



# **Local School Wellness Policy**

**Updated 1/23/24**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a [Form AD-3027, USDA Program Discrimination Complaint Form](#) (PDF), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: 833-256-1665 or 202-690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

For further information and to participate in the development, implementation, periodic review and updating of the Local Wellness Policy, you can contact the chairperson:

Jake Cashill  
Director of Facilities  
Five Acres  
760 Mountainview Street  
Altadena, CA 91001  
626-798-6793

**This institution is an equal opportunity provider.**

## Contents

Establish goals for physical education .....	5
<b>Minimum requirements for physical education</b> .....	5
<b>Scheduling of physical activities</b> .....	6
<b>Recreation and Behavioral Services</b> .....	6
Establish goals for nutrition promotion .....	7
<b>Dining hall</b> .....	7
<b>Agency wide</b> .....	7
<b>Staff modeling</b> .....	7
Promoting Student Wellness .....	7
<b>Meeting the clients' needs</b> .....	7
<b>Staff participation</b> .....	8
<b>Educational environment</b> .....	8
Agency curriculum .....	8
<b>Building healthy minds and healthy lifestyles</b> .....	8
<b>Activities for lifelong change</b> .....	9
<b>Instructors and staff development</b> .....	9
Nursing staff .....	10
<b>Client relations</b> .....	10
<b>Physician and diets</b> .....	10
<b>Training of staff</b> .....	10
Food available during the school day .....	11
<b>Foods of minimal nutritional value</b> .....	11
<b>Vending machine and campus store policy</b> .....	12
<b>Off campus events</b> .....	13
Food service regulations .....	13
<b>Requirements of the National School Breakfast\Lunch Program</b> .....	13
<b>Offer vs. Served</b> .....	17
<b>Requirements of California Code of Regulation, Title 22</b> .....	17
Local Wellness Committee .....	19
<b>Make-up</b> .....	20
<b>Establishing guidelines for all clients</b> .....	20
Food service offerings .....	20
<b>Age appropriate portions</b> .....	20

<b>Healthy and appealing preparation .....</b>	<b>20</b>
<b>Promoting consumption of fresh fruits and vegetables .....</b>	<b>20</b>
<b>Guiding clients toward a healthy diet .....</b>	<b>21</b>
Atmosphere .....	21
<b>Serving clients in a friendly environment.....</b>	<b>21</b>
<b>Ample time to eat and socialize.....</b>	<b>21</b>
<b>Appealing and comfortable dining facility .....</b>	<b>21</b>
Measuring implementation of the policy .....	22
<b>Monitoring.....</b>	<b>22</b>
<b>Measuring .....</b>	<b>22</b>
<b>Review and inform the public.....</b>	<b>22</b>
<b>Training .....</b>	<b>23</b>

## Establish goals for physical education

### Minimum requirements for physical education

To provide clients with adequate physical activity, Five Acres encourages all clients to participate in regularly scheduled physical activity as well as extra curricular activities. Physical education classes held at the on-campus school are to provide clients with the knowledge of the long-term and short-term benefits of physical activities. Proper stretching and warm-ups should be emphasized throughout the education process.

*California Education Code* section 51210 (7) for grades 1-6 requires:

***Physical education, with emphasis upon the physical activities for the pupils that may be conducive to health and vigor of body and mind, for a total period of time of not less than 200 minutes each 10 schooldays, exclusive of recesses and the lunch period.***

*California Education Code* section 51222 (a) for grades 7-12 requires:

***All pupils, except pupils excused or exempted pursuant to Section 51241, shall be required to attend upon the courses of physical education for a total period of time of not less than 400 minutes each 10 schooldays.***

*California Code of Regulations Title 5, Section 10060* spells out the course content for all high school level curriculums:

***The course of study provides for instruction in a developmental sequence in each of the following areas:***

- 1) Effects of physical activity upon dynamic health.***
- 2) Mechanics of body movement.***
- 3) Aquatics.***
- 4) Gymnastics and tumbling.***
- 5) Individual and dual sports.***
- 6) Rhythms and dance.***
- 7) Team sports.***
- 8) Combatives for boys.***

*California Education Code* section 60800 requires physical fitness testing as follows:

***During the month of February, March, April, or May, the governing board of each school district maintaining any of grades 5, 7, and 9 shall administer to each pupil in those grades the physical performance test designated by the state board. Each pupil with a physical disability and each pupil who is physically***

***unable to take all of the physical performance test shall be given as much of the test as his or her condition will permit.***

Additional regulations for credentialed teachers (*California Education Code Section 44203*) and class size (*California Code of Regulations, Title 5, Section 10060*) also apply.

The California Department of Education *Physical Education Model Content Standards for California Public Schools: Kindergarten through Grade Twelve* outlines the essential skills and knowledge that all students need for maintaining a physically active lifestyle. The five overarching standards state that students should:

1. Demonstrate motor skills and movement patterns needed to perform a variety of physical activities.
2. Demonstrate knowledge of movement concepts, principles, and strategies as they apply to learning and performing physical activities.
3. Assess and maintain a level of physical fitness to improve health and performance.
4. Demonstrate knowledge of physical fitness concepts, principles, and strategies to improve health and performance.
5. Demonstrate and utilize knowledge of psychological and sociological concepts, principles, and strategies as applied to learning and performing physical activities.

[Back to top](#)

### **Scheduling of physical activities**

All clients in our Educational Enrichment Program (EEP) should have at least 40 minutes a day of supervised recess, preferably outdoors, during which staff should encourage moderate-to-vigorous physical activity, including the provision of space and equipment.

The EEP should discourage extended periods (i.e., periods of two or more hours) of inactivity. For example, when activities such as mandatory school wide testing necessitate that students remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

[Back to Top](#)

### **Recreation and Behavioral Services**

The Residential Department is responsible for scheduling and supervising all afterschool, weekend and holiday activities. The activities are available to all eligible clients. Five Acres offers a range of activities that meet the needs, interests and abilities of all clients wishing to participate. Trained and knowledgeable staff will be present during all recreational activities.

[Back to Top](#)

## Establish goals for nutrition promotion

### **Kitchen**

The Kitchen will promote nutrient rich foods by showcasing these items prominently and attractively. Items will be highlighted on the weekly menu for easy recognition. Fresh fruits and vegetables will also be encouraged by staff.

[Back to Top](#)

### **Agency wide**

Healthy dining will be promoted agency-wide through the use of colorful posters and nutritional awareness pamphlets. These postings will be updated periodically to offer a variety of messages for the clients.

[Back to Top](#)

### **Staff modeling**

Product availability and menu promotion can only go so far. Clients react to what they see around them. It is imperative that staff dining with the clients model healthy eating practices at all times. Staff should make healthy menu selections and encourage clients to do the same.

[Back to Top](#)

## Promoting Student Wellness

### **Meeting the clients' needs**

Five Acres provides a safe and healthy environment that supports health literacy and successful learning and ensures that clients are physically and emotionally safe. In addition to physical safety, the environment should reflect a sense of community and mutual support among staff and clients. Physical activities are promoted through the Residential department. Healthy eating is promoted through nutrition awareness postings and healthy menu planning in the dining hall. Proper portion sizes and eating habits are introduced by the dining staff and modeled by the childcare workers. And the health services staff monitor the progress being made through objective measuring tools.

Clients have access to credentialed agency counselors and psychologists who provide students with support and assistance in making healthy decisions, managing emotions, and

coping with crises. (Disordered eating behaviors, including obesity, are often related to mental, emotional, and social problems, and overweight clients may suffer from low self-esteem and/or be the target of bullying.)

Meals are presented in a clean and healthy environment. Clients are presented with a variety of nutritious options served in healthy portion sizes. Ample time is allotted to allow clients to consume meals without being rushed.

Food and drink shall not be used as a reward or punishment for behavior. There are many disadvantages to using food as a reward:

- a. It undermines the nutritional education being taught at the agency
- b. It encourages the over-consumption of foods high in added sugar and fat
- c. It teaches clients to eat when they are not hungry as a means of self-reward

[Back to the Top](#)

### **Staff participation**

Staff is encouraged to participate in physical activities with the clients. Staff wellness should be supported by the agency so that they can serve as role models to the clients.

Staff members should be positive role models to the clients. Role modeling should include encouraging clients to try new food as well as promoting the consumption of fresh fruits and vegetables. Staff is also encouraged to lead healthy cooking classes in the cottages.

[Back to the Top](#)

### **Educational environment**

Education is a part of everyday life at the agency. Physical education takes part during time spent with the EEP and after school hours through the Rehab/Recreation services department. Nutritional and Health education is offered via one-on-one discussions with cottage, Clinical, Case Management or infirmary staff.

Targeted handouts, colorful brochures and postings help to promote nutritional awareness among the clients.

[Back to the Top](#)

## **Agency curriculum**

### **Building healthy minds and healthy lifestyles**

The ultimate goal of health education is to foster and promote health literacy. Clients must comprehend a set of core health concepts and develop skills to apply that knowledge in



their own personal behavior and environment. Achievement should be assessed by strategies that measure knowledge, behavior, and skill development and support critical thinking.

[Back to the Top](#)

### **Activities for lifelong change**

It is recommended that the following objectives, which are based on the expectations of what clients should know and are able to apply to their nutrition-related behavior, serve as the foundation for all nutrition education offered. Clients should:

- i. Demonstrate ways in which they can enhance and maintain their nutrition-related health and well-being, using knowledge based on current recommendations, goal setting skills, and decision making skills.
- ii. Understand and demonstrate behaviors that prevent disease and speed recovery from illness, based on concepts and self-management skills related to diet, physical activity, and safe food handling
- iii. Analyze the influence of culture, media, technology, and other factors on their decisions related to nutrition, physical activity, and lifestyle choices.
- iv. Understand and demonstrate how to play a positive, active role in promoting the nutrition-related health, including healthful food and beverage choices, of their families, peers, and the community through advocacy and interpersonal communication skills.
- v. Understand and accept individual differences in growth and development and the relationship between the human body and nutrition.
- vi. Identify information, products, and services that may be helpful or harmful to their health and demonstrate the ability to access valid nutrition information and health-promoting products and services.
- vii. Explore the various food, agriculture, and nutrition-related careers as vocational options.

[Back to the Top](#)

### **Instructors and staff development**

The safety of all clients remains the focus of Five Acres. As such, all personnel working for the agency directly with clients must obtain and maintain the appropriate credential, certification or training required to fulfill their job function.

Additionally, the agency will make all possible efforts to provide employees with access to continuing education within their field. Maintaining the most up-to-date standards, curriculum, techniques and tools to promote client wellness is the desire of the agency.

Staff development should include training and/or certification for food service personnel at their various levels of responsibility, including safe food handling, nutrition education,

and recognition of the signs, symptoms, and appropriate responses to severe food allergy reactions.

[Back to the Top](#)

## Nursing staff

### **Client relations**

Clients' weight should be taken once a month for monitoring purposes. The weight is recorded in each client's chart. A master record is kept for the entire year. All results are made available to case managers and therapists as requested. Excessive weight loss/gain will be monitored through weigh-ins and lab work. Therapists and case managers are made aware and kept up-to-date on weight issues. Residential staff, mental health director, residential director and social workers are advised as to the current status.

[Back to the Top](#)

### **Physician and diets**

Visits to local agency-approved physicians are available on a regularly scheduled basis or accessible by phone at all times. Written orders for specific diet changes come directly from these physicians. Any diet orders are then communicated to the residential director, the client's cottage staff and the kitchen staff. Cottage staff as well as the kitchen staff may be asked to monitor the eating habits without making the client aware.

If excessive weight loss is the problem, the Health Service Department will be advised. The Health Service Department may consult with the client and order lab work to determine the reasons behind the weight loss. If weight loss is due to eating habits, the cottage staff will be notified for discussion and to make the entire staff aware.

The director of Residential and therapists discuss weight issues as well as self-esteem issues with the clients. Ideas for changing eating habits can be discussed in private with the clients.

[Back to the Top](#)

### **Training of staff**

The ideas behind the Wellness Policy are advertised with posters and in agency-wide communications. Staff are asked to lead by example. Correct portioning of food items is emphasized at all times. An "open door policy" that encourages staff to ask questions, voice their concerns, and work on a common solution remains in effect. All staff are encouraged to notify the kitchen of any special requests for diet changes as well as new food ideas.

[Back to the Top](#)

## Food available during the school day

### **Foods of minimal nutritional value**

In general, the USDA prohibits the sale of foods of minimal nutritional value (FMNV) (e.g., carbonated beverages [with some exceptions], water ices, chewing gum, and candies made predominantly from sugar and corn syrup) during meal periods anywhere reimbursable meals are sold or eaten. To the extent that agencies lack a cafeteria or clients eat their reimbursable meals anywhere on campus, FMNV may not be sold anywhere on the campus during the meal period.

*California Education Code* section 49431 governs that in elementary schools:

***(1) From one-half hour before the start of the schoolday to one-half hour after the schoolday, at each elementary school, the only food that may be sold to a pupil are full meals, individually sold dairy or whole grain foods, and individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, vegetables that have not been deep fried, and legumes.***

***(2) An individually sold dairy or whole grain food item, and individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, vegetables that have not been deep fried, and legumes may be sold to pupils at an elementary school, except food sold as part of a USDA meal program, if they meet all of the following standards:***

***(A) Not more than 35 percent of its total calories shall be from fat. This subparagraph shall not apply to individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, vegetables that have not been deep fried, or legumes.***

***(B) Not more than 10 percent of its total calories shall be from saturated fat. This subparagraph shall not apply to eggs or cheese packaged for individual sale.***

***(C) Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugar. This subparagraph shall not apply to fruit or vegetables that have not been deep fried.***

***(D) Not more than 175 calories per individual food item.***

***(b) An elementary school may permit the sale of food items that do not comply with subdivision (a) as part of a school fundraising event in either of the following circumstances:***

***(1) The sale of those items takes place off of and away from school premises.***

***(2) The sale of those items takes place on school premises at least one-half hour after the end of the schoolday.***

***(c) It is the intent of the Legislature that the governing board of a school district annually review its compliance with the nutrition standards described in this section and Section 49431.5.***

California Education Code section 49431.2 governs that in middle and high schools:

***(a) From one-half hour before the start of the schoolday to one-half hour after the schoolday, snacks sold to a pupil in middle school or high school, except food served as part of a USDA meal program, shall meet all of the following standards:***

***(1) Not more than 35 percent of its total calories shall be from fat. This paragraph does not apply to the sale of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried, or legumes.***

***(2) Not more than 10 percent of its total calories shall be from saturated fat. This paragraph does not apply to eggs or cheese packaged for individual sale.***

***(3) Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugars. This paragraph does not apply to the sale of fruits or vegetables that have not been deep fried.***

***(4) No more than 250 calories per individual food item.***

***(b) From one-half hour before the start of the schoolday to one-half hour after the schoolday, entrée items sold to a pupil in middle school or high school, except food served as part of a USDA meal program, shall contain no more than 400 calories per entrée, and shall contain no more than 4 grams of fat per 100 calories contained in each entrée.***

***(c) A middle school or high school may permit the sale of food items that do not comply with subdivision (a) or (b) in any of the following circumstances:***

***(1) The sale of those items takes place off of and away from school premises.***

***(2) The sale of those items takes place on school premises at least one-half hour after the end of the schoolday.***

***(d) It is the intent of the Legislature that the governing board of a school district annually review its compliance with the nutrition standards described in this section.***

[Back to the Top](#)

## Vending machine

Vending machines located on the agency property remain off limits for client use. Vending machines are strictly for staff use only.

[Back to the Top](#)

## Off campus events

All off campus events to be scheduled during meal times will include a healthy packed lunch for clients. The meals will be prepared according to a predetermined nutrient balanced menu that meets the required RDA’s of nutrients and target goals set by the National School Lunch Program. The packed meal will be in lieu of the regularly planned meal. All meals are to be received from kitchen by staff members. Meals are to be counted and distributed to clients by supervising staff members.

[Back to the Top](#)

## Food service regulations

### Requirements of the National School Breakfast\Lunch Program

The dining service program at our agency meets all of the requirements of the National School Breakfast\Lunch Program. Section 2 of the National School Lunch Act (42 U.S.C. 1751) defines the purpose of the program as follows:

*“It is declared to be the policy of Congress, as a measure of national security, to safeguard the health and well-being of the Nation’s children and to encourage the domestic consumption of nutritious agricultural commodities and other food, by assisting the States, through grants-in-aid and other means, in providing an adequate supply of food and other facilities for the establishment, maintenance, operation, and expansion of nonprofit school lunch programs.”*

School lunches must meet the recommended Dietary Guidelines for Americans. The Code of Federal Regulations, Title 7 (Agriculture) Sections 220.8(b) and 210.10(b) outlines the specific nutritional requirements for breakfast and lunch.

	Breakfast meal pattern		
	Grades K-5	Grades 6-8	Grades 9-12
Meal pattern	Amount of food <sup>a</sup> per week		
	(Minimum per day)		
Fruits (cups) <sup>b c</sup>	5 (1)	5 (1)	5 (1)
Vegetables (cups) <sup>b c</sup>	0	0	0
Dark green	0	0	0
Red/Orange	0	0	0
Beans and peas (legumes)	0	0	0

Starchy	0	0	0
Other	0	0	0
Grains (oz eq) <sup>d</sup>	7-10 (1)	8-10 (1)	9-10 (1)
Meats/Meat Alternates (oz eq) <sup>e</sup>	0	0	0
Fluid milk <sup>f</sup> (cups)	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>			
Min-max calories (kcal) <sup>g h</sup>	350-500	400-550	450-600
Saturated fat (% of total calories) <sup>h</sup>	<10	<10	<10
Sodium (mg) <sup>h i</sup>	≤430	≤470	≤500
<i>Trans</i> fat <sup>h j</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving.		

1. Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is 1/8 cup.
2. One quarter cup of dried fruit counts as 1/2 cup of fruit; 1 cup of leafy greens counts as 1/2 cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.
3. Beginning July 1, 2014 (SY 2014-2015) schools must offer 1 cup of fruit daily and 5 cups of fruit weekly. Vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or “Other vegetables” subgroups, as defined in 210.10(c)(2)(iii).
4. Beginning July 1, 2013 (SY 2013-2014), at least half of grains offered must be whole-grain-rich and schools must meet the grain ranges. Schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met. By July 1, 2014 (SY 2014-15) all grains must be whole-grain-rich.
5. There is no meat/meat alternate requirement.
6. Beginning July 1, 2012 (SY 2012-2013) all fluid milk must be low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored).
7. Beginning July 1, 2013 (SY 2013-2014), the average daily calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).
8. Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, *trans* fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.
9. Final sodium targets must be met no later than July 1, 2022 (SY 2022-2023). The first intermediate targets must be met no later than July 1, 2014 (SY 2014-2015) and the second intermediate targets must be met no later than July 1, 2017 (SY 2017-2018).

Age/grade group	Baseline: average current sodium levels as offered <sup>1</sup> (mg)	Target 1: July 1, 2014 SY 2014-2015 (mg)	Target 2: July 1, 2017 SY 2017-2018 (mg)	Final Target: July 1, 2022 SY 2022-2023 (mg)
<b>School Breakfast Program</b>				
K-5	573 (elementary)	≤540	≤485	≤430
6-8	629 (middle)	≤600	≤535	≤470
9-12	686 (high)	≤640	≤570	≤500

Meal pattern	Lunch meal pattern		
	Grades K-5	Grades 6-8	Grades 9-12
Amount of food <sup>a</sup> per week			
(minimum per day)			
Fruits (cups) <sup>b</sup>	2 1/2 (1/2)	2 1/2 (1/2)	5 (1)
Vegetables (cups) <sup>b</sup>	3 3/4 (3/4)	3 3/4 (3/4)	5 (1)
Dark green <sup>c</sup>	1/2	1/2	1/2
Red/Orange <sup>c</sup>	3/4	3/4	1 1/4
Beans and peas (legumes) <sup>c</sup>	1/2	1/2	1/2
Starchy <sup>c</sup>	1/2	1/2	1/2
Other <sup>c d</sup>	1/2	1/2	3/4
Additional Veg to Reach Total <sup>e</sup>	1 <sup>e</sup>	1 <sup>e</sup>	1 1/2 <sup>e</sup>
Grains (oz eq) <sup>f</sup>	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) <sup>g</sup>	5 (1)	5 (1)	5 (1)
<b>Other Specifications: Daily Amount Based on the Average for a 5-Day Week</b>			
Min-max calories (kcal) <sup>h</sup>	550-650	600-700	750-850
Saturated fat (% of total calories) <sup>h</sup>	<10	<10	<10
Sodium (mg) <sup>h i</sup>	≤640	≤710	≤740
<i>Trans</i> fat <sup>h</sup>	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving.		

- a. Food items included in each group and subgroup and amount equivalents. Minimum creditable serving is 1/8 cup.
- b. One quarter-cup of dried fruit counts as 1/2 cup of fruit; 1 cup of leafy greens counts as 1/2 cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.
- c. Larger amounts of these vegetables may be served.
- d. This category consists of “Other vegetables” as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, the “Other vegetables” requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).
- e. Any vegetable subgroup may be offered to meet the total weekly vegetable requirement.
- f. Beginning July 1, 2012 (SY 2012-2013), at least half of grains offered must be whole grain-rich. Beginning July 1, 2014 (SY 2014-15), all grains must be whole grain-rich.
- g. Beginning July 1, 2012 (SY 2012-2013), all fluid milk must be low-fat (1 percent or less, unflavored) or fat-free (unflavored or flavored).
- h. Discretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent are not allowed.
- i. Final sodium targets must be met no later than July 1, 2022 (SY 2022-2023). The first intermediate target must be met no later than SY 2014-2015 and the second intermediate target must be met no later than SY 2017-2018. See required intermediate specifications in §210.10(f)(3).
- j. (3) Sodium. Schools lunches offered to each age/grade group must meet, on average over the school week, the levels of sodium specified in the following table within the established deadlines:

National school lunch program		Sodium reduction: Timeline & amount		
Age/grade group	Baseline: Average current sodium levels in meals as offered <sup>1</sup> (mg)	Target 1: July 1, 2014 (SY 2014-2015) (mg)	Target 2: July 1, 2017 (SY 2017-2018) (mg)	Final Target: July 1, 2022 (SY 2022-2023) (mg)
K-5	1,377 (elementary)	≤1,230	≤935	≤640
6-8	1,520 (middle)	≤1,360	≤1,035	≤710
9-12	1,588 (high)	≤1,420	≤1,080	≤740

In order to verify that requirements are met we utilize information from the USDA and US Foods to analyze all menus served in the facility. The program builds from ingredients to



recipes to menus to verify if the energy, fat and sodium targets are being met. This meal pattern is titled Food Based Menu Planning approach.

[Back to the Top](#)

### **Offer vs. Served**

Along with the Food Based Menu Planning approach we also practice the Offer versus Served approach, which is a provision that allows clients to decline some of the menu items offered and still allow the meal to be reimbursable. The concept is to present the clients with options in their dining selection. By allowing clients to make healthy choices today, we will be instilling the practice for a lifetime of healthy menu decision-making.

[Back to the Top](#)

### **Requirements of California Code of Regulation, Title 22**

Additional food service regulations are addressed on the *California Code of Regulations, Title 22, Division 6, Chapter 1, Article 6, Section 80076* as follows:

- 1. All food shall be safe and of the quality and in the quantity necessary to meet the needs of the clients. Each meal shall meet at least 1/3 of the servings recommended in the USDA Basic Food Group Plan - Daily Food Guide for the age group served. All food shall be selected, stored, prepared and served in a safe and healthful manner.**
- 2. Where all food is provided by the facility, arrangements shall be made so that each client has available at least three meals per day.**
  - a. Not more than 15 hours shall elapse between the third meal of one day and first meal of the following day.**
- 3. Where meal service within a facility is elective, arrangements shall be made to ensure availability of a daily food intake meeting the requirements of (a)(1) above for all clients who, in their admission agreement, elect meal service.**
- 4. Between meal nourishment or snacks shall be available for all clients unless limited by dietary restrictions prescribed by a physician.**
- 5. Menus shall be written at least one week in advance and copies of the menus as served shall be dated and kept on file for at least 30 days. Menus shall be made available for review by the clients or their authorized representatives and the licensing agency upon request.**
- 6. Modified diets prescribed by a client's physician as a medical necessity shall be provided.**
  - a. The licensee shall obtain and follow instructions from the physician or dietitian on the preparation of the modified diet.**
- 7. Commercial foods shall be approved by appropriate federal, state and local authorities. All foods shall be selected, transported, stored, prepared and served so as to be free from contamination and spoilage**

*and shall be fit for human consumption. Food in damaged containers shall not be accepted, used or retained.*

- 8. Where indicated, food shall be cut, chopped or ground to meet individual needs.*
- 9. Powdered milk shall not be used as a beverage but shall be allowed in cooking and baking. Raw milk, as defined in Division 15 of the California Food and Agricultural Code shall not be used. Milk shall be pasteurized.*
- 10. Except upon written approval by the licensing agency, meat, poultry and meat food products shall be inspected by state or federal authorities. Written evidence of such inspection shall be available for all products not obtained from commercial markets.*
- 11. All home canned foods shall be processed in accordance with standards of the University of California Agricultural Extension Service. Home canned foods from outside sources shall not be used.*
- 12. If food is prepared off the facility premises, the following shall apply:*
  - a. The preparation source shall meet all applicable requirements for commercial food services.*
  - b. The facility shall have the equipment and staff necessary to receive and serve the food and for cleanup.*
  - c. The facility shall maintain the equipment necessary for in-house preparation, or have an alternate source for food preparation, and service of food in emergencies.*
- 13. All persons engaged in food preparation and service shall observe personal hygiene and food services sanitation practices which protect the food from contamination.*
- 14. All foods or beverages capable of supporting rapid and progressive growth of microorganisms which can cause food infections or food intoxications shall be stored in covered containers at 45 degrees F (7.2 degrees C) or less.*
- 15. Pesticides and other similar toxic substances shall not be stored in food storerooms, kitchen areas, food preparation areas, or areas where kitchen equipment or utensils are stored.*
- 16. Soaps, detergents, cleaning compounds or similar substances shall be stored in areas separate from food supplies.*
- 17. All kitchen, food preparation, and storage areas shall be kept clean, free of litter and rubbish, and measures shall be taken to keep all such areas free of rodents, and other vermin.*
- 18. All food shall be protected against contamination. Contaminated food shall be discarded immediately.*
- 19. All equipment, fixed or mobile, dishes, and utensils shall be kept clean and maintained in safe condition.*
- 20. All dishes and utensils used for eating and drinking and in the preparation of food and drink, shall be cleaned and sanitized after each usage.*

- a. Dishwashing machines shall reach a temperature of 165 degrees F (74 degrees C) during the washing and/or drying cycle to ensure that dishes and utensils are cleaned and sanitized.*
  - b. Facilities not using dishwashing machines shall clean and sanitize dishes and utensils by an alternative comparable method.*
- 21. Equipment necessary for the storage, preparation and service of food shall be provided, and shall be well-maintained*
- 22. Tableware and tables, dishes, and utensils shall be provided in the quantity necessary to serve the clients.*
- 23. Adaptive devices shall be provided for self-help in eating as needed by clients.*

## Local Wellness Committee

### Members

The Local Wellness Committee is a made up of key members of the agency. The members of the Wellness Committee include:

- 1) Jake Cashill, Director of Facilities. (Chair of the committee)
- 2) Jennifer Berger, Chief Advancement Officer
- 3) Athena Asklipiadis, Database Coordinator
- 4) Doncella Mumolo, Division Director, Community Based
- 5) Cheri Noone, Quality Assurance Clinician

### Advisers

- 6) Carlos Rosas, Chef/Food Services Manager;
- 7) Claudia Rice, Division Director of Residential
- 8) Shamara Long, Head of Health Services

Meetings are held once a month on the 4<sup>th</sup> Monday of the month, via Zoom. Meeting times and agendas are posted on our internal Outlook calendar, our internal Sharepoint dashboard and via All-Agency Wednesday Wellness Committee emails.

In addition, staff convene a Kids Voice and Choice Council with our Residential clients once a month, where topics include food, health and recreation.

For further information and to become involved with the Local Wellness Committee you can contact the chairperson;

### **Five Acres Wellness Committee Chairperson and contact information:**

Jake Cashill  
Director of Facilities

760 Mountainview Street  
Altadena, CA 91001  
626-798-6793

### **Establishing guidelines for all clients**

The group is to meet at a minimum of annually to discuss health and weight issues of the clients. Food issues and concerns of weight gain/loss is the focus at these meetings. With key members of the facility's staff the many issues addressed include: health education in the school, recreational plans for after school and weekends, implementation of new policies and review findings from previous policy changes. New policies presented in front of the facility board are reviewed before implementation.

[Back to the Top](#)

## **Food service offerings**

### **Age appropriate portions**

All clients are provided with age appropriate servings as per the "Dietary Guidelines for Americans." Full access to vegetables, fresh soup of the day, fresh fruit and salad leads to healthier choices in life. Five Acres has opted to limit to one serving of the following items: entrée, starch side dish and dessert. No client shall go hungry. Vegetarian items made available to clients per request of cottage staff/nurse.

[Back to the Top](#)

### **Healthy and appealing preparation**

On our Residential campus, the word "food" in food service means freshly prepared food, not convenience frozen entrees. With few exceptions, we prepare everything fresh daily. All ingredients are purchased from a reliable supplier. Local fresh fruits and vegetables are purchased when available. Oven baking is the preferred method of preparing foods over frying. Client menu suggestions are encouraged. Appealing colors and textures incorporated into recipes provide for a visually pleasant dining experience.

[Back to the Top](#)

### **Promoting consumption of fresh fruits and vegetables**

Fresh produce is an essential component of a healthy diet. Fresh fruits and vegetables are interwoven throughout our menu planning philosophy and are available to all clients at all

times. By offering a variety of fresh produce through creative and appealing preparation techniques we build a lifelong habit of healthy consumption.

[Back to the Top](#)

### **Guiding clients toward a healthy diet**

Clients base decisions on the options available. The challenge in the dining service department is to make these options healthy and attractive. By providing clients with the options outlined above we are making the healthy decision making process a reality. With staff support, many clients are encouraged to grab piece of fresh fruit before and after consumption of main entrée.

[Back to the Top](#)

## **Atmosphere**

### **Serving clients in a friendly environment**

Clients are greeted in a friendly and inviting way. A family-style atmosphere provides the clients with a comfortable setting to enjoy their meals. All clients are informed of menu items and their choices. Clients are encouraged to try new items they may not have experienced before. Healthy choices provide ways to complete the dining experience.

[Back to the Top](#)

### **Ample time to eat and socialize**

Clients are allotted enough time to enjoy their meals in a family-like setting. Clients sit amongst their fellow cottage-mates and socialize during the meal service. We ask clients to encourage peers to try new menu items. Many clients new to the facility may not have experienced some of the menu items.

[Back to the Top](#)

### **Appealing and comfortable dining facility**

Clients are provided a comfortable and healthy food oriented dining facility in which to consume their meals. Clients sit at tables that allow for casual conversation and enjoyment of meals. The cottage dining rooms are cleaned after each meal and the chairs and tables reorganized for maximum comfort.

[Back to the Top](#)

## Measuring implementation of the policy

### **Monitoring**

The Wellness Committee should be involved in establishing the goals for the School Wellness Policy, success indicators, reporting methodology, and frequency of reporting to the agency.

The chairperson of the Wellness Committee should recommend for agency approval specific quality indicators used to measure the implementation of the policy (e.g., nutrient analysis of school meals, feedback from school food service personnel, administrators, members of the nursing staff, child care workers, and other appropriate persons).

The chairperson of the Wellness Committee should ensure universal compliance with the adopted Wellness Policy. Food service staff and other members of the Wellness Committee should provide continued assistance in ensuring policy compliance.

The chairperson of the Wellness Committee should report every year on Wellness Policy compliance to the agency, parent/teacher organizations, school administrators, and the school health services department. All of these stakeholders should be informed of the findings related to policy compliance.

**The chairperson of the Wellness Committee will ensure the latest revision of the Wellness Policy is available in the dining hall and reception area of Main Campus and on the agency's website. It will be clearly indicated that the general public may participate in the Wellness Policy process and will provide instructions on who to contact to do so.**

[Back to the Top](#)

### **Measuring**

Every department should conduct a baseline assessment of nutrition and physical activity programs and policies, which is compiled by the chairperson of the Wellness Committee and used to set priorities.

### **Review and inform the public**

The agency should repeat its nutrition and physical activity assessment at least every year to determine compliance and progress toward implementation of the adopted school Wellness Policy and to set new priorities.

As necessary, the Wellness Policy should be revised to address changes in state and federal law as well as areas in need of improvement.

The revised Wellness Policy as well as a recap of the assessment is to be posted on the agency website following the annual review.

[Back to the Top](#)

### **Training**

The agency should provide appropriate and continuing professional development that is supportive of the adopted Wellness Policy to food service personnel and other staff members of the Wellness Committee.

[Back to the Top](#)