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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_JOB CORPS CENTER** | | | |
| **STANDARD OPERATING PROCEDURES** | SOP No.: | Effective Date: | Page No.:  1 of |
| Approval: | | |
| Title: **Healthy Eating and Active Lifestyles Standard Operating Procedure**  **PRH reference #** 3.18,R2; 6.7, R1; 6.11 R8 | | | |

1. **Purpose**

To outline the center’s Healthy Eating and Active Lifestyles (HEALs) program.

1. **Policy**

**Recreation (3.18 R2)**

***Recreational Activities***

Centers shall provide a wide variety of activities open to all students. Activities must include options that allow for stress reduction and mind/body connection. Activities:

a. Must include but are not limited to:

* Group fitness classes
* Individual fitness activities
* Organized sports
* Exercise groups or clubs

**Food service (6.7 R1)**

***Food and Nutrition***

Centers shall provide food services to students, to include:

a. Meal service

* 1. Provide three meals per day, except on holidays and weekends, when two meals are acceptable. In lieu of the third meal, healthy snacks shall be available to students on weekends and holidays.
* 2. No more than 14 hours shall elapse between meal services.
* 3. Meals shall be planned using a minimum of a 28-day cycle cafeteria menu.
* 4. Meal service shall be consistent with schedules for work-based learning, off-center activities, late arrivals, etc.

b. Food options

* 1. Students shall receive a minimum of two choices of meat or non-meat protein sources at both lunch and supper.
* 2. Students shall receive a minimum of the following daily:
  + (a) Five choices of fresh or frozen vegetables and/or fruits.
  + (b) Four servings of grain products.
  + (c) Low-fat and/or fat-free milk and dairy alternatives and water shall be available at all meals.
* 3. Centers shall offer meals and food items that meet the dietary needs and desires of a diverse population, including ethnic, vegetarian, and low-fat alternatives.

c. Nutrition

* 1. Meals shall reflect the definition of a “Healthy Diet” as described in The Dietary Guidelines for Americans. Meals shall:
  + (a) Emphasize fruits, vegetables, whole grains, fat-free or low-fat milk and milk products, and dairy alternatives.
  + (b) Include lean meats, poultry, fish, beans, eggs, and nuts.
  + (c) Be low in saturated fats, trans fats, cholesterol, salt (sodium), and added sugars.
* 2. Portion sizes shall reflect recommendations set forth in The Dietary Guidelines for Americans.
* 3. Foods of Minimal Nutritional Value (FMNV) as defined in Appendix B of 7 CFR Part 210 may be available to students in the cafeteria on a limited basis. Students may be given the option to purchase FMNV through vending machines or student store.

***Healthy Eating and Active Lifestyles (6.11 R8)***

Centers shall provide students with an environment that supports healthy eating and active lifestyles, and provide students with education and experiences that promote lifelong health and physical well-being. At a minimum, this program shall include the following components:

1. Planning

* Establish a Healthy Eating and Active Lifestyles Committee to oversee and coordinate this program. At a minimum, this committee shall include the Health and Wellness Manager, Food Services Manager/Supervisor, Recreation Supervisor or Specialist, TEAP Specialist, Residential Manager, and student representative.
* Incorporate student interests and preferences when planning activities.
* Demonstrate collaboration between various departments on center.

1. Environment

* Provide a variety of fitness activities open to all students, as outlined in Section 3.18, R2.
* Provide healthy eating selections and limit non-nutritious eating selections, as outlined in Section 6.7, R1.

1. Education and counseling

* Provide educational activities and materials to all students that support regular physical activity, nutrition, and achieving a healthy weight, as outlined in Section 3.17.
* Provide individualized weight management programming and/or counseling. Student participation in this program is highly recommended.
* Incorporate motivational interviewing and goal setting at student’s level of readiness for change.

1. Assessment

* 1. Document, monitor, and assess program.

1. **Procedure** *In this section provide details on tasks, goals, and responsibilities. This section should answer “How does our center meet policy requirements?” and should not simply reiterate policy requirements.* 
   1. Who is on the committee? *Example: The committee includes all required members, plus .*
   2. When/how often does the committee meet? *Example: The committee meets for a healthy lunch on the second Friday of each month.*
   3. What are the short-term and long-term goals for this program? What is the plan for attaining these goals? How do we keep track of progress? *Example: The committee is striving to implement all policy recommendations. After policy recommendations are complete, the center will become a “Grade A Center” using Making the Grade. Each member of the committee is responsible for earning at least three additional points on the Making the Grade assessment each month.*
   4. How do committee members stay up-to-date on relevant information? Webinars? Review the HEALs and Food Service websites on the Job Corps Community Website? Outside continuing education? Summer/winter break trainings? *Example: All committee members should attend two trainings each year. These trainings may be Job Corps sponsored or offered through an outside organization. These trainings count toward the required five hours of professional development.*
   5. How are duties divided (be specific, do not reiterate policy)?
      1. *Example: the Food Service Manager meets with the Student Food Service Committee monthly; reviews Small, Moderate, and Large-Scale Changes checklists on Food and Nutrition Website monthly and revises goals for change*
      2. *Example: The Recreation Manager and Recreation Specialist assess student needs quarterly and plan activities according to student requests; the department hosts fitness competitions quarterly; the department displays bulletin boards about fitness trends and information and changes information monthly*
      3. *Example: The Dental Hygienist discussing healthy eating and oral health with every student during their appointment.*
   6. How often does the committee plan special events (e.g., field days, healthy cookouts, races) to keep the program fresh? *Example: Each quarter the committee hosts a special event. Students are asked for input when planning the event.*
   7. What role does the committee have in addressing menus/available foods? *Example: The committee is responsible for providing suggestions to the Food Service Manager on integrating healthy menu items and snacks. The committee members, especially the students involved on the committee, are responsible for sharing suggestions from students. Once a year, at the July meeting, the Food Service Manager brings sample menus to the meeting so the committee members can provide feedback and suggestions.*
   8. What role does the committee have in addressing recreation activities? *Example: Committee members offer suggestions for ongoing classes and special events. Each committee member is also responsible for helping to coordinate one monthly event with the recreation staff each year. The committee member can either lead the activity (e.g., a walking or jogging group), can organize a center-wide event (e.g., a race for charity), or can coordinate services with an outside resource (e.g., a yoga instructor).*
   9. How is student input gathered and utilized in the program? *Example: Student input is gathered twice a year using the tools found in the “Assessing Your Center” part of the HEALs webpage. Additionally, the Health and Wellness Center gathers suggestions from the Student Health and Wellness Committee and the Food Service Manager gathers suggestions from the Student Food Service Committee.*
   10. What weight management programs are offered?/Who is responsible for providing weight management programming? *Example: Weight management program is initiated in the Health and Wellness Center. All students with a BMI over 25 receive brief weight management counseling using motivational interviewing techniques by the nurse in charge of lifestyle management. All students are invited to join the Lose It! Club, which is hosted by the recreation center. The club includes physical activity, activities to teach healthy eating, and cooking classes.*
   11. How are goal setting and motivational interviewing used in the program? *Example: The nurse responsible for lifestyle management and the Recreation Specialist have both received motivational interviewing training. The nurse meets with all students with a BMI over 25 on initial intake and helps move them toward a healthier path by using a non-judgmental approach, open-ended questions, and goal setting. Students are invited to make follow up appointments with the nurse. If a student wishes to join the Lose It! Club, the Recreation Specialist meets with him or her. During this meeting, the student completes the Goal Setting worksheet on the HEALs webpage. The Recreation Specialist meets with students on a regular basis to update progress and goals.*
   12. How does the committee monitor and evaluate the program? *Example*: *The committee 1) uses the Making the Grade template available on the Evaluating Your Program page on the Healthy Eating and Active Lifestyles website, 2) uses BMI in CIS to track weight change, 3) brainstorms what worked, what didn’t work, what could have been better.*
   13. How is HEALs integrated into CDSS? *Example: Students receive information during orientation and through CPP. Components from the Student Education Curriculum on the HEALs website are delivered by an instructor during CDP. Students are offered optional cooking classes during CTP. Students are encouraged to participate in events throughout their stay in Job Corps.*
   14. How are students exercise, nutrition, and weight management needs assessed? How are students referred throughout the center based on their needs? *Student needs are ascertained in the Health and Wellness Center using the intake form found on the HEALs website. A nurse meets with each student to discuss healthy lifestyle choices. A form is found on the center intranet to refer students to other departments for additional support.*
   15. What outside resources does the center rely upon for education and specialty programming? *Example: The center has an MOU with the county recreation center. They provide an instructor for a specialty class once a month.*