# Attachment D

# Superintendent’s Memo #275-19

# November 22, 2019

# Virginia Department of Education logo

## Office of School Nutrition Programs

## Triennial Assessment Template

According to the [Final Rule](https://fns-prod.azureedge.net/sites/default/files/tn/LWPsummary_finalrule.pdf) of the Local School Wellness Policy implemented under the Healthy, Hunger-Free Kids Act of 2010, an assessment of the Wellness Policy must be conducted at least once every three years. The first Triennial Assessment must be completed and made available to the public on or before June 30, 2020.

Divisions may use a variety of methods to assess compliance and determine progress of the goals and objectives defined in their Wellness Policy. Documents that contain timelines, goals, and key tasks may assist you in assessing changes and recognizing improvements over time. Here are recommended tools to use at the school level for assessing Wellness Policy implementation:

* VDOE School Level Report Card (available on SNPWeb, under *Download Forms*)
* [Action for Healthy Kids’ School Health Index](https://www.actionforhealthykids.org/step-2/%22%20%5Co%20%22Action%20for%20Healthy%20kids%20website%20link%20to%20assess%20progress)
* [WellSAT:3.0 – Wellness School Assessment Tool](http://www.wellsat.org/)
* [Alliance for a Healthier Generation – Assessment Guide](https://www.healthiergeneration.org/resources/assessment-guide-for-schools)

The VDOE Triennial Assessment Worksheet (available on SNPWeb, under *Download Forms*) is a useful tool to organize your notes before starting this template to ensure that your Triennial Assessment determines:

* 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.

Once you have your School Level Reports, you may use the template included in the following pages to create your Triennial Assessment. As mentioned above, the results of the Triennial Assessment must be made available to the public on or before June 30, 2020.

Once your Triennial Assessment is complete, you can revamp your Wellness Policy based on the results of the goals and guidelines defined in your Triennial Assessment. Additional areas you may consider adding to your Wellness Policy may include Alternate Breakfast Models, Farm to School Activities, healthy hydration behaviors and active transportation.

***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.***

# **[School Division]**

# Wellness Policy

# 2017-2020 Triennial Assessment

## **Overview & Purpose**

In accordance with the [Final Rule](https://fns-prod.azureedge.net/sites/default/files/tn/LWPsummary_finalrule.pdf) of the Federal Healthy, Hunger Free Kids Act of 2010 and the [Virginia Administrative Code:](https://law.lis.virginia.gov/admincode/title8/agency20/chapter740/) 8VAC20-740*,* **[School Division]** presents the 2017-2020 Triennial Assessment which includes the timeframe from **[Reporting timeframe]**. The Triennial Assessment indicates updates on the progress and implementation of **[School Division]**’s Wellness Policy and wellness initiatives, and provides required documentation of actions, steps, and information as outlined in the Final Rule. The school(s) included in this Triennial Assessment are: **[Insert schools included in this assessment]**.

## **Wellness Policy**

The **[School Division]** Wellness Policy can be found at **[enter website address for the Wellness Policy and/or information on how the public can access a copy]**. **[School Division]** updates or modifies the Wellness Policy as appropriate. The policy is made available to the public through **[Indicate how any updates to the policy are made available to the public; include the web link if applicable]**.

## **School Wellness Committee**

**[School Division]** established a Wellness Policy leadership of one or more school officials who has the authority and responsibility to ensure each school complies with the Wellness Policy. The Wellness Policy committee meets at least **[enter how often your Wellness Policy team meets at least annually]** for periodic review and update of the Wellness Policy. The general public and the school community are allowed and encouraged to participate in the Wellness Policy process. This may include parents, students, and representatives of the School Food Authority, teachers, school health professionals, and the School Board and school administrators. **[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 (optional)]**

## **Wellness Policy Compliance**

**[School Division]** must conduct an assessment of the Wellness Policy every three years, at a minimum. The final rule requires State Agencies to assess compliance with the Wellness Policy requirements as a part of the general areas of the Administrative Review every three years.

**[Describe the degree to which the school(s) and division as a whole are in compliance with USDA and Virginia required Wellness Policy regulations.]**

***Use the charts below to assess whether requirements are being met. Indicate that requirements are met by adding a checkmark to the “Met” column. If requirements are not met at all schools, indicate which schools are out of compliance in the “Not Met” column.***

**Standards and Nutrition Guidelines for all Foods and Beverages Sold**

**(Question IV on VDOE School Level Report Card)**

| **Standard/Guideline** | **Met** | **Not Met** |
| --- | --- | --- |
| We follow federal school meal nutrition standards for all foods and beverages available for sale on campus during the school day. | Intentionally  |  |
| We have implemented Smart Snacks nutrition standards for ALL items sold during school hours, including: a la carte offerings, items in school stores, and items in vending machines. |  |  |
| 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 and Nutrition Guidelines for all Foods and Beverages Sold**

**(Question V on VDOE School Level Report Card)**

| **Standard/Guideline** | **Met** | **Not Met** |
| --- | --- | --- |
| We follow **[Division name]**’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)**

| **Standard/Guideline** | **Met** | **Not Met** |
| --- | --- | --- |
| All food and beverage marketing meets Smart Snacks standards. |  |  |
| **[Optional: Insert additional policies for food and beverage marketing as described in your Wellness Policy.]** |  |  |

**Description of Public Involvement**

| **Standard/Guideline** | **Met** | **Not Met** |
| --- | --- | --- |
| **[School Division Name]** permits participation by the general public and the school community in the Wellness Policy process. This includes parents, students, and representatives of the School Food Authority, teachers of physical education, school health professionals, the School Board, and school administrators. |  |  |

**Description of Public Updates**

| **Standard/Guideline** | **Met** | **Not Met** |
| --- | --- | --- |
| The Wellness Policy is made available to the public on an annual basis, at minimum. This includes any updates to and about the Wellness Policy. |  |  |
| The Triennial Assessment, including progress toward meeting the goals of the policy, will be made available to the public on or before June 30, 2020. |  |  |

**Description of Policy Leadership**

| **Standard/Guideline** | **Met** | **Not Met** |
| --- | --- | --- |
| **[School Division Name]** established a Wellness Policy leadership of one or more LEA’s and/or school official(s) who have the authority and responsibility to ensure each school complies with the policy. |  |  |

**Description of Evaluation Plan**

| **Standard/Guideline** | **Met** | **Not Met** |
| --- | --- | --- |
| **[Insert a description of the evaluation plan, as described in your Wellness Policy.]** |  |  |

## **Quality of Wellness Policy**

Thoroughly reviewed by USDA Food and Nutrition Service, the Alliance for a Healthier Generation’s model policy template is in compliance with the requirements set forth in the final rule.

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

## **Progress towards Goals**

**[Insert an explanation of the progress made in attaining the goals indicated in the Wellness Policy. Include any additional progress noted in Question VIII of the VDOE School Level Report Card.]**

**Progress towards Nutrition Promotion and Education Goals**

**(Question I on VDOE School Level Report Card)**

| **Description** | **Met** | **Not Met** |
| --- | --- | --- |
| **[Insert goal for nutrition promotion and education as described in your Wellness Policy.]** |  |  |
| **[Optional: Insert additional goal(s) for nutrition promotion and education as described in your Wellness Policy.]** |  |  |

**Progress towards Physical Activity Goals**

**(Question II on VDOE School Level Report Card)**

| **Description** | **Met** | **Not Met** |
| --- | --- | --- |
| **[Insert goal for physical activity as described in your Wellness Policy.]** |  |  |
| **[Optional: Insert additional goal(s) for physical activity as described in your Wellness Policy.]** |  |  |

**Progress towards other School-Based Wellness Activity Goals**

**(Question III on VDOE School Level Report Card)**

| **Description** | **Met** | **Not Met** |
| --- | --- | --- |
| **[Insert goal for other school-based wellness activity as described in your Wellness Policy.]** |  |  |
| **[Optional: Insert additional goal(s) for other school-based wellness activities as described in your Wellness Policy.]** |  |  |

**[Optional: Attach the results of the VDOE School Level Report Card or other assessment tool used.]**