

# **FACS Policy Statements and Guidelines to Working with Extension Clientele**



**Last Updated 2022**

## OVERVIEW

### Policy Statement

There is a lot of information on the Internet that is not based on recommended independent research or government sources that we endorse. As you know, ANYONE can post his or her opinions to the Internet. Many terms and descriptions people use can lead to the belief that the information is scientifically research-based, but it still would not be based on the type of science that should be used in studying the issues or to support Extension recommendations. In some cases, there can be liability issues for Extension and the University of Georgia if recommendations are made which cause harm to people, even if it is done through handing out print information. There are also many issues relating to personal and public health if we give out risky or hazardous information. That being said:

- Information on our Extension FACS website can be distributed to people, but no interpretation of the meaning should be made.
- The Extension Specialists are willing to help clientele, as we are able, if they have trouble understanding our publications or need more specialized help.

## CHILD CARE

### Policy Statement for Early Care and Education (ECE)/Child Care

- General questions related to quality ECE/Child Care can be answered using the web-based resources below or referred to a FACS agents with expertise in this area.
- The FACS Extension “Family” web page provides answers to many questions, especially within the section labeled “Quality Early Care and Education (ECE)/Child Care.”
- The only external websites clients should be referred to are those listed under “Additional Resources” on the Extension Family and Consumer Sciences Quality ECE/Child Care page.
- ***No PowerPoint presentations, curricula, lesson plans, exhibits or evaluation materials related to ECE/Child Care are to be provided to clients or other professionals in the field.***

### **Office staff (except a Family and Consumer Sciences Agent or Specialist) should NOT:**

- **Interpret child care licensing regulations for ECE/Child Care staff or administrators.** This is a job of child care licensing, not UGA Extension. It is acceptable to provide someone who asks with a copy of the regulations (or a relevant portion of the regulations that answers their questions), but do not try to answer providers' questions about whether or not a specific practice meets licensing rules. If clients have that type of question, refer them directly to a DECAL licensing consultant (see useful websites below).
- **Offer ECE/Child Care training for credit.** DECAL has strict rules about who is allowed to

provide training to ECE/Child Care staff. Agents must go through specific registration and training requirements to teach ECE staff.

### **Where to find information and/or refer callers**

- **General information on quality ECE/Child Care**

FACS Extension ECE/Child Care site

<https://www.fcs.uga.edu/extension/child-care>

Georgia Association for the Education of Young Children (GAEYC) site

<https://www.gaeyc.org/>

National Association for the Education of Young Children (NAEYC) site

<https://www.naeyc.org/>

Southern Early Child Care Association (SECA) site

<https://www.seca.info/>

- **ECE Teacher/Child Care Provider Training**

Extension child care training calendar

<https://extension.uga.edu/calendar/training-event-series-list/detail.html/5/child-care-provider-training.html>

Bright from the Start statewide training calendar

<https://gapds.decal.ga.gov/Trainings/Scheduled>

Child Care Resource and Referral Agencies (map and contact

information) <http://www.decal.ga.gov/CCS/CCRRSystem.aspx>

- **Child Care Licensing Regulations**

For Child Care Learning Centers (7+ children) and Family Child Care Learning Homes (3–6 children) <http://www.decal.ga.gov/CCS/RulesAndRegulations.aspx>

- **Finding Quality Child Care:**

Quality Rated Site for Families

<http://qualityrated.org>

DECAL Child Care Program Search

<https://families.decal.ga.gov/Childcare/Search>

- **Georgia Pre-K Program**  
DECAL Pre-K site  
<http://www.decgal.ga.gov/Prek/About.aspx>

## FAMILY LIFE

### Policy Statement for Adolescent and Family Development

- In general, questions related to adolescent and family life programming can be answered using the web-based resources below, or referred to a FACS agents with expertise in this area.
- The Extension “Family” web page provides answers to many questions, especially within the sections labeled “Teen Development” and “Healthy Relationships”
- The only external websites clients should be referred to are those listed under “Additional Resources” on the Extension Family and Consumer Sciences website.
- ***No PowerPoint presentations, curricula, lesson plans, exhibits or evaluation materials related to Human Development are to be provided to clients or other professionals in the field.***

### **Office staff (except a Family and Consumer Sciences Agent or Specialist) should NOT:**

- **Offer personal advice.** Although personal experiences in parenting and other family relationships can be informative, all questions from county clientele should be based on research-based educational materials and best practices. As such, all questions should be referred to a FACS agent (or 4-H Agent) who has received training in this program area. If an agent is not available, refer clients to publications or websites posted on the Extension “Family” web page (or provide copies of these materials) so that they can review the information themselves.

### **Where to find information and/or refer callers**

- FACS Extension Website  
<http://www.fcs.uga.edu/extension/family>
- **Resources to support parenting**

UGA FACS Extension publications

<https://www.fcs.uga.edu/extension/family-positive-teen-development>

Just in Time Parenting <https://jitp.info/>

- **Resources to support healthy couple and marital relationships**

FACS Extension Website

<http://healthyrelationships.uga.edu>

National Extension Relationship and Marriage  
Education Network <http://www.nermen.org/>

National Healthy Marriage Resource Center  
<http://www.healthymarriageinfo.org/>

- **Resources to support stepfamilies**

National Stepfamily Resource Center

<http://www.stepfamilies.info>

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## FINANCIAL MANAGEMENT

### Policy Statement for Financial Management

1. In general, questions should be referred to FACS agents who are listed as “experts” in that area.
2. The web page provides answers to many questions. <http://www.fcs.uga.edu/extension/money>
3. The only external websites clients should be referred to are those listed under “Additional Resources” on the Extension Family and Consumer Sciences website.
4. ***No PowerPoint presentations, curricula, lesson plans, exhibits or evaluation materials related to financial management are to be provided to clients or other professionals in the field.***

Office staff can provide or direct consumers to the financial management resources created by FACS specialists in Georgia. Any questions or requests for resources not available may be directed to an agent or Dr. Joan Koonce. (706) 542-8860.

Do not attempt to interpret the information in the resources, answer consumer questions or make recommendations to consumers.

# FOOD, NUTRITION AND HEALTH

## Policy Statement for Foods, Nutrition and Health

- In general, questions should be referred to Nutrition specialists (Dr. Berg, Dr. Henes) or the Nutrition Education Assistant and Program Coordinator (Beth Kindamo, MS, RDN, LD)
- It is recommended that only materials from The University of Georgia Family and Consumer Sciences Extension Web Page or other resources and organizations identified by the Nutrition Specialists via links on the website or noted in Extension trainings be distributed to clients who request information from the Extension Office about nutrition and health.
- The FACS Extension webpages provide many materials and answers to many questions: <http://www.fcs.uga.edu/extension/food>
- Any time you have a question about these materials or need more information to assist a client, you can call any of the Extension Nutrition Specialists (Berg and Henes) or the Nutrition Education Assistant and Program Coordinator (Beth Kindamo, MS, RDN, LD) for assistance.
- Only written handouts on these Web pages should be distributed to clients including healthcare professionals.
- ***No PowerPoint presentations, curricula, lesson plan, exhibits or evaluation materials related to nutrition and health are to be provided to clients or health care providers in the community.*** If a health care provider wishes to use such materials, they should contact Alison C. Berg, PhD, RDN, LD, Assistant Professor and Extension Nutrition and Health Specialist at 706-542-3773.
- The only external websites clients should be referred to are those listed under “Additional Resources” on the Extension Family and Consumer Sciences website, provided to you directly by Ali Berg via email or other conversation, and/or
  - [www.cdc.gov](http://www.cdc.gov)
  - [www.usda.gov](http://www.usda.gov)
  - [www.eatright.org](http://www.eatright.org)
  - [www.diabetes.org](http://www.diabetes.org)
  - [www.heart.org](http://www.heart.org)

## MATERIALS

Most materials below can be located by starting from the Extension Family and Consumer Sciences Website under “Food” or “Health”: <http://www.fcs.uga.edu/extension/food> or <http://www.fcs.uga.edu/extension/health>

- A link to **Agent Resources** that is password protected is located at the right side of this page and the other pages linked to this page. These resources should only be accessed by FACS agents. If you are not a FACS agent, and would like to explore providing more in-depth Nutrition and Health resources to your clients, please contact a FACS agent listed as “experts” in that area or your District FACS Program Development Coordinator to locate a FACS agent in your area for assistance.

### **Weight Control and Physical Activity**

The Weight Control and Physical Activity materials can be found by going to the Extension Family and Consumer Sciences Website under “Food”:

<http://www.fcs.uga.edu/extension/food> and then selecting “Lose Weight, Exercise.”

- Any of these **Weight Loss** or **Physical Activity** handouts, including back issues of the **Zero Weight Gain Holiday Challenge** newsletters (link on right side of page) can be provided to clients. No PowerPoint presentations, curricula, lesson plans or evaluation materials are to be shared.
- Under the **Healthy Weight video presentations**, you will find links to presentations given by scientists and health professionals to the Department of Foods and Nutrition at the University of Georgia.
- A link to **Curricula for Sale** is located at the right side of the page. There is a link to an order form for those choosing to purchase this item.

### **Chronic Disease Prevention and Management Materials**

The Chronic Disease Prevention and Management materials can be found by going to the Extension Family and Consumer Sciences Website under “Health”:  
<http://www.fcs.uga.edu/extension/health> and then selecting “Prevent and Control Disease.”

In the “Prevent and Control Disease” section of the website (<http://www.fcs.uga.edu/extension/health-prevent-and-control-disease>), you will find the following information in the following general categories of health:

- Hypertension
- Cardiovascular Disease
- Cancer
- Obesity and Weight Management
- Digestive diseases (e.g., Celiac disease)
- Older adults nutrition and health materials

Links are provided on the right hand side of the page to:

- Curricula for Sale
- Agent Resources
- Any of these handouts can be provided to clients. No PowerPoint presentations, curricula, lesson plans or evaluation materials are to be shared.

### **Diabetes Materials**

The Diabetes materials can be found by going to the Extension Family and Consumer Sciences Website under “Food”: <http://www.fcs.uga.edu/extension/food> and then selecting “Diabetes.”

In the “Diabetes” section of the website (<http://www.fcs.uga.edu/extension/food-diabetes>), you will find the following:

- Pre-Made Menus
- Diabetes Easy Reading Series
- Diabetes handouts
- Recipes
- Right Bite Diabetes Cooking School
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- Links to:
  - Diabetes Life Lines Newsletters
  - Curricula for Sale (Rite Bite Diabetes Cooking School)
  - Agent Resources

*Please note that the FACS websites are updated frequently and these links may change. If the links do not work, please contact the Extension Nutrition and Health Specialist for assistance with locating these items*

- The **Pre-Made Diabetes Menu** section of the website includes a handout on recipe modification for diabetes and general health, “Revitalizing Your Recipes,” and the Uptown and Down Home Diabetes Menus. The Down Home menus include more traditional southern foods like grits and biscuits. The Uptown Menus do not include



such menu items. These menus are calorie and carbohydrate controlled and can be used for diabetes and weight control. There are 14 different breakfasts, lunches, and suppers at five different calorie levels.

**USE CAUTION WHEN DISTRIBUTING THESE MENUS!!**

**Anyone requesting these menus should be told to show them to their health care provider for his/her approval BEFORE they are used. This ensures that they are choosing the right calorie level for that individual and have the types of food recommended for his/her condition.**

**Do NOT assume you or the client knows how many calories he/she should consume. Provide all calorie levels! If you have questions, please contact**

**Ali Berg, PhD, RDN, LD at 706-542-3773**

- The **Diabetes Easy Reading Series** includes seven different booklets on ways to improve food choices, walk more, protect one's feet from injury and prevent low blood sugar. These are not only easy- to-read, but also easy-to-see if a person has vision problems. They are available in Spanish and English
- The **Handouts and Recipes** on the diabetes page can be provided to anyone for general diabetes information.
- The **Additional Links** are for clients to use on their own. Do NOT print anything for clients from these links without approval from the FDN Specialist.
- A link to the **Diabetes Life Lines Newsletter** is located at the right side of the page. This link takes you to the current issue. The Diabetes Life Lines Newsletters can be distributed to anyone. Health care professionals can distribute them to their clients as desired. Back issues of the Diabetes Life Lines Newsletter can be found at <http://spock.fcs.uga.edu/ext/pubs/food.php?category=Diabetes>. *(Please note that*

*the FACS Extension Website is changing, and at the time of your search, these may no longer be available at this address. Please contact Alison Berg, PhD, RDN, LD at [alisoncberg@uga.edu](mailto:alisoncberg@uga.edu) should you need assistance).*

- A link to **Curricula for Sale** is located at the right side of the page. There is a link to an order form for those choosing to purchase this item.
- A link to **Agent Resources** that is password protected is located at the right side of the page. This should only be accessed by FACS agents. If you are not a FACS agent, and would like to explore providing the Rite Bite Diabetes Cooking Schools for your clients, please contact your District FACS Program Development Coordinator to locate a FACS agent in your area for assistance.
- Links to the Diabetes Prevention Program – this program is for trained agents only. Please contact Elizabeth Kindamo, MS, RDN, beth

### **General Health Materials**

Handouts related to General Health and the Dietary Guidelines are located at <http://www.fcs.uga.edu/ext/pubs/food.php?category=General%20Health>

- Any of these handouts can be provided to clients. No PowerPoint presentations, curricula, lesson plans or evaluation materials are to be shared.

### **Additional Web Pages:**

#### **Food and Nutrition for Seniors**

<http://www.fcs.uga.edu/ext/pubs/food.php?category=Foods%20and%20Nutrition%20for%20Seniors>

### Handouts in Spanish

Only distribute Spanish materials if they are available directly next to an English publication and you know what they contain or you personally can read Spanish and know they fit the needs of your client.

## FOOD SAFETY AND FOOD PRESERVATION

### Policy Statement for Food Safety and Food Preservation

1. In general, questions should be referred to FACS agents who are listed as “experts” in that area.
2. This web page provides answers to many questions. <http://www.fcs.uga.edu/extension/food>
3. The only external websites clients should be referred to are those listed under “Additional Resources” on the Extension Family and Consumer Sciences website.
4. Information on our Extension FACS website can be distributed to people, **but no interpretation of the meaning should be made.**
5. Resources such as slide shows, curricula and lesson plans, 4-H materials, answer keys, and pre- and post-tests should not be distributed to other agencies, organizations, or teachers. They may have copies of consumer handouts.
6. ***No PowerPoint presentations, curricula, lesson plans, exhibits or evaluation materials related to Food Safety and Preservation are to be provided to clients or other professionals not with UGA Extension.***

### **Office staff (except a Family and Consumer Sciences Agent or Specialist) should NOT:**

**Offer personal advice.** Although many staff have experience in food preservation or handling food at home, personal experiences and practices are not to be shared or distributed in your Extension role. Surfing the Internet for other websites with information for food preservation or food handling and storage advice, besides those listed below, is also not appropriate. Extension offices are only to distribute official University Extension or USDA recommendations. If the information someone requests is not found on our recommended websites (Georgia Cooperative Extension, the National Center for Home Food Preservation, or USDA's FSIS website for consumers and educators) ready to print and distribute, then contact one of the FACS agents listed for this content area or Dr. Carla Schwan, Extension Food Safety Specialist, (706) 542-0712.

### **Where to find information and refer clients**

#### Food Safety and Preservation

Georgia Extension Food Safety and Preservation Publications

<http://www.fcs.uga.edu/extension/food>

Most useful for consumers:

- Keep food safe at home (then select Related Publications under Links), and
- Preserve foods

To order *So Easy to Preserve* books: These may be ordered by mail with a check or online with a credit card. The *So Easy to Preserve* website has a printable order form as well as a description of the book for clientele to read:

[https://setp.uga.edu/orderform\\_may2022.pdf](https://setp.uga.edu/orderform_may2022.pdf)

Pricing and mailing instructions are on the order form. For questions on the ordering process and shipping, Office of Communications and Creative Services contact information is on the order form.

Online ordering with a credit card is available at the UGA Extension Marketplace online publications store: [www.caes.uga.edu/?tiny=GOZJVP](http://www.caes.uga.edu/?tiny=GOZJVP)

For questions about the book, or food preservation recommendations: Dr. Carla Schwan, Extension Food Safety Specialist, (706) 542-0712.

#### Additional Resources:

National Center for Home Food Preservation

<http://nchfp.uga.edu> ([www.homefoodpreservation.org](http://www.homefoodpreservation.org))

USDA Food Safety and Inspection Service website for

Consumers Most useful:

Consumer Fact Sheets: [http://www.fsis.usda.gov/Fact\\_Sheets/index.asp](http://www.fsis.usda.gov/Fact_Sheets/index.asp)

Emergency Preparedness:

<http://www.fsis.usda.gov/wps/portal/fsis/topics/food-safety-education/get-answers/food-safety-fact-sheets/emergency-preparedness/emergency-preparedness-index>

# HOUSING

## Policy Statement for Housing and Environment

1. In general, questions should be referred to FACS agents who are listed as “experts” in that area.
2. The Housing and Home Environment web page provides answers to many questions.  
<https://extension.uga.edu/topic-areas/money-family-home/housing-home-environment.html>.
- 3.
4. The only external websites clients should be referred to are websites from federal, state, or local governments. There are some other reliable sources, but before making a referral, check with a specialist.
- 5.
6. ***No PowerPoint presentations, curricula, lesson plans, exhibits or evaluation materials related to Housing and Environment are to be provided to clients or other professionals in the field.***

UGA is a HUD-approved housing counseling agency, so calls may come in related to classes for buying a home, or renting. If these calls come in, refer people to the Extension Specialist – Dr. Turner. UGA Extension does not provide foreclosure or mortgage delinquency counseling. Refer these calls to the list of HUD approved housing counseling agencies in Georgia who provide this type of counseling

(<https://apps.hud.gov/offices/hsg/sfh/hcc/fc/index.cfm?webListAction=search&searchstate=GA&filterSvc=dfc>).

- [People looking for information on buying or renting can find answers to many questions on the page “Buying and Renting FAQs”](https://www.fcs.uga.edu/extension/buy-and-rent-faq) (<https://www.fcs.uga.edu/extension/buy-and-rent-faq> <https://www.fcs.uga.edu/extension/buy-and-rent-faq>) which is a link from the main page for housing.) which is a link from the main page for housing.
- [If someone is seeking a homebuyer education course from a HUD approved housing counseling agency, we offer an online HUD approved course in English and Spanish from ehome](https://www.ehomeamerica.org/uga) (<https://www.ehomeamerica.org/uga> <https://www.ehomeamerica.org/uga>) for \$99.) for \$99.

Radon resources and information are available at [radon.UGA.edu](http://radon.UGA.edu) or [ugaradon@uga.edu](mailto:ugaradon@uga.edu).