# Superintendent’s Memo #275-19

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: November 22, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: The Triennial Assessment of the Local Wellness Policy

The purpose of this memo is to provide guidance to Local Education Agencies (LEAs) to complete the Triennial Assessment of the Local School Wellness Policy found in 7 CFR § 210.31. Each LEA participating in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP) must develop a written plan that includes methods to promote student wellness, prevent childhood obesity, and provide assurance that school meals and other food and beverages sold are consistent with applicable minimum federal standards. At least once every three years, LEAs are required to assess each school’s compliance with the local school wellness policy and update the policy if needed.

### Requirements

As part of the assessment the LEA must:

1. Designate one or more LEA officials or school officials to ensure that each participating school complies with the local school wellness policy.
2. Assess each school’s compliance with the local wellness policy and make the assessment results available to the public. The assessment must contain how each school is in compliance with the local school division’s wellness policy, the extent to which the LEA’s wellness policy compares to the other model local wellness policies, and a description of the progress made in attaining the goals of the local wellness policy.
3. Based on the results of the triennial assessment, the LEA should update and modify the local wellness policy.

### State Agency Responsibilities

As part of the LEA’s Federal Administrative Review, the state agency will assess compliance with the wellness policy requirements. Beginning in school year 2020-2021, LEAs must have documentation of the local wellness policy, documentation of community involvement including the requirement to make the wellness policy and assessment available to the public, and documentation of the triennial assessment of each school’s compliance with the local wellness policy.

### Resources for the Triennial Assessment

The triennial assessment is the time to review the goals in your wellness policy as you measure your progress and identify obstacles. The results of the assessment will shape the school environment for the next three years. The assessment should match the standards and goals outlined in the wellness policy. Suggested goals to include in your wellness policy are offering alternative breakfast models, farm to school activities, healthy hydration behaviors, and active transportation.

VDOE has gathered resources to assist LEAs through the assessment process.

* The [Alliance for a Healthier Generation](https://www.healthiergeneration.org/take-action/schools/wellness-topics/policy-environment/local-school-wellness-policy/refresh-your) developed five steps to refresh and revise your wellness policy.
* Attachment A is a template that outlines the general information and required assessment information.
* Attachment B is a sample assessment tool. Other assessment tools can be found at [Alliance for a Healthier Generation](https://www.healthiergeneration.org/app/programs), [Action for Healthy Kids](https://www.actionforhealthykids.org/step-2/) and [WellSAT:3.0](http://www.wellsat.org/).
* Attachment C is a compliant sample of a Triennial Assessment to use as guidance.
* Attachment D is a division level fillable template that will ensure the LEA has the required information needed for the triennial assessment.

Implementing and sustaining school-based healthy eating and physical activity policies and programs documented in a wellness policy will make a powerful contribution toward a healthy future for the students in Virginia. By assessing and evaluating your wellness policy, schools can help ensure that all students have the opportunity to attain their maximum educational potential and pursue a lifetime of good health.

JFL/SCC/BDB/cc

### Attachments

Attachment A: [Triennial Assessment Worksheet](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/275-19a.docx) (Word)

Attachment B: [School Level Report Card: Tool for the Triennial Assessment](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/275-19b.docx) (Word)

Attachment C: [Compliant Triennial Assessment Sample](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/275-19c.docx) (Word)

Attachment D: [Triennial Assessment Template](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/275-19d.docx) (Word)