

## USDA Administrative Review: Local School Wellness Policy

### Off-Site Questions

*Note: The Local School Wellness Policy final rule released July 29, 2016 requires LEAs to begin developing a revised local school wellness policy by August 29, 2016. LEAs must fully comply with the requirements of the final rule by June 30, 2017.*

1000.	<p>Provide a copy of the current Local School Wellness Policy or appropriate web address.</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• The SFA/LEA must provide a copy of the Local School Wellness Policy (LWP). This may be in the form of a PDF or link to a webpage containing the SFA/LEA’s LWP. Ensure that it contains <b>all</b> of the following elements –             <ul style="list-style-type: none"> <li>○ Goals for –                 <ul style="list-style-type: none"> <li>▪ Nutrition education</li> <li>▪ Nutrition promotion</li> <li>▪ Physical activity</li> <li>▪ Other school-based activities to promote student wellness (i.e., dining environment, time to eat, food as a reward)</li> <li>▪ Nutrition guidelines for all foods available on the school campus</li> <li>▪ A plan for measuring implementation</li> <li>▪ Designation of one or more officials in charge of school compliance oversight</li> </ul> </li> </ul> </li> <li>• Coding             <ul style="list-style-type: none"> <li>○ Some LWPs may be coded as “ADF,” while others may not. As long as the document serves as the SFA/LEA’s LWP, the way in which the policy is coded is irrelevant.</li> <li>○ Some SFA/LEAs maintain regulations (sometimes coded as “ADF-R”) or exhibits (sometimes coded as “ADF-E”) in addition to their policies (sometimes coded as “ADF”). Regulations and exhibits serve to supplement an SFA/LEA’s LWP and in so doing, contain additional information specific to health and wellness for that SFA/LEA.</li> </ul> </li> <li>• Best Practices             <ul style="list-style-type: none"> <li>○ The LWP should be posted on the SFA/LEA’s website. Ideally, the policy is posted on a webpage dedicated to school wellness.</li> </ul> </li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Model Wellness Policies (<a href="https://www.cde.state.co.us/nutrition/oswellnessmodelwellnesspolicies">https://www.cde.state.co.us/nutrition/oswellnessmodelwellnesspolicies</a>)</li> <li>• Wellness Policy Elements (<a href="https://www.cde.state.co.us/nutrition/oswellnessresourcespolicyelements">https://www.cde.state.co.us/nutrition/oswellnessresourcespolicyelements</a>)</li> </ul>
1001.	<p>How does the public know about the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).</p> <p><b>Tips:</b> The SFA/LEA must inform the public about the LWP. The following methods and accompanying forms of documentation are recommended methods of meeting this requirement –</p> <ul style="list-style-type: none"> <li>○ Post the LWP on the SFA or LEA’s website. Provide a website address as documentation. Again, ideally, the policy is posted on a webpage dedicated to school wellness.</li> <li>○ Distribute the LWP with other important information at some time during the school year. Provide a copy of the distribution packet as documentation.</li> </ul>

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1002.	<p>When and how does the review and update of the Local School Wellness Policy occur? Provide documentation to support the response (or appropriate web address(es)).</p> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li>• The LWP must be reviewed and updated on a “periodic basis.” This is currently up to the SFA, but is best practice to review and update every 3 years after conducting the assessment of implementation.</li> <li>• The SFA must provide documentation demonstrating when and how it reviews and updates its LWP. Examples of acceptable documentation include –             <ul style="list-style-type: none"> <li>○ An agenda or attendance sheet from a stakeholder meeting where the policy was updated; or</li> <li>○ A revision date on the LWP</li> </ul> </li> <li>• Best Practices: The LWP is reviewed every three years by the district’s wellness team and revised whenever appropriate WellSAT 2.0 should be used to review the policy.</li> </ul> <p><b>Resources:</b> WellSAT 2.0 (<a href="http://www.wellsat.org/">http://www.wellsat.org/</a>); Note: This tool goes above and beyond the current LWP requirements by evaluating policies based not only on current requirements, but also on best practices in all areas of school wellness.</p>
1003.	<p>Who is involved in reviewing and updating the Local School Wellness Policy? What is their relationship with the SFA?</p> <p><b>Tips:</b> The following stakeholders must be permitted to contribute to the review and update of the LWP: parents, students, PE teachers, school health professionals, school administrators, the school board, representatives of the SFA and the general public. To ensure this requirement is being met, the SFA/LEA should develop a district-wide wellness team that consists of the stakeholders noted above.</p> <p><b>Resources:</b> Wellness Teams (<a href="https://www.cde.state.co.us/nutrition/osnwellnessresourcesteam">https://www.cde.state.co.us/nutrition/osnwellnessresourcesteam</a>)</p>
1004.	<p>How are potential stakeholders made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).</p> <p><b>Tips:</b> The SFA must provide documentation to demonstrate that stakeholders are made aware of their ability to participate in the review, update and implementation of the LWP. Examples of how to inform stakeholders of their ability to participate in LWP activities include –</p> <ul style="list-style-type: none"> <li>○ Send information out via a district-wide email</li> <li>○ Post information on the SFA/LEA’s website</li> <li>○ Send information out to the school community with other school/district-related materials</li> <li>○ Post flyers around the school district</li> <li>○ Announce information in district newsletter and/or local newspaper</li> </ul>
1005.	<p>Provide a copy of the most recent assessment on the implementation of the Local School Wellness Policy.</p> <p><b>Tips:</b> The SFA must provide a copy of the most recent assessment of the implementation of the LWP. This assessment should include information regarding –</p> <ul style="list-style-type: none"> <li>○ The extent to which schools in the LEA are in compliance with the LWP</li> <li>○ The progress made toward attaining the goals of the LWP</li> <li>○ The extent to which the LWP compares to a model LWP</li> </ul>

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	<ul style="list-style-type: none"><li>• CDPHE’s SmartSource Assessment meets the needs of LWP implementation assessment. This is a school-based assessment.</li></ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"><li>○ LWP implementation assessment tools (<a href="https://www.cde.state.co.us/nutrition/osnwellnessresourcespolicyassessmenttools">https://www.cde.state.co.us/nutrition/osnwellnessresourcespolicyassessmenttools</a>)</li><li>○ Model Wellness Policies (<a href="https://www.cde.state.co.us/nutrition/osnwellnessmodelwellnesspolicies">https://www.cde.state.co.us/nutrition/osnwellnessmodelwellnesspolicies</a>)</li></ul>
1006.	<p>How does the public know about the results of the most recent assessment on the implementation of the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).</p> <p><b>Tips:</b> The SFA/LEA must inform the public of the most recent assessment on the implementation of the LWP and must provide documentation to demonstrate that it did so. The way in which the SFA/LEA accomplishes this is up to its own discretion. Examples of how to inform the public about the results of the most recent assessment on the implementation of the LWP include –</p> <ul style="list-style-type: none"><li>○ Send information out via a district-wide email</li><li>○ Post information on the SFA/LEA’s website</li><li>○ Send information out to the school community with other school/district-related materials</li><li>○ Post flyers around the school district</li><li>○ Announce information in district newsletter and/or local newspaper</li></ul> <p><b>Resources:</b> Reporting to the public (<a href="http://healthymeals.nal.usda.gov/local-wellness-policy-resources/local-school-wellness-policy-process/reporting-public">http://healthymeals.nal.usda.gov/local-wellness-policy-resources/local-school-wellness-policy-process/reporting-public</a>)</p>