



## United Tribes Technical College Campus Cupboard Pantry Policy Lewis Goodhouse Wellness Center

As an organization supplying foods to low-income families and in accordance with the Dietary Guidelines for Americans, UTTC Campus Cupboard emphasizes foods that promote and protect healthy living and decrease diet related diseases.

The Campus Cupboard has committed to eliminating foods that are high in calories and low in nutrient density. Over consumption of these items may contribute to diet-related health complications. Specifically, candy, soda, and energy drinks have been targeted for their exceptionally high sugar content and role in displacing nutrient dense food. Soda and candy contribute no substantive nutrition and do not promote the nature of our work, which is to provide food items to those who need healthful dietary support.

Our efforts focus on procuring products that contribute nutritional value, as well as food items that may be more difficult for our student clients to access due to transportation and/or budget constraints.

### Eligibility

- Individuals who are eligible to receive supplements from the UTTC Campus Cupboard must be currently enrolled students at the college. Determination of the number of items available for the student will depend on size of household.
- Students must fill out a UTTC Campus Cupboard intake form every time the Cupboard is used. Students will:
  - Provide a student photo ID.
  - Document current address.
  - Document the number of family members with proof of relation (Social Security card or birth certificate).
  - Discuss outside referral services with Wellness staff: SNAP, TANF, WIC, and other pantry options. Students must, at minimum, have applied for community-based resources.
  - IF the student has used our Cupboard for two months in a row, the student must visit with the Cultural Wellness Specialist to assess monthly income and specific needs and learn principles of managing a household budget. Continued use of the Campus Cupboard will be dependent on a review and recommendations of the Cultural Specialist and Wellness Counselor(s), and under advisement from the Health and Wellness Director.
  - If spouses or significant others are both students, the two persons are considered a household. A household may utilize the Campus Cupboard once monthly.

### Campus Cupboard

The Campus Cupboard will:

- Commit to supporting the health of our student clients and their dependents by prioritizing the distribution of recommended USDA's MyPlate foods and nutrients. These include:
  - Fruits and vegetables
  - Dairy products
  - Whole grains
  - A variety of protein foods

- Limit the distribution of foods with refined grains, solid fats, trans fats, added sugars, and sodium.

The Campus Cupboard will not distribute:

- Sugar sweetened beverages (soda, fruit drinks, energy drinks, etc.)
- Candy or baked goods

## Donated Products

The Campus Cupboard will:

- Encourage donations in line with USDA's MyPlate recommendations by regularly communicating with donors.
- Actively seek fresh produce donations from community partners.
- Consider the nutritional value of bulk donated products and refuse any donations that fall under food categories of products that the UTTC Campus Cupboard will not distribute.
- Not accept items with an expiration date that is past.
- Only accept items (food, hygiene products, cleaning supplies) in their original packaging and not opened previously.
- Require that donations be reviewed and documented by Wellness staff before accepting them for placement in the Campus Cupboard.

## Non-donated products

The Campus Cupboard will:

- Secure whole-grain cereals, breads, rice, crackers, pastas, and other grains ("whole" grain listed as the first ingredient on product package).
- Secure a variety of canned and frozen fruits and vegetables.
- Secure canned fruits packed in 100% fruit juice.
- Seek to purchase a variety of lean protein food items such as meat, fish, poultry, beans, and nuts.
- Selected nuts and trail mixes with nuts are available; however, they will be stored in an enclosed container to be mindful of persons with nut allergies. Staff will be able to access the container for households that request the nut mixes for their food bags.
- Secure low-fat and non-fat dairy products.
- Take into consideration the cultural preferences and special dietary needs of clients.
- Prioritize the inclusion of basic staples in product purchases to include:
  - Boxes of pasta, tomato sauce, canned soups, rice, cereal/oatmeal, chicken broth, dried fruit, canned mushrooms, canned chicken, canned beans, canned corn, potatoes, peanut butter
  - Baking soda, baking powder, corn starch, shortening, flour, chocolate chips (baking)
  - Cinnamon, salt/pepper, celery seed, paprika, oregano, basil, garlic powder, dried onion, olive oil, canola oil, vegetable oil
  - Frozen green beans, frozen peas, frozen corn, frozen broccoli, frozen mixed vegetables, frozen fruit

## Product placement and selection

UTTC will:

- Communicate client choice/selection practices to all new pantry clients.
- Be flexible with choice selections to accommodate special dietary needs and cultural practices.
- Prominently place food pantry products meeting USDA's MyPlate recommendations so that they are visible to pantry clients.
- Highlight USDA's MyPlate recommendations with a symbol noting a smart food choice.
- Incentivize the selection of fruits and vegetables. Staff will create new incentives as resources dictate.
- Distribute all fresh fruits and vegetables as a "free choice." Students will be referred to Land Grant Extension department to get fresh produce when available on campus.

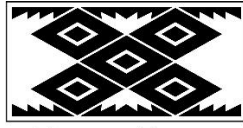
## **Distribution**

- Students/one household can visit the Cupboard one time each month. If the student/family needs to visit the Cupboard more than once in a month, they should contact their respective Wellness Counselor or the Health and Wellness Administrator to discuss their specific needs.
- There is no guarantee to the amount or type of food product given.
- Each adult 18+ is eligible for one food package (which may include more than one bag, if items are large).
- Each food package consists of a variety of food from the USDA dietary guidelines and based on students' choice. (See Food Bag List)
- Students with children are eligible for additional food package(s) as follows:
  - For families with multiple children, students can collect additional food and items for children 2 – 12 years of age, using the food list. Recommendations include:
    - Families with up to 3 children – one (1) additional bag of items
    - Families with 4 – 5 children – two (2) additional bags of items
    - Families with 6 or more children – up to three (3) additional bags of items
  - If a student's child is 12 years or older, this older child may have their own bag (using the food list provided).

*Food packages are to be collected and packaged with guidance from Campus Cupboard staff.*

## **Independent Life Skills/Nutrition Education Support**

All students can schedule time with the Health and Wellness Administrator, Cultural Wellness Specialist, and/or Nutrition Educator to learn ways to manage daily challenges of managing a budget, eating healthfully, and learning to plan for meals and healthful living habits. Contact Wellness at 221-1764 for more information.



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## Campus Cupboard Food Bag List

Please follow this food list when preparing food bags

Students may fill their own food bag(s) with choices from each category below:

- 1 box of cereal
- 1 box of oatmeal
- 1 box of spaghetti noodles
- 1 box of rice
- 1 can of spaghetti sauce
- 3 cans of tomato soup
- 3 cans of chicken noodle soup
- 2 cans of tuna
- 1 can of canned chicken
- 2 cans of vegetables
- 2 cans of fruit
- 2 cans of beans
- 1 jar of peanut butter
- 1 box of granola bars
- 2 packages of Ramen Noodles
- 2 packages of macaroni
- 2 cans of ready-to-make meals (e.g., ravioli)
- 1-2 extra item(s) (e.g., condiment, bakery mix, mixed nuts\*)
- 1 frozen vegetable/fruit item (if available)
- 1 frozen meat (if available)

\* Selected nuts and trail mixes with nuts are available; however, they will be stored in an enclosed container to be mindful of persons with nut allergies. Staff will be able to access the container for households that request the nut mixes for their food bags.

Please also include:

- ✓ MyPlate handout
- ✓ Recipe handouts (when available)
- ✓ Washing canned vegetables can reduce sodium handout
- ✓ Other information handouts as available

*We understand that the UTTC Campus Cupboard may not always have all these food items, but please try and follow this list as closely as you can.*

*Thank you for your cooperation! 😊*