when supervising youth.

Activities

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- Direct care employees mandated to supervise youth during meal service shall eat with youth and shall eat only those foods served to youth as part of the planned menus and snacks unless employees have a special dietary need (religious or medical, which have been verified by medical authority).

Goal 2: DJS Health Services staff will promote and participate in wellness activities.

Activities

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- DJS nursing staff shall lead health education groups monthly or upon youth request.
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DJS WELLNESS PLAN

health education counseling on preventative as well as specific health related issues tailored to their age, developmental level, and unique health needs.

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- DJS Behavioral Health staff shall provide a range of services to youth including holding group sessions on mental health and substance use topics as well as hosting groups held by outside agencies such as Narcotics Anonymous.

IMPLEMENTATION/MONITORING

Goal 1: Adopt and implement a Wellness Plan to support collaboration and focus on total student wellness.

Activities

- Adopt a Wellness Plan that is consistent with the HHFKA and current USDA Dietary Guidelines for Americans.
- Adopt administrative policies/procedures that support the Wellness Plan and activities.
- Develop programming to support the Wellness Plan and activities
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ANNUAL PROGRESS REPORTS & TRIENNIAL ASSESSMENTS

Goal 1: DJS shall publish annual progress reports and triennial assessments.

Activities:

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 - Any changes or updates to the Wellness Plan;
 - A summary of each facility's wellness events;
 - A list of all Wellness Plan Teams and contact information for the leader of each Wellness Team; and
 - Information on how individuals, the public and parents can get involved.
- DJS shall assess its Wellness Plan at least annually and no more than every 3 years to determine compliance with federal Wellness Plan guidelines, compare the Plan to model Wellness Plans developed by MSDE, and evaluate the progress made in attaining the goals of the DJS Wellness Plan.

DJS WELLNESS PLAN

FEDERAL NUTRITION PROGRAM INFORMATION

- [Dietary Guidelines for Americans](#)
- [USDA](#)
- [Smart Snacks](#)
- [Smart Snack Infographic](#)