

# GUIDANCE FOR SCHOOL WELLNESS POLICY TRIENNIAL ASSESSMENT

The U.S. Department of Agriculture's (USDA) [Final Rule: Local School Wellness Policy Implementation Under the HHFKA of 2010](#) requires that each local educational agency (LEA) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) must complete an assessment of their local school wellness policy (LSWP) at least once every three years. This document assists LEAs with meeting the USDA's triennial assessment requirements.

A LSWP is a written document of official policies that guide a LEA's efforts to establish a school environment that promotes students' health, well-being, and ability to learn by supporting healthy eating and physical activity. The LSWP requirement was established by the Child Nutrition and WIC Reauthorization Act of 2004 ([Public Law 108-265](#)), and further strengthened by the [Healthy, Hunger-Free Kids Act of 2010](#). These laws require LEAs participating in the NSLP and SBP to develop and implement a LSWP. The responsibility for LSWP development is at the local level to allow each school district and institution to address their unique needs.

## ASSESSMENT REQUIREMENTS

The USDA's [Final Rule: Local School Wellness Policy Implementation Under the HHFKA of 2010](#) requires LEAs to complete an assessment of their LSWP at least once every three years. LEAs must complete the first LSWP assessment by **June 30, 2022**. The LEA's assessment must:

- measure the extent to which the LEA complies with the LSWP;
- describe how the language in the LEA's LSWP compares to the model wellness policy (WellSAT 3.0); and
- describe the LEA's progress toward meeting their LSWP goals.

LEAs must make the triennial assessment results available to the public. State departments of education may review this documentation during the next LEA's Administrative Review. For additional guidance, consult your state's department of education.

## REQUIRED STEPS AND RESOURCES

Table 1 summarizes the steps for completing the triennial assessment process. The required resources are available under the [Triennial Assessment](#) tab of the WellSAT webpage. These include:

- District's LSWP and associated local procedures and regulations
- [Wellness School Assessment Tool \(WellSAT 3.0\)](#)
- [Wellness School Assessment Tool Interview \(WellSAT-I\)](#)
- [Worksheet 1: Written Policy Scores from WellSAT 3.0](#) (optional)
- [Worksheet 2: Interview Practice Scores from WellSAT-I](#) (optional)
- [Worksheet 3: Identify Connections between Policy and Practice](#) (optional)
- [Worksheet 4: Summary of Findings](#)

To open the worksheet files, you may need to check your browser's downloads folder after clicking the links.

Table 1. Steps for LSWP triennial assessment

**Step 1 Complete the WellSAT 3.0** (page 3)

- Compare LSWP to a model policy.
- Assess compliance of LSWP with federal requirements.

**Step 2 Complete the WellSAT-I** (page 4)

- Assess compliance of district practices with federal requirements.
- Assess compliance with written LSWP.

**Step 3 Identify Connections between Policy and Practice** (page 5)

- Compare your written policy to your district's wellness practices.

**Step 4 Summarize and Share Findings** (page 6)

- Create summaries of district LSWP assessment.
- Share LSWP assessment with the public.
- Retain all worksheets for your next Administrative Review.

# STEP 1: COMPLETE THE WELLSAT 3.0

## TIME NEEDED

- 1-2 hours depending on the policy's length and complexity

## STAFF NEEDED

- Chair and members of the district wellness committee (contact the superintendent's office for a list of wellness committee members)

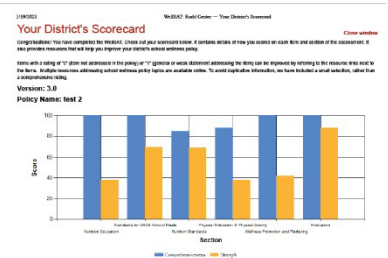
## MATERIALS NEEDED

- District's LSWP and associated local procedures/regulations
- The WellSAT 3.0
  - Online version: [WellSAT 3.0 tool](#)
  - Print version: Complete the WellSAT 3.0 using the [WellSAT 3.0 PDF version](#) and [Worksheet 1: Written Policy Scores from WellSAT 3.0](#).

## PART A: COMPLETE THE WELLSAT 3.0

Print the district's LSWP and associated local procedures/regulations. If the district works with the Connecticut Association for Boards of Education (CABE), CABE can help identify the district wellness policy. Most districts post their policies on their website. For tips on how to find your policy, review the "How to Find Your Policy" video at [www.wellsat.org](http://www.wellsat.org) (under "About the WellSAT") or at <https://youtu.be/HJZXSltE5SU>.

Use the WellSAT 3.0 tool to assess the strength and comprehensiveness of your district's policy compared to best practices. The tool can be completed online at [www.wellsat.org](http://www.wellsat.org). Print out and save your scorecard. It will look like the image to the right. Alternatively, PDF versions of these tools are available at [www.wellsat.org](http://www.wellsat.org).



Section 1. Nutrition Education	Rating
NE1  District goals for nutrition education that are designed to meet district needs.	0
NE2 Nutrition education teaches skills that are behavior-focused, knowledge, motor participation.	0
NE3 All elementary school students receive sequential and comprehensive nutrition education.	1
NE4 All middle school students receive sequential and comprehensive nutrition education.	1
NE5 All high school students receive sequential and comprehensive nutrition education.	1
NE6 Nutrition education is integrated into other subjects beyond health education.	1
NE7 Links nutrition education with the school food environment.	1
NE8  Nutrition education addresses operators and the food system.	0
Subtotal for Section 1	100
Comprehensiveness Score	100
Strength Score	100

Image of a WellSAT 3.0 scorecard

## PART B: CHECK WRITTEN POLICY FOR COMPLIANCE WITH FEDERAL REQUIREMENTS

Check your scorecard for the federal requirements (indicated by the Capitol building icon ). Highlight any items missing from your written policy (i.e., score of "0").

## STEP 2: COMPLETE THE WELLSAT-I

### TIME NEEDED

- 3-4 hours depending on the number of people interviewed



### STAFF NEEDED

- District wellness committee members as interviewers
- Interviewees: Food service director; district-level official; head of curriculum; health/nutrition education teacher; school principal; physical education teacher; classroom teacher


### MATERIALS NEEDED

- [WellsAT-I tool](#) (available under “WellsAT-I” at [www.wellsat.org](http://www.wellsat.org)).
- [Print version](#): Complete the WellsAT-I using the [WellsAT-I PDF version](#) and [Worksheet 2: Written Policy Scores from WellsAT-I](#).

### PART A: COMPLETE THE WELLSAT-I

1. Click the “Complete/Edit WellsAT-I” link next to your policy’s name. Determine who is best suited to answer each question in your district.
  - All federally required practices are noted with a Capitol building icon .
  - Items with a school icon  are typically answered at the school level.
  - All other items: Answer at either the district or school level, based on your district’s structure.
2. Complete the WellsAT-I tool, interviewing the relevant personnel for each item.
  - View your scorecard.

### PART B: CHECK WHETHER PRACTICES COMPLY WITH FEDERAL REQUIREMENTS AND YOUR POLICY

1. Check your scorecard for the federal requirements (indicated by the Capitol building icon ). Highlight any practices that are not currently in place (i.e., score of “0”).
2. Look at your WellsAT 3.0 and WellsAT-I scores side by side. Highlight any practices that are written into your policy (i.e., score of 1 or 2), but are not in place in practice (i.e., score of 0).

# STEP 3: IDENTIFY CONNECTIONS BETWEEN POLICY AND PRACTICE

## TIME NEEDED

- 15 minutes (1-2 hours if completing paper version)

## STAFF NEEDED

- District wellness committee members, including the member who entered the WellSAT 3.0 and WellSAT-I scores online





## MATERIALS NEEDED

- Your district’s combined WellSAT 3.0 and WellSAT-I scorecard
- [Print version: Completed Worksheet 1: Written Policy Scores from WellSAT 3.0, Completed Worksheet 2: Interview Practice Scores from WellSAT-I, and Worksheet 3: Identifying Connections between Policy and Practice](#)

## COMPARE YOUR WELLSAT 3.0 AND WELLSAT-I SCORES

Locate the text at the top of the scorecard (under the outcome icons) that reads, “If you would like a scorecard that sorts the items by outcome, click here.” Click the checkbox. Print out the combined scorecard. With the rest of your district wellness committee, examine the items in each section.

If you are completing this process on paper, you will need to complete the comparison by hand. Print out the [WellSAT 3.0 Scorecard](#) and [Scorecard for the WellSAT-I](#). With the two scorecards side by side, go through each section and identify the items that belong in each section using [Worksheet 3](#).

WellSAT 3.0 Score	WellSAT-I Score	Comparison Outcome
2	2	 <b>Strong Policies and Aligned Practices</b> District has a strong policy and is fully implementing practices that align with the policy
1	0	 <b>Create Practice Implementation Plan</b> District has a strong or weak policy, but practice implementation is either absent or limited
2	1 or 0	
0 or 1	2	 <b>Update Policies</b> District is fully implementing a practice but there is no or only weak language in the written policy, or the district is partially implementing practices and there is no language in the policy
0	0 or 1	 <b>Opportunities for Growth</b> District has either not addressed the topic in policy or practice; or has only addressed the topic in a very limited way
1	1	

*Items that are federally required are listed first in each section.*

## STEP 4: SUMMARIZE AND SHARE YOUR FINDINGS

### TIME NEEDED

- 1-2 hours

### STAFF NEEDED

- District wellness committee members

### MATERIALS NEEDED

- Combined WellSAT 3.0 and WellSAT-I scorecard, sorted by outcome
- [Worksheet 4: Summary of Findings](#)
- Print version: [Completed Worksheet 3: Identifying Connections between Policy and Practice](#)

### WRITING NARRATIVES TO ACCOMPANY YOUR SCORESHEETS

- Use Worksheet 4 to write narratives to share the findings from each section of your combined WellSAT 3.0 and WellSAT-I scorecard.

### MATERIALS TO SHARE

We recommend sharing all of the materials described below. However, please see instructions from your State Department of Education concerning posting requirements in your state.

- Post your completed **WellSAT 3.0 scorecard** to document that you have compared your policy to a model policy. Use either [Worksheet 1: Written Policy Scores from WellSAT 3.0](#) or the scorecard generated by the WellSAT 3.0 website.
- Post **Section 1 (Strong Policies and Aligned Practices)** of your combined WellSAT 3.0 and WellSAT-I scorecard or [Worksheet 3](#) to document your district's areas of strength **along with the narrative created in Worksheet 4.**
- Post **Section 2 (Create Practice Implementation Plans)** of your combined WellSAT 3.0 and WellSAT-I scorecard or [Worksheet 3](#) to document topics where your district is not compliant with elements of your LWLP **along with the narrative created in Worksheet 4** to describe how the district will improve compliance.
- If there are **federal requirements** in **Section 3 (Update Policies)** of your combined WellSAT 3.0 and WellSAT-I scorecard or [Worksheet 3](#), **post the narrative created in Worksheet 4** to describe how the district will update its policy to include all federally required items. You may add plans for additional policy updates if desired.
- If there are **federal requirements** in **Section 4 (Opportunities for Growth)** of your combined WellSAT 3.0 and WellSAT-I scorecard or [Worksheet 3](#), **post the narrative**

**created in Worksheet 4** to describe how the district will update its policy and practices to include all federally required items. You may add information about the LEA's future wellness goals here.

- Retain all materials from this assessment. The district's wellness committee can use these materials when revising the LSWP. Consult your State Department of Education to determine which documents must be made available during the next Administrative Review and how long these records must be kept.

## **CONGRATULATIONS!**

You have completed all steps of the Triennial Assessment.