

May 12, 2011

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 10-15 AND RELATED PAG CHANGES</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** EDNA PRIMROSE  
National Director  
Office of Job Corps

**SUBJECT:** PRH Chapter 3, Section 3.18; Exhibit 5-4; Chapter 6, Sections 6.7 and 6.11: Recreational Activities, Food Service, and New Healthy Eating and Active Lifestyles Program

1. Purpose. To revise requirements in the Job Corps Policy and Requirements Handbook (PRH) and related parts of the Program Assessment Guide (PAG) regarding recreational activities and food service, and to introduce the Healthy Eating and Active Lifestyles (HEALs) program components and requirements.

2. Background. Overweight and obesity in all age ranges has increased in the United States over the last 30 years. At the time of the 1976-1980 National Health and Nutrition Examination Survey (NHANES), only 5 percent of adolescents were overweight. According to the 2003-2006 survey, nearly 18 percent of adolescents were overweight.<sup>1</sup> Overweight and obesity can lead to numerous health ailments, including heart disease<sup>2</sup>, some types of cancer<sup>3</sup>, and diabetes.<sup>4</sup>

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<sup>1</sup> Centers for Disease Control and Prevention. (2009, Oct 20). NHANES Surveys (1978-1980 and 2003-2006). Retrieved November 2, 2009, from the Centers for Disease Control and Prevention website: <http://www.cdc.gov/obesity/childhood/prevalence.html>.

<sup>2</sup> Centers for Disease Control and Prevention. (2008, Sept 11). Heart Disease and Risk Factors. Retrieved November 2, 2009, from the Centers for Disease Control and Prevention website: [http://www.cdc.gov/heartdisease/risk\\_factors.htm](http://www.cdc.gov/heartdisease/risk_factors.htm).

<sup>3</sup> Centers for Disease Control and Prevention. (2009, June 29). Other Ways to Reduce Cancer Risk. Retrieved November 2, 2009, from the Centers for Disease Control and Prevention Web site: <http://www.cdc.gov/cancer/dcpc/prevention/other.htm>.

<sup>4</sup> Centers for Disease Control and Prevention. (2008). National diabetes fact sheet: general information and national estimates on diabetes in the United States, 2007. Atlanta, GA: Department of Health and Human Services, Centers for Disease Control and Prevention.

In the past, centers have not been required to design programs to implement healthy eating or specific recreation programs. Based on recognition of overweight and obesity as a significant health problem among adolescents, the Office of Job Corps convened a national workgroup to review existing Job Corps policies. The workgroup included representatives from National Office staff, corporations, the Forest Service, Center Directors, center staff from the health and wellness and food service programs, and health support contractor personnel.

After reviewing Job Corps policies and requirements, the national workgroup recommended, and the Office of Job Corps approved, the following revisions to the PRH.

3. Explanation of PRH Changes.

a. *PRH Chapter 3: Career Development Period*

(1) Revised Section 3.18, Purpose, by adding “P5. To promote lifelong health through physical activity and exercise.”

(2) Revised Section 3.18, R2, to now read:

**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:

1. Group fitness classes
2. Individual fitness activities
3. Organized sports
4. Exercise groups or clubs

b. May include:

1. Cultural events
2. Physical education
3. Arts and crafts
4. Community activities
5. Movies and special events
6. Reading and computer resource facilities

b. *Exhibit 5-4: Required Staff Training*

- (1) Added a Nutrition, Exercise, and Weight Management annual training requirement for all staff.

c. *PRH Chapter 6: Administrative Support*

- (3) Revised Table of Contents, 6.7 Food Service, by changing “R1. Meal Service” to “R1. Food and Nutrition.”
- (4) Revised Table of Contents, 6.11 Related Health Programs, by adding “R8. Healthy Eating and Active Lifestyles.”
- (5) Revised Section 6.7, R1, to now read:

***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.

(6) In Section 6.11, added new R8, which reads as follows:

**R8. *Healthy Eating and Active Lifestyles***

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:

a. Planning

1. 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.

2. Incorporate student interests and preferences when planning activities.
3. Demonstrate collaboration between various departments on center.

b. Environment

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

c. Education and counseling

1. 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.
2. Provide individualized weight management programming and/or counseling. Student participation in this program is highly recommended.
3. Incorporate motivational interviewing and goal setting at student's level of readiness for change.

d. Assessment

1. Document, monitor, and assess program.

4. Explanation of PAG Changes. PAG changes include those outlined above for the PRH plus related new strategies.

5. Guidance. Many resources are available in the Health and Wellness section of the Job Corps Community website, including guidance for choosing a Healthy Eating and Active Lifestyles Committee; steps to implement the program throughout centers; a webinar schedule to train staff on implementing this policy; and a curriculum to educate and motivate students. A separate online Food and Nutrition section, designed for food service staff, is also located on the

Job Corps Community website, which is accessed through the Citrix portal. On the website's home page, the two referenced sections – Health and Wellness, and Food and Nutrition – can be found in the menu at left, near the bottom.

6. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff.
7. Effective Date. May 12, 2011.
8. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or [abnathy.carol@dol.gov](mailto:abnathy.carol@dol.gov), or Johnetta Davis at (202) 693-8010 or [davis.johnetta@dol.gov](mailto:davis.johnetta@dol.gov).

#### Attachments

- A – PRH Cover
- B – PRH Chapter 3
- C – PRH Exhibit 5-4
- D – PRH Chapter 6
- E – PAG Cover
- F – PAG Chapter 3
- G – PAG Chapter 6