# Attachment A

# Superintendent’s Memo #275-19

# November 22, 2019

# Virginia Department of Education logo

## Office of School Nutrition Programs

## Triennial Assessment Worksheet

***The content formatted in bold and italics throughout this document is instructional and should not be included in the SFA’s Triennial Assessment. All content within [brackets] should be modified, as needed, according to each SFA’s unique practices and needs.***

### Flow Chart

* **VDOE Triennial Assessment Worksheets** (Optional) – This resource is designed as a tool to assist the Wellness Policy designee with filling in division specific information on the Triennial Assessment from the Division’s Wellness Policy. With this tool, you can easily pull information from your Wellness Policy that directly corresponds with the information needed in the School Level Report Card and the Division Level Triennial Assessment Template. This worksheet is not required and does not need to be publicly posted with your Triennial Assessment. ***Using the Division's Wellness Policy, the Wellness Policy leadership or other designee completes the worksheet with division specific language and goals.***
* **VDOE School Level Report Card** - This resource is designed to be edited by the Wellness Policy leadership or other designee to complete the highlighted items in square brackets. Once the report card has been edited to be specific to the Division’s Wellness Policy, it should be distributed to all schools in the division for completion at the school level. USDA or Virginia Wellness Policy requirements are indicated in bold. Once the report card is complete at the school level, it should be sent back to the Wellness Policy designee or other individual responsible for completing the Triennial Assessment. It is a best practice to publicly post these reports with your Triennial Assessment, however it is not required. ***Using the Triennial Assessment Worksheet, the Wellness Policy leadership fills in the highlighted information on the School Level Report Card. This document is distributed to all schools in the division to be completed at the school level. This document is then returned to the Wellness Policy leadership.***
* **VDOE Division Level Triennial Assessment Template** – This template includes all of the necessary information as required by USDA and Virginia regulations. The final Triennial Assessment must determine compliance with the Wellness Policy, how the Wellness Policy compares to model wellness policies, and progress made in attaining the goals of the Wellness Policy. A Triennial Assessment must be publicly posted on or before June 30, 2020. ***Using the Triennial Assessment Worksheet, the Wellness Policy leadership or other designee fills in the highlighted information on the Division Level Triennial Assessment. Once the Wellness Policy leadership receives the completed School Level Report Cards by all schools, the Wellness Policy leadership can complete the Division Level Triennial Assessment. A Triennial Assessment must be posted publicly before June 30, 2020.***
* **Triennial Assessment Sample** – This sample Triennial Assessment may be used as an example of what a completed Triennial Assessment might look like. This document has been edited from its original form for accessibility. ***This sample may be referenced before, during or after completion of the Triennial Assessment.***

### Triennial Assessment Worksheet

The information needed to complete the School Level Report Card and Division Level Triennial Assessment is outlined in the following tables. In the space provided, enter the corresponding division-specific language/information from your Local Wellness Policy.

#### **General Information**

| **Information** | **Division-Specific Language** |
| --- | --- |
| Reporting Timeframe: | **[Month, Year]** – June 30, 2020 |
| School(s) included in the assessment: |  |
| Website address for the Wellness Policy and/or information on how the public can access a copy: |  |
| Indicate how any updates to the policy are made available to the public: |  |
| Enter how often your Wellness Policy team meets, at least annually: |  |
| Describe how the school community is made aware of their ability to participate in the Wellness Policy process. |  |
| Contact information for local school Wellness Policy leadership: |  |

#### **Required Assessment Information: Wellness Policy Goals**

| **Goal** | **Division-Specific Language** |
| --- | --- |
| **[Insert goal for Nutrition Promotion and Education (Question I on VDOE School Level Report Card) as described in your Wellness Policy.]** |  |
| **[Optional: Insert additional goal(s) for Nutrition Promotion and Education as described in your Wellness Policy.]** |  |
| **[Insert goal for Physical Activity (Question II on VDOE School Level Report Card) as described in your Wellness Policy.]** |  |
| **[Optional: Insert additional goal(s) for Physical Activity as described in your Wellness Policy.]** |  |
| **[Insert goal for Other School-Based Wellness Activity (Question III on VDOE School Level Report Card) as described in your Wellness Policy.]** |  |
| **[Optional: Insert additional goal(s) for Other School-Based Wellness Activity as described in your Wellness Policy.]** |  |

#### **Required Assessment Information: Quality of Wellness Policy**

| **Requirement** | **Explanation** |
| --- | --- |
| Describe how your Wellness Policy compares to the [Alliance for a Healthier Generation’s Model Wellness Policy](https://www.healthiergeneration.org/resources/model-wellness-policy). | **[Insert a comparison of division Wellness Policy to the Alliance for a Healthier Generation’s model Wellness Policy.]** |

#### **Required Assessment Information: Wellness Policy Compliance**

| **Standard/Guideline** | **Division-Specific Language** |
| --- | --- |
| **Standards and Nutrition Guidelines for All Foods and Beverages Sold (VDOE School Level Report Card Question IV):** We follow **[School Division]**’s policy on exempt fundraisers as outlined in our division’s Wellness Policy. ***This language may be replaced with the requirements stated in your Wellness Policy, not to exceed 30 exempt school-sponsored fundraisers per school year.*** |  |
| **[Optional: Insert additional Standards and Nutrition Guidelines for All Foods and Beverages Sold as described in your Wellness Policy.]** |  |
| **Standards for All Foods & Beverages Provided, But Not Sold**  **(Question V on VDOE School Level Report Card):** We follow **[School Division]**’s policy on Standards for All Foods and Beverages Provided, But Not Sold, as outlined in our Division’s Wellness Policy. ***This language may be replaced with the requirements stated in your Wellness Policy.*** |  |
| **[Optional: Insert additional Standards and Nutrition Guidelines for All Foods and Beverages Provided, But Not Sold, as described in your Wellness Policy (i.e. classroom parties, classroom snacks brought by parents, or other foods given as incentives).]** |  |
| **Policy for Food and Beverage Marketing**  **(Question VI on VDOE School Level Report Card):** **[Optional: Insert additional policies for food and beverage marketing as described in your Wellness Policy.]** |  |
| **Evaluation Plan Description:** **[Insert a description of the evaluation plan, as described in your Wellness Policy.]** |  |