



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

2110.2 WELLNESS COMMITTEE RESPONSIBILITIES

Policy Directive: **20-31**

Approved:

Effective Date: **October 2020**

Implements Policy: **2110**

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the procedures for the John H. Sununu Youth Services Center (SYSC) Wellness Committee in supporting the well-being of youth.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. The Wellness Committee will include individuals from various departments (Food Services, Education, Medical, Residential, etc.) within SYSC who work collaboratively to ensure the well-being needs of youth at the facility remain a priority.
- II. The Wellness Committee will meet 3 times (Fall, Winter, and Spring) during each school year to review best practices related to the well-being of the youth at SYSC.
- III. The SYSC Wellness Survey (Form 2111) will be utilized at each meeting to evaluate the following areas of youth well-being at the facility:
 - A. Nutrition Education;
 - B. Physical Activity;
 - C. Nutrition Standards; and
 - D. School Environment.
- IV. Each item on the survey will be reviewed, discussed, and scored for compliance.
 - A. Areas found needing improvement will be noted on the survey and addressed by the committee as soon as possible;
 - B. Identified strengths will also be noted on the survey; and
 - C. Completed surveys will be maintained in the SYSC Wellness Committee binder by the Food Services Department for a minimum of 4 years. Surveys will be made available to the Department of Education (DOE) for review upon request.

- V. In addition, dietary allowances and nutritional standards will be reviewed at least annually following the Food Services Manager's completion of their annual review to confirm that all foods served by the SYSC Food Services Department (breakfast, lunch, dinner, and snacks) meet the dietary allowance and nutrition standards set forth by the USDA.
- VI. The Wellness Committee will also work with the Food Services Manager to establish standards (based upon the USDA guidelines) to address all foods and beverages sold or served to youth, including those available outside of the meal programs, such as the following:
 - A. Foods and beverages sold as part of a unit-sponsored fundraising activities; and
 - B. Foods and beverages served at celebrations and meetings.
- VII. The Wellness Committee will also ensure that programs within SYSC adhere to the USDA regulations set forth in the USDA Nondiscrimination Statement.
 - A. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
 - B. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
 - C. To file a program complaint of discrimination:
 - 1. Complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) available:
 - (a) Online at http://www.ascr.usda.gov/complaint_filing_cust.html; or
 - (b) At any USDA office or to request a copy of the complaint form, call (866) 632-9992; or
 - 2. Write a letter addressed to USDA and provide in the letter all of the information requested in the form; and
 - 3. Submit your completed form or letter to USDA by:

- (a) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (b) Fax: (202) 690-7442; or
- (c) Email: program.intake@usda.gov.

D. This institution is an equal opportunity provider.

Applicable Forms	
Form 2111	Title SYSC Wellness Survey

Glossary and Document Specific Definitions
--

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log			
PD	Modification Made	Approved	Date