

	<p style="text-align: center;">CHILD NUTRITION PROGRAM WELLNESS PROGRAM</p>	
		Updated 5/2025

Nutrition Promotion

- Ettie Lee aims to teach, encourage, and support healthy eating by youth. The facility will provide nutrition promotion that promotes healthy foods by:
 - Promoting fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices. Youth are provided a variety of fruits and vegetables at all times without having to ask.
 - Emphasizing caloric balance between food intake and energy expenditure (physical activity/exercise), which is reviewed regularly in the established life skills groups.
 - Posting healthy messages throughout the facility that promotes physical activity, good eating habits, and positive well-being.
 - Including training for staff with nutritional education as part of the agency annual training plan.

Nutritional Education

- It is the practice that Ettie Lee Homes, Inc. provides education on health and nutrition three times per year as part of their life skills training program.
- It is the practice that youth participate in the menu planning each month.
- It is the practice that youth are offered the opportunity and encouraged to participate in grocery shopping for each facility. A specific staff will be assigned to grocery shop for all the homes to ensure that we are meeting the nutritional menu requirements across the homes. The staff will take a youth with them when they go grocery shopping.
- It is the practice that youth are offered the opportunity and encouraged to participate in the meal preparation.

Physical Activity

- It is the practice that Ettie Lee Homes, Inc. provides education on physical health and exercise three times per year as part of their day treatment program.
- It is the practice that each youth is given the opportunity to engage in physical large motor skills & recreation activities that averages up to 7 hours per week. It is the practice that the youth cannot be restricted from these physical recreation activities as a consequence for behavior.
- It is the practice that there is a scheduled physical recreational outing each month.
- It is the practice that the facility provides recreational equipment for indoor and outdoor use that promotes physical activity. Each home has an outdoor basketball court, 3 of 6 homes have a pool, and each home has access to footballs, basketballs, soccer balls, badminton and volleyballs, etc.

Medical and Emotional Well Being

- It is the practice that each youth receives a physical exam and dental exam within one month of placement.
- It is the practice that each youth receives individual counseling from a Marriage, Family Child therapist/intern/trainee on a weekly basis.
- It is the practice that each youth has an Individual Mental Health Assessment to assess needs and an Individual Treatment Plan to meet the emotional, social, relationship, physical, educational, medical, and recreational and health related needs of each youth. This plan is updated quarterly.
- It is the practice that each youth's case is reviewed once quarter for evaluation.
- It is the practice that each week there is availability at a weekly consultation meeting for individual needs of youth to be discussed and monthly each youth's case is reviewed formally.
- It is the practice that each youth receives the opportunity as assessed to see a psychiatrist on a monthly basis.
- It is the practice that each youth as assessed receives education and counseling on Drug and Alcohol.
- It is the practice that each youth in the course receives information on nutrition and wellness at intake and information is posted at each site in a common area.
- It is the practice that all youth are supervised in their current living situation by staff that have received Certification in Community Water Safety, First Aid, CPR, ProAct (De-escalation)
- It is the practice that all youth have access to a credentialed psychiatric technician that is supervised by a clinical therapist and receives guidance from a psychiatrist.
- FOR COMPLETE DOCUMENT ASK STAFF. CN&WP IS LOCATED IN THE FOOD SAFETY LOG.

Public Involvement

- Ettie Lee will maintain a Wellness committee that includes administrators, department supervisors, mental health professionals, youth and parents (where appropriate) and as available local school food staff in developing, implementing, monitoring and reviewing the Child Nutrition and Wellness Protocols. The agency case manager will facilitate the participation of the local school food staff. The Wellness Committee shall meet annually to review and revise the Child Nutrition and Wellness Policies and to develop and monitor an action plan for the coming year as necessary. The Committee shall meet additionally as needed during the school year to discuss implementation activities and address barriers and challenges.
- The Wellness Committee will meet annually, at minimum, or more often as needed to monitor the implementation and impact of the Child Nutrition and Wellness Protocols. Goal attainment will be measured by monitoring the Needs and Services Plans and goals will be revised and updated or newly created. Policy language will be assessed each year and revised as needed.

Public Notification

- Awareness of the Ettie Lee Child Nutrition and Wellness Program shall be made available to staff, youth and families by means of program training manual, client intake information and the ettielee.org website.
- On an annual basis, Ettie Lee will notify staff, youth and families on their website that they offer a Child Nutrition and Wellness Program and about its Civil Rights Policies and Procedures on filing complaints, about the content and updates to the policy and how the public can be involved in the Child Nutrition and Wellness Program.
- Ettie Lee will provide reports of the triennial assessment to the public via their website.

Discriminatory Behavior

- The following are general examples of prohibited discriminatory behavior
 - Denying an individual or household the opportunity to apply for FNS program benefits or services on the basis of race, color, national origin, sex, age, or disability.
 - Ettie Lee provides all its clients with free meals.
 - Providing program services or benefits in a different manner on the basis of race, color, national origin, sex, age, or disability, unless the difference is necessary to comply with nondiscrimination requirements, such as disability accommodations (this includes providing disability accommodations which includes dietary accommodation or physical assistance).
 - Selecting members for planning and advisory bodies in such a way as to exclude persons from membership on the basis of race, color, national origin, sex, age, or disability
- Selecting FNS program sites or facilities in a manner that denies an individual access to FNS program benefits, assistance, or services on the basis of race, color, national origin, sex, age, or disability. Ettie Lee also prohibits discrimination on the basis of religion and political beliefs.

Complaint Procedures:

- The Civil Rights Coordinator is responsible for the development and implementation and monitoring and the review of the Child Nutrition and Wellness Program Complaint Procedures.
- Complaint Procedures are reviewed with the clients at intake and documented in the client file.
- Complaint Procedures are trained to staff within ninety days of hire and annually thereafter.
- Complaint Procedures are posted in a prominent place in the kitchen area of the facility and in administrative building where families and the public can view.

- Complaint Forms are available in a prominent place without having to ask for them.
- Staff must provide assistance in writing and processing complaints if the client asks for help.
- The STRTP Administrator is responsible to ensure that the Civil Rights Coordinator is made aware that there is a discrimination complaint or grievance.
- Discrimination complaints are to be reported directly to the below agency.
- Discrimination complaints are to be reported to the Civil Rights Coordinator.
- The Civil Rights Coordinator is to log the discrimination complaint on Complaint Log.
- The Civil Rights Coordinator is responsible to provide a Resolution to Non-Compliance of the agency procedures by reviewing and revising procedures as necessary and ensuring that staff are trained on the new procedures.
- The Civil Rights Coordinator is responsible providing a log of all complaints and grievances and their resolution on a quarterly basis to the agency Board of Directors.
- The Civil Rights Coordinator is responsible to mail the complaint to the correct contact and address.

Non-Discrimination Statement

- **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.**
- **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.**
- **To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at the Filing a Program Discrimination Complaint as a USDA Customer page External link opens in new window or tab. , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the**

complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

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- (1) mail: U.S. Department of Agriculture
- Office of the Assistant Secretary for Civil Rights
- 1400 Independence Avenue, SW
- Washington, D.C. 20250-9410;
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- (2) fax: 202-690-7442; or
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- (3) email: program.intake@usda.gov
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- This institution is an equal opportunity provider.

Note: The USDA will investigate and process complaints alleging discrimination.

- All program complaints filed with the NSD are resolved at the state level. The NSD Complaint Coordinator logs the complaint, refers it first to the district for handling and if not resolved, then to the appropriate program or Field Services Unit, and tracks it through resolution. The NSD reserves the right to conduct unannounced site visits to determine the validity of all allegations.