

# Local Wellness Policy Checklist

## **What is a Local School Wellness Policy (LWP)?**

A LWP is a written document that guides the efforts of a local education agency (LEA) to create a school environment that promotes students' health, well-being, and ability to learn. Each LEA operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) are required to develop and implement a local wellness policy.

***The wellness policy is established in regulations and requires LEAs to follow these requirements, but also tailor these policies to meet and reflect the unique needs of each school in their jurisdiction.***

## **What are the minimum requirements of a LWP?**

- ☐ **Policy Leadership** – identify the official responsible for LWP oversight in the written policy. SFA's may elect to include the position/title of the individual instead of a specific name.
- ☐ **Public Involvement** – include language related to permitting the public to participate in LWP development, implementation, and review of the written policy. The LEA should invite a diverse group of stakeholders including Administrators, Classroom Teachers, PE Teachers, SFA Reps, School Nurses, Community Members/Parents, Students, Medical/Healthcare Professionals.
- ☐ **Update/Inform the Public** – required to inform and update the public about the content and implementation of the policy. LWP must include language specifying how the LEA will be in compliance with this requirement.
- ☐ **Triennial Assessment** – include language regarding completion of a Triennial Assessment. At least once every 3 years, the following is measured and made available to the public:
  1. *The extent to which the LWP compares to model LWPs.*
  2. *The extent to which schools comply with the LWP.*
  3. *The progress made in attaining the goals of the LWP.*
- ☐ **School Meals** – adhere to Federal Meal Regulations and include language related to this in the written policy.
- ☐ **Foods Sold Outside of School Meals** – adhere to Smart Snack Guidelines and include language related to this in the written policy.
- ☐ **Foods Provided, But Not Sold** (class parties, class snacks, rewards, etc.) – USDA has not defined specific guidelines. The LEA is responsible for defining guidelines to include in their written policy. It's encouraged that LEAs support lifelong healthy eating habits as well as consider the nutrition and energy needs of children when establishing standards for these foods and beverages.
- ☐ **Food and Beverage Marketing** – may only market products that adhere to Smart Snacks Guidelines during the school day and include language related to this in the written policy. LEAs may development guidelines related to food marketing that are stricter than the Smart Snack Guidelines.
- ☐ **Nutrition Education** – must include, at minimum, one goal for Nutrition Education in the LWP. LEAs must explore the use of evidenced based strategies when identifying goals.
- ☐ **Nutrition Promotion** – must include, at minimum, one goal for Nutrition Promotion in the LWP. LEAs must explore the use of evidenced based strategies when identifying goals.
- ☐ **Physical Activity** – must include, at minimum, one goal for Physical Activity in the LWP. LEAs must explore the use of evidenced based strategies when identifying goals.
- ☐ **Other School Based Strategies** – must include, at minimum, one goal for Other School-Based Strategies for Wellness in the LWP including community partnerships, family engagement, staff wellness and professional learning, among others.

## **Other Endorsed Assessment Item Findings in LWP (examples)**

- |  |   |
|--|---|
| <input type="checkbox"/> Staff Wellness Programs and Trainings | <input type="checkbox"/> Sun Safety       |
| <input type="checkbox"/> Family Engagement                     | <input type="checkbox"/> Water Quality    |
| <input type="checkbox"/> Community Involvement                 | <input type="checkbox"/> Health Education |
| <input type="checkbox"/> Tobacco Prevention Education          | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Indoor and Outdoor Air Quality        |   |

*\*Refer to language in your current LWP to assist in determining other areas for assessment for your district*

## **Where can I find a Model Wellness Policy?**

### **Missouri Model Wellness Policies**

MSBA Policy ADF – <https://dese.mo.gov/media/pdf/local-wellness-policy>

MSBA Policy Procedures ADF-AP1 - <https://dese.mo.gov/media/pdf/local-wellness-policy-procedures>

MCE Policy PR 2750– <http://www.moconed.com/policy.php?action=ind&polID=1341&catID=3>

MCE Policy Procedures PR 2750 - <https://www.moconed.com/regulation.php?action=ind&polID=1341&catID=3>

### **National Model Wellness Policies**

AHG - <https://dese.mo.gov/media/file/model-wellness-policy-alliance-healthier-generation>

## **Triennial Assessment Guidance**

### **What is a Triennial Assessment?**

The *USDA Final Rule: Local School Wellness Policy Implementation Under the HHFKA of 2010* requires that each LEA participating in NSLP and SBP must complete an assessment of their LWP at least once every three years, however LEAs may assess their policy more frequently. The results of the assessment must be made available to the public.

#### **The Triennial Assessment contains 3 required components:**

1. *The extent to which the Local Wellness Policy compares to model Local Wellness Policies.*
2. *The extent to which schools comply with the Local Wellness Policy.*
3. *The progress made in attaining the goals of the Local Wellness Policy.*

### **How do I complete a Triennial Assessment?**

#### **COMPARE LEA's Local Wellness Policy to Model Local Wellness Policy**

- Complete *Rudd Center WellSAT 3.0 Assessment tool* - <https://www.wellsat.org/>;  
OR *Alliance for a Healthier Generation District Level Thriving School Integrated Assessment (TSIA)*  
<https://www.healthiergeneration.org/take-action/get-help/how-to-complete-an-assessment#districts>  
*\*Refer to language in your current LWP to assist in determining preferred assessment tools for your district*
- Indicate model policy language used for comparison:  
☐ MSBA      ☐ MCE      ☐ AHG      ☐ Other: \_\_\_\_\_
- Describe how your wellness policy compares to model wellness policies. (Use *Local Wellness Policy: Triennial Assessment Summary*, <https://dese.mo.gov/financial-admin-services/food-nutrition-services/wellness>, or similar Triennial Assessment Reporting Tool.)

#### **ASSESS Extent to which Schools Comply with the Local Wellness Policy and Progress Towards Goals**

- Complete *CDC's School Health Index (SHI)* - <https://www.cdc.gov/healthyschools/shi/index.htm>;  
OR *Alliance for a Healthier Generation School Level Thriving Schools Integrated Assessment (TSIA)*  
- <https://www.healthiergeneration.org/take-action/get-help/how-to-complete-an-assessment#schools>;  
OR *CDC's Wellness Policy in Action Tool (WPAT)* - <https://www.cdc.gov/healthyschools/wpat/index.htm>  
*\*Refer to language in your current LWP to assist in determining preferred assessment tools for your district*
- Using tables provided on *Local Wellness Policy: Triennial Assessment Summary*, <https://dese.mo.gov/financial-admin-services/food-nutrition-services/wellness>, or similar Triennial Assessment Reporting Tool:
  - **First**, indicate language that is currently written in the district's LWP in relation to each topic area below.
  - **Next**, assess and discuss whether the district is meeting, partially meeting, or not meeting the goal.
  - **Finally**, indicate the progress made for each goal and next steps that have been identified.

-Policy Leadership	-Food and Beverage Marketing
-Public Involvement	-Nutrition Education
-Public Updates	-Nutrition Promotion
-Evaluation Plan/Triennial Assessment	-Physical Activity
-School Meals/Food and Beverages Sold	-Other School Based Strategies (community partnerships, family engagement, staff wellness, professional learning, etc.)

#### **SHARE Triennial Assessment Results with the Public**

- WellSAT 3.0 results, SHI results, or similar evaluation tool results, and Triennial Assessment Summary, or similar document which includes summary of goals and progress, should be posted publicly. Where to share? *school newsletter, social media, school website, school board meeting, wellness committee meeting, open house events, etc.*

### **LWP Resources**

DESE FNS Wellness Website <https://dese.mo.gov/financial-admin-services/food-nutrition-services/wellness>

MHS <http://www.mohealthyschools.com/> and <https://dese.mo.gov/college-career-readiness/curriculum/missouri-healthy-schools>

CDC Healthy Schools Local School Wellness Policy <https://www.cdc.gov/healthyschools/nutrition/wellness.htm>

Team Nutrition LWP Outreach Kit <https://www.fns.usda.gov/tn/local-school-wellness-policy-outreach-toolkit>

# Local Wellness Policy: Triennial Assessment Summary

## *Results, Progress and Goals*

### 1. General Information

School(s) included in assessment: \_\_\_\_\_

Month and year of current assessment: \_\_\_\_\_

Date of last LWP revision: \_\_\_\_\_

Website address for LWP and/or details on how public can access a copy: \_\_\_\_\_

### 2. Wellness Committee Information

How many times per year does your Wellness Committee meet? \_\_\_\_\_

**POLICY LEADERSHIP:** Designated School Wellness Leader

Name	Job Title	Email Address

**PUBLIC INVOLVEMENT:** School Wellness Committee Members

\*A diverse group of stakeholders should be invited including Administrators, Classroom Teachers, PE Teachers, SFA Reps, School Nurses, Community Members, Parents, Students, Medical/Healthcare Professionals

Name	Job Title	Email Address

### 3. COMPARE LEA's Local Wellness Policy to Model Local Wellness Policy

- Complete the **Rudd Center WellSAT3.0 Assessment Tool** - <https://www.wellsat.org/>;  
OR *Alliance for a Healthier Generation District Level Thriving School Integrated Assessment (TSIA)*  
<https://www.healthiergeneration.org/take-action/get-help/how-to-complete-an-assessment#districts>  
OR *similar assessment tool*: \_\_\_\_\_

*\*Refer to language in your current local wellness policy to assist in determining preferred assessment tools for your district*

- Assessment Tool Scores: \_\_\_\_\_
- Keep a copy of the results on file for at least three full school years plus the current year.
- Indicate model policy language used for comparison:
  - **Missouri School Boards' Association**
  - Missouri Consultants for Education
  - Alliance for a Healthier Generation
  - Other: \_\_\_\_\_
- Describe how your wellness policy compares to model wellness policies:

#### 4. ASSESS School Compliance with LWP and Progress Towards Goals

- Complete the CDC's School Health Index (SHI) - <https://www.cdc.gov/healthyschools/shi/index.htm>;  
OR Alliance for a Healthier Generation School Level Thriving Schools Integrated Assessment (TSIA) <https://www.healthiergeneration.org/take-action/get-help/how-to-complete-an-assessment#schools>;  
OR CDC's Wellness Policy in Action Tool (WPAT) - <https://www.cdc.gov/healthyschools/wpat/index.htm>  
OR similar assessment tool: \_\_\_\_\_

*\*Refer to language in your current local wellness policy to assist in determining preferred assessment tools for your district*

- Assessment Tool Scores: \_\_\_\_\_
- Keep a copy of the results on file for at least three full school years plus the current year.

Using the tables below:

**First**, indicate language that is currently written in district local wellness policy in relation to each topic listed.

**Next**, assess and discuss whether the district is meeting the goal, partially meeting the goal, or not meeting the goal.

**Finally**, indicate the progress made for each goal and next steps that have been identified.

Nutrition Guidelines for All Foods & Beverages for Sale at School (School Meals, Smart Snacks)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe Progress and Next Steps

Guidelines for Other Foods and Beverages Available at School, but Not Sold (celebration snacks, etc.)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe Progress and Next Steps

Marketing and Advertising of Only Food and Beverages that Meet Smart Snack Guidelines	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe Progress and Next Steps

Nutrition Education & Nutrition Promotion Goal(s)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe Progress and Next Steps

Physical Activity Goal(s)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe Progress and Next Steps

Other School-based Strategies for Wellness Goal(s) (staff wellness, community partnership, family engagement, etc.)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe Progress and Next Steps

- Include additional notes, if needed:

## 5. SHARE Triennial Assessment Results with the Public

- **UPDATE/INFORM THE PUBLIC:** WellSAT 3.0 results, SHI results, or similar evaluation tool results, and Triennial Assessment Summary, or similar document which includes summary of goals and progress, should be posted publicly.
- Where to share publicly? *school newsletter, social media, school website, school board meeting, district wellness committee meeting, open house events, etc.*