

Jasper City Board of Education

Dr. Ann Jackson, Superintendent of Education

Wellness Policy On Nutrition and Physical Activity

Updated May 2022



Committee Members

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Jasper City Board Of Education
Wellness Policy on Physical Activity and Nutrition

Preamble:

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, with physical inactivity and excessive calorie intake being the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, 33% of high school students do not participate in sufficient vigorous physical activity and 72% of high school students do not attend daily physical education classes;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the recommendations of My Plate;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;

Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, the Jasper City School District is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Therefore, it is the policy of the Jasper City School District that:

1. The school district shall engage students, parents, teachers, teachers of physical education, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district wide nutrition and physical activity policies.
2. All students in grades K-12 shall have opportunities, support, and encouragement to be physically active on a regular basis.
3. Foods and beverages sold or served at school shall meet the nutritional recommendations of the ***Healthy Hunger-Free Kids Act of 2010***.
4. Qualified child nutrition professionals shall provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of

students and shall provide clean, safe, pleasant settings and adequate time for students to eat.

5. Schools shall provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and shall establish linkages between health education and school meal programs, and with related community services.
6. Signage in the school environment will promote good nutrition.

Responsibility of School Food Service

It shall be the responsibility of the administration of the Child Nutrition Program to administer the food service program. All meals served should be in compliance with Nutrition Standards in the National School Lunch and Breakfast Program (77 FR 4088).

Responsibility of Cafeteria Managers

Cafeteria Managers shall be responsible for adherence to all state guidelines on foods and beverages served in the cafeteria. In addition, Managers shall adhere to compliance with foods of minimal nutritional value as identified under USDA regulations 7CFR210, Appendix B, Categories of Foods of Minimal Nutritional Value.

Principal or Designee Responsibilities

Responsibility for sales of Foods and Beverages outside of reimbursable school meals or a la carte items in the cafeteria - The principal of each school, or a designee, shall be solely responsible for compliance with USDA regulations 7CFR210, Appendix B, Categories of Foods of Minimal Nutritional Value, sold in vending machines, school stores or concession stands during school hours. A *snack* or an *a la carte* item must be in compliance with the USDA Smart Snacks in School standards. *The Smart Snack Calculator may be found at:*

<https://foodplanner.healthiergeneration.org/calculator/>

The Principal of each school will complete the Wellness Policy Review Form outlined on Pages 14-15 and, if applicable, the Exempt Food Fundraiser Procedure outlined on page 9.

School Action Plan

The Jasper City Board of Education will provide a district wellness policy that will serve as building blocks for individual schools to write an action plan for improving student health that is unique to the individual needs of their school. The assessment and planning steps shall involve teachers, child nutrition staff or other school staff as appropriate, parents, students, and the community.

I. Nutritional Quality of Foods and Beverages Sold and Served on Campus

The school campus shall reflect a healthy nutrition environment. Adequate time to eat shall be allowed in order to have a pleasant dining experience. Schools shall ensure that all students have daily access to meals served. Schools may not establish policies, class schedules, bus schedules, or other barriers that, directly or indirectly, restrict access to or the completion of meals.

School Meals

Meals served through the National School Lunch and Breakfast shall:

1. Be appealing and attractive to children and be served in clean and pleasant settings using HACCP food safety principles to ensure the best quality of food;
2. Schools shall focus on improving meal quality and increasing the variety of fruits and

- vegetables, especially raw fruits and vegetables;
3. Serve only low-fat (1%) milk and unflavored milk and fat-free flavored and unflavored milk, and nutritionally-equivalent non-dairy alternatives (to be defined by USDA);
 4. Serving sizes shall comply with the meal pattern requirements as described by the United States Department of Agriculture (USDA) regulations. Foods served and/or sold through the cafeteria shall adhere to the guidelines established by the USDA and The Healthy, Hunger-Free Kids Act of 2010.
 5. School meals must average, for a weekly period, meeting the standards of the "Healthy Hunger -Free Kids Act of 2010. School lunches shall meet the standard of providing 600-650 calories for grades K-8 and 750-850 calories for grades 9-12.
 6. Emphasis is to be placed on increasing the quantity of whole grains served with the ultimate goal of all the grains served to be whole grain. Products are considered Whole Grain if a *whole grain product* is listed as the primary grain ingredient in the ingredient statement. Examples include whole wheat flour, cracked wheat, brown rice, yellow corn meal and oatmeal.
 7. Free water will be provided to students at breakfast and lunch.
 8. Schools must review the items offered as ala carte sales and evaluate the nutritional contributions of each item. Foods not meeting the criteria listed below shall be eliminated or portion sizes reduced in order to be in compliance with the requirements;

Breakfast:

All children shall be encouraged to have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

1. All Jasper City schools shall operate a School Breakfast Program.
2. School administrators shall arrange bus schedules and utilize methods to serve school breakfasts that encourage participation.
3. Schools shall notify parents and students of the availability of the School Breakfast Program.
4. School Administrators shall encourage parents to provide a healthy breakfast for their children who do not eat breakfast at school. This can be accomplished through newsletter articles, take-home materials, or the Jasper City School website.

Meal Times and Scheduling by school administrators:

1. Provide adequate time for students to eat and enjoy school meals (a minimum of 15-20 minutes to consume their meal), after being seated.
2. Ensure school staff is assigned to monitoring duties in the lunchroom to provide supervision in the serving and dining areas.
3. Schedule meal periods at appropriate times.
4. Shall not schedule tutoring, club, organizational meetings or activities during mealtimes, unless students may eat during such activities.
5. Provide students access to hand washing or sanitizing before they eat meals or snacks.

Sharing of Foods and Beverages:

Schools shall discourage students from sharing their foods or beverages with one another during meals or snack time, given concerns about allergies and other restrictions on some children's diets. Students with food allergies needing a special diet must have a diet prescription on file completed by a physician. Jasper City is considered to be a "Peanut Aware Zone" meaning we strive to avoid all peanuts and peanut products (see letter from Margaret Guthrie, school nurse, pg.13).

Qualifications for Child Nutrition Director:

Any person employed as a CNP Director must meet the standards of the Code of Alabama (1975) 290-080-030-05 and 06 as amended June 6, 1994. A CNP Director who does not meet the educational requirements must complete those requirements within a three year period from the date of employment. If educational requirements are not met within the three year period the person cannot continue being employed as a CNP Director.

Qualifications of School Food Service Staff: Qualified nutrition professionals shall administer the school meal programs. As part of the school district's responsibility to operate a food service program, we shall provide continuing professional development for all nutrition professionals in schools. Staff development programs shall include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility. School nutrition staff development programs are available through the USDA, School Nutrition Association and the Institute of Child Nutrition.

No food of any type may be sold at any place on the school campus during meal service or one hour before or one hour after meal service, to include breakfast and lunch times.

Competitive Foods and Beverages:

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards and Alabama Implementation of Smart Snacks in Schools, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at:

<http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards and Alabama Implementation of Smart Snacks in Schools. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Celebrations and Rewards:

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards, including through:

1. Celebrations and parties.
2. Classroom snacks brought by parents.
3. Rewards and incentives. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Fundraising:

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. School Day means, for the purpose of competitive food standards implementation, the period from midnight, to 30 minutes after the end of the official school day. For foods and beverages that do not meet USDA Smart Snacks in School nutrition standards, an Exempt Fundraiser Form must be completed prior to the commencement of the fundraiser.

**Nutrition Standards for Foods Sold Individually (exempts reimbursable meals)
Smart Snacks in Schools guidelines will adhere to all USDA and State Regulations.**

Any food sold in school must:

- *Be a “whole grain-rich grain product”;* **or**
- *Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food;*
or
- *Be a combination food that contains at least ¼ cup of fruit and/or vegetable*

Foods must also meet several nutrient requirements:

- *Calorie Limits*
 - *Snacks items: 200 calories or less*
 - *Entrée items: 350 calories or less**
- *Sodium Limits*
 - *Snack items: 200 mg or less*
 - *Entrée items: 480 mg or less**
- *Fat Limits*
 - *Total Fat: 35% of calories or less*
 - *Saturated Fat: Less than 10% of calories*
 - *Trans fat: zero grams*
- *Sugar Limits*
 - *35% or less of weight from total sugar*

**Exempt from standard if part of reimbursable meal, day of and day after*

Accompaniments

- Must be included in the nutrient profile as part of the food item sold to help control the amount of calories, fat, sugar, and sodium added to foods.
- Examples include: salad dressing, ketchup, mustard, dips, sauces, and butter.

School Definitions:

- Elementary Schools Pre K – Grade 5

- Middle Schools Grades 6 – 8
- High Schools Grades 9 – 12

Beverage Smart Snack Standards:

Elementary Schools- up to 8 ounces

- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice with no added sweeteners
- 100% fruit or vegetable juice diluted with water (with or without carbonation) and no added sweeteners
- Plain water (no limit on portion size)
- Elementary and Middle School students may not have flavored water.

Middle Schools- up to 12 ounces

- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice with no added sweeteners
- 100% fruit or vegetable juice diluted with water (with or without carbonation) and no added sweeteners
- Plain water (no limit on portion size)
- Elementary and Middle School students may not have flavored water.

High Schools- up to 12 ounces

- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice with no added sweeteners
- 100% fruit or vegetable juice diluted with water (with or without carbonation) and no added sweeteners
- Plain water (no limit on portion size)
- No more than 20-ounce portions of calorie-free, flavored water (with or without carbonation); and other flavored and/or carbonated beverages that are labeled to contain less than 5 calories per 8 fluid ounces or 10 calories or less per 20 fluid ounces.
- No more than 12 ounce portions of beverages with 40 calories or less per 8 fluid ounces, or 60 calories or less per 12 fluid ounces

Portion size limitation by school categories:

- Elementary schools may sell up to 8-ounce portion of milk or juice
- Middle schools and High schools may sell up to 12 ounces portion of milk or juice
- There is no portion size limit for plain water.

Fundraising Activities

Fundraising activities that involve the selling of food should reinforce food choices that promote good health.

Allowable Fundraising on School Campuses:

- Foods that meet the USDA Smart Snacks in School standards, but are not sold in competition with school meals. Example: Fruit
- Foods that do not meet the USDA Smart Snacks in School standards, but are not consumed at school. Example: Cookie Dough Sales
- Non-food item. Example: School Supplies

- Food fundraisers which meet exempt fundraising definition.

Exempt Fundraiser Definition

An exempt food fundraiser is defined as the sale of food items that do not meet the USDA Smart Snacks in School standards and are sold during the school day. A school may sponsor up to and not to exceed **30 exempt fundraisers per year**, for no more than one (1) day each in length. Exempt fundraiser food is prohibited from being sold as a la carte item, in vending machines or in school stores, or before school on school campus.

Food sold as part of exempt fundraisers may not be sold one (1) hour before or after meal periods. Example: If lunch ends at 12:30 p.m. then the fundraiser could not start until 1:30 p.m.

Exempt Food Fundraiser Procedure:

- School Principal
 - Alabama's Implementation of USDA Smart Snacks in School and Exempt Fundraisers Form.
 - Complete, approve and sign form (see attachment)
 - Provide a copy to CNP Director.
 - Provide documentation of approval upon request by Alabama State Department of Education (ALSDE) for audit review.
- Superintendent
 - Attestation of Compliance with Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities.
 - Complete and sign the attestation document (see attachment)
 - Provide to CNP Directors to support the annual online application renewal.
- Child Nutrition Director
 - Place a copy of the Alabama's Implementation of USDA Smart Snacks in School and Exempt Fundraiser Form (signed by the school principal) in the wellness plan file.
 - Provide documentation of approval upon request by ALSDE.

Semi-annual due dates are: July 1 and January 1 of each school year. *The completed Alabama's Implementation of USDA Smart Snacks in School and Exempt Fundraisers Form is required to be signed and on file as described above before exempt food fundraisers commence. The Smart Snack Calculator may be found at: <https://foodplanner.healthiergeneration.org/calculator/>*

NOT TO EXCEED 30 FUNDRAISERS PER SCHOOL YEAR.

Alabama's Implementation of USDA Smart Snacks in School and Exempt Fundraisers Form

School Food Authority (SFA) Jasper City Schools

School Name _____

Please check one: July 1 January 1

Form should be completed and signed by the principal before the fundraisers commence.

	Sponsoring Organization	Item Sold	Date of Sale
1			
2			
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Principal Signature

Date

Original: Principal File At School Copy: SFA CNP Wellness File

Foods and drinks not allowed in the cafeteria: Foods or beverages that cannot be served in the cafeteria cannot be purchased by students elsewhere and brought into the cafeteria for consumption. Teachers and other staff should understand the importance of fully implementing the nutrition and health education curriculum and become familiar with its underlying theory and concepts. The State Task Force recommendation is that teachers and other staff members assess and improve their own eating practices and make them aware of the behavioral messages they give as role models.

II. Nutrition Promotion and Food Marketing

Nutrition Education and Promotion: The Jasper City School District aims to teach, encourage, and support healthy eating by students. Schools shall provide nutrition education and engage in nutrition promotion that:

1. Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
2. Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
3. Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
4. Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
5. Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
6. Links with school meal programs, other school foods, and nutrition-related community services;
7. Teaches media literacy with an emphasis on food marketing; and
8. Includes training for teachers and other staff.
9. Donated food, school parties and food rewards will promote a healthy environment.

Food and Beverage Marketing in Schools:

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy. Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards.

Communications with Parents:

The district/school shall support parents' efforts to provide a healthy diet and daily physical activity for their children. The district/school shall send home nutrition information and post

nutrition tips on school websites. Schools shall encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages.

Annual Notification of Policy:

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the district website and/or district-wide communications. Annually, the District will also publicize the name and contact information of the District/school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

III. Physical Activity

All students in grades K-12 shall have opportunities, support, and encouragement to be physically active on a regular basis. Physical activity during the school day including, but not limited to recess, classroom physical activity breaks, or physical education) will not be withheld as a punishment.

Integrating Physical Activity into the Classroom Setting:

At a minimum, students will receive the Physical Education State Course of Study recommendation for per day activity and students will be encouraged to fully embrace regular physical activity as a personal behavior. All Physical Education waivers have been withdrawn as of June 30, 2005. Waivers for exemption to physical education requirements must be approved by the State Department of Education as specified in '2the "no exception/no substitution policy", which require full justification to the State Superintendent of Education in any year in which a waiver is requested. Waivers for High School students must follow the guidelines as outlined in Instructional Code Changes (290-3-1.02(8)(f).

IV. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Community Partnerships:

The District will *develop* relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

V. Monitoring and Policy Review

Monitoring: The superintendent or designee shall ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee shall ensure compliance with those policies in his/her school and shall report on the school's compliance to the school district superintendent or designee.

School food service staff: At the school or district level, shall ensure compliance with nutrition policies within school food service areas and shall report on this matter to the superintendent (or if done at the school level, to the school principal).

Policy Review: The district wellness committee shall review this policy each school year.

Triennial Progress Assessments:

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- a. The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- b. The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- c. A description of the progress made in attaining the goals of the District's wellness policy.

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School: _____

Principal Signature: _____ Date: _____

I. Child Nutrition Program

Y___ N___ All students are allowed ample time and space for eating meals and no food is used or withheld as a reward or punishment.

Y___ N___ National School Lunch Program (NSLP) is available to all students and adheres to guidelines established by the USDA.

Y___ N___ School Breakfast is available to students and adheres to guidelines established by the USDA.

Y___ N___ Meal serving sizes comply with the meal pattern requirement as described by the USDA.

Y___ N___ All a la carte products sold in the cafeteria adhere to the USDA Smart Snacks in School revised on August 2015.

II. School Based Activities

Y___ N___ N/A___ Fundraiser exemption form has been turned into the CNP Director.

Y___ N___ No fundraising activities and/or sales are in competition with the breakfast and lunch programs. These time frames are an hour before or after meal periods.

III. Nutrition Education

Y___ N___ Nutrition Education is integrated into students' curriculum at each grade level to educate students on the life-long benefits of healthy eating.

IV. Physical Activities

Y___ N___ Students are provided the opportunity to develop the knowledge and skills for specific physical activities and taught the short and long term benefits of a physically active and healthful lifestyle.

Y___ N___ Students regularly participate in daily physical activity and are not withheld from a physical education class for reward or punishment.

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V. Food and Beverages Provided to Students

Y___ N___ Food sold during school hours in the school does not include foods of minimal nutritional value and do not exceed the allowable portion size limit based on the USDA Smart Snacks in School guidelines revised on August 2015

VI. Beverages sold meet the following grade appropriate guidelines:

Y___ N___ **Elementary (PreK-4th)/Middle School (5-8):** Items sold must be 100% fruit juice, or milk not to exceed 8 oz. (PreK-4th) or 12 oz. (5-8). Plain water of any size may be sold.

Y___ N___ **High School (9-12):** No more than 20 oz. portions of calorie-free, flavored water (with or without carbonation); and other flavored and/or carbonated beverages that are labeled to contain less than 5 calories per 8 fluid oz. or 10 calories or less per 20 fluid oz. No more than 12 oz. portions of beverages with 40 calories or less per 8 fluid oz., or 60 calories or less per 12 fluid oz.

Y___ N___ Foods or beverages that have high fructose corn syrup or sugar listed as the first ingredient are not made available to students during the school day.

Y___ N___ Is local school compliant with no student having access to vending or snack items during meal service time?

Y___ N___ Fast food/competitive foods/carbonated drinks are not brought to the cafeteria with competitive wrapping.

VII. Observation

Based on the observation of the Wellness Policy Review, the following criterion was found to be unacceptable and must be corrected immediately:

Results of this assessment will be posted on the district website.

Developed December 2016

Annual Attestation Statement

DATE:

FROM: [School Food Authority Superintendent]

TO: [State Agency Official and Title]

SUBJECT: Attestation of Compliance with Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities

Instruction: The following statement must be signed by the school food authority (SFA) superintendent operating exempt food fundraisers in schools with National School Lunch and/or School Breakfast Programs, and filed as outlined in the Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities.

I _____, as the superintendent of _____ [SFA Name], do hereby attest that the aforementioned SFA and all schools under its jurisdiction operating the National School Lunch Program authorized under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq), and/or the School Breakfast Program authorized under the Child Nutrition Act of 1966 (42 U.S.C. 1773), are in compliance with Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities for School Year _____.

I certify that this attestation is true and correct, and therefore, I believe

_____ [SFA Name] is in compliance with Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities.

In addition, I understand that Alabama Implementation of USDA Smart Snacks in School and Fundraising Activities Form must be completed semi-annually and filed by the following dates: July 1 and January 1 of each School Year.

Superintendent Signature

Date

Original: CNP Director

For all other FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

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, audiotape, 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 which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

References:

Section 204 of Public Law 108-265, June 30, 2004; Alabama State Board of Education Policy adopted July 12, 2005. Richard B. Russell National School Lunch Act (70 P.L. 396, 60 Stat. 230) Healthy Hunger Free Kids Act of 2010; Federal Register, Vol. 78, No. 125, Friday, June 28, 2013, Rules and Regulations; U. S. Department of Agriculture, Food and Nutrition Service, FNS-466, December 2013; U. S. Department of Agriculture Memo SP 36-2014, Smart Snacks Nutrition Standards and Exempt Fundraiser