

WellSAT-I

Wellness School Assessment Tool – Interview to match WellSAT 3.0 Standards for USDA School Meals Section

SM1 Interview – Food Service Director	
Have there been parts of the Healthy Hunger-Free Kids Act (HHFKA) regulations for breakfast or lunch that have been challenging to implement? If yes, are there features of the district’s meal program that are not yet in compliance?	
0	There are features of the meal program that are not yet in compliance with HHFKA.
1	The respondent is fairly confident that all meals are in compliance with all elements of the HHFKA.
2	The respondent is very confident that all meals are in compliance with all elements of the HHFKA.

 SM1: Assures compliance with USDA nutrition standards for reimbursable school meals. Federal Rule language states that local educational agencies must set "standards and nutrition guidelines for all food and beverages sold to students during the school day" that "are consistent with applicable requirements set forth under 210.10." Additionally, the WIC Reauthorization Act of 2004 states that all wellness policies must "provide an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture."

SM2 Interview – Food Service Director	
Does the district offer breakfast? If yes, is breakfast offered every day? Is breakfast offered to all students? [Examples include: breakfast is only offered on testing days; only offered Monday, Wednesday and Friday; only offered in some schools.]	
0	Breakfast is not offered in the district.
1	School breakfast is offered, but not every day to all students.
2	School breakfast is offered every day to all students.
SM2: Addresses access to the USDA School Breakfast Program.	

SM3 Interview – Food Service Director	
How does your school ensure that children who are receiving free/reduced meals cannot be identified? How confident are you that it is not possible for the students to identify those who qualify for free or reduced lunch?	
0	Respondent is uncertain and believes it is possible to identify students receiving free/reduced meals.
1	Respondent is fairly confident that students cannot be identified.
2	Respondent is confident that students cannot be identified (Score 2 if district provides universal free meals).

 SM3: District takes steps to protect the privacy of students who qualify for free or reduced priced meals. The National School Lunch Act puts restrictions on how much information can be shared from participants. The United States Department of Agriculture states "school food authorities must assure that a child's eligibility status is not disclosed at any point in the process of providing free or reduced-price meals, including notification of the availability of free or reduced-price benefits, certification and notification of eligibility, provision of meals in the cafeteria, and the point of service."

SM4 Interview – Food Service Director	
How does the district handle unpaid balances? Follow up questions to determine if student is stigmatized: How are the student and parents notified? Is the student identified in the cafeteria? Is the student refused a meal, given a different meal, or given the regular meal?	
0	Respondent believes students are stigmatized in some manner (e.g., visibly identified in the cafeteria, refused a meal, or given a different meal)
1	Respondent is fairly confident that are not stigmatized or given a different meal.
2	Respondent is confident that students with unpaid balances are not stigmatized in any way (e.g., overtly identified) and are always given the regular reimbursable meal
<i>SM4: Addresses how to handle feeding children with unpaid meal balances without stigmatizing them.</i>	

SM5 Interview – Food Service Director	
How are families provided information about eligibility for free/reduced priced meals? (If district provides universal free meals, score 2)	
0	Information is only available upon request
1	Information is available on only on district website
2	Clear procedure for providing information through multiple avenues (e.g., Applications for are sent home to all families at the beginning of the school year and are available on the district website).
<i>SM5: Specifies how families are provided information about determining eligibility for free/reduced price meals.</i>	

SM6 Interview – Food Service Director	
Are specific strategies used to increase participation in the school meal programs? If yes, please describe. [Examples include: Smarter Lunchroom strategies; limiting competitive foods; requiring high school students have a scheduled lunch period; taste tests and student input; Grab-and-Go or Breakfast in the Classroom]	
0	No specific strategies are used to increase participation.
1	Respondent identifies strategies that are used infrequently or inconsistently (e.g., promotions only at the beginning of the year; promotions on special days).
2	Respondent identifies multiple strategies that are used consistently.
<i>SM6: Specifies strategies to increase participation in school meal programs.</i>	

SM7 Interview – Food Service Director	
How long are the breakfast (if applicable) and lunch periods? Within that time, how much time do students typically have to sit down and eat their meals.	
0	Students typically have less 20 minutes to sit down and eat lunch (and 10 minutes to eat breakfast).
1	Students sometimes have 20 minutes to sit down and eat lunch (and 10 minutes to eat breakfast).
2	Students consistently have at least 20 minutes to sit down and eat lunch (and 10 minutes to eat breakfast).
<i>SM7: Addresses the amount of "seat time" students have to eat school meals.</i>	

SM8 Interview – Food Service Director	
Is free (i.e., no cost to students) drinking water available to students during meals (i.e., do not include water for sale). Follow up questions can include: Does the cafeteria have water fountains? Are there a sufficient number of working water fountains? Can students take water back to the table or do they need to drink at the fountain? Do students perceive the water and fountains to be clean and safe?	
0	Water is not available or only available for sale.
1	Yes, but access is inconsistent (e.g., available only sometimes; available only upon request)
2	Yes, free water is consistently available to students during meals (e.g., water fountains or water filling stations are available in all cafeterias; water jugs and cups are present in the cafeteria and students have access to water throughout the meal period).
 SM8: Free drinking water is available during meals. Federal Rule language states that schools "must make potable water available to children at no charge in the place where lunches are served during the meal service, consistent with amendments made by section 203 of the HHFKA, and in the cafeteria during breakfast meal service."	

SM9 Interview – Food Service Director	
What is the frequency and amount of training provided to the food and nutrition staff? Does it meet the USDA Professional standards? (see below).	
0	Training amount and frequency does not meet the USDA Professional Standards.
1	Training amount and frequency meets the USDA Professional Standards for some staff but not everyone.
2	Training for food and nutrition staff meets or exceeds the USDA Professional Standards (i.e., annual, and new and current food service directors - 12 hours; new and current managers - 10 hours; new and current staff - 6 hours).
 SM9: Ensures annual training for food and nutrition services staff in accordance with USDA Professional Standards. Training requirements include: new and current directors: 12 hours; new and current managers: 10 hours; new and current staff: 6 hours. Requirement information available at: https://www.gpo.gov/fdsys/pkg/FR-2015-03-02/pdf/2015-04234.pdf .	

SM10 Interview – Food Service Director	
Are you familiar with the farm to school program? In your district, is it a priority to procure locally produced foods for school meals and snacks? If yes, what efforts are made to increase local procurement? Are strategies used in the cafeterias to promote them?	
0	There is not an effort to purchase locally grown foods in the district.
1	Some locally grown foods are purchased for schools, but it is not a priority.
2	Procuring locally grown foods is a priority. The respondent can describe specific efforts to increase purchases and promote local foods (e.g., marketing foods with the name of the farm; taste-tests).
 SM10: Addresses purchasing local foods for the school meals program. Procurement is one of the three components of the farm to school program. Procurement is defined as local foods that are purchased, promoted, and served in the cafeteria or as a snack or taste-test. Info about the USDA farm to school program available at: https://www.fns.usda.gov/farmtoschool/farm-school	