# SCNP Memo #2023-2024-61

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: March 14, 2024

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Local School Wellness Policy and the Triennial Assessment Training Webinar

The Virginia Department of Education, Office of School and Community Nutrition Programs will host a training webinar on the Local School Wellness Policy (LSWP) and the Triennial Assessment. This webinar will take place **Thursday, April 4, 2024, from 2:00–3:00 pm**. [Please register in advance for this webinar.](https://doe-virginia-gov.zoom.us/webinar/register/WN_ybWF5VFWS-qUJxTzQuoBYw) Upon registration, attendees will receive information for joining the webinar.

### Requirements of the Triennial Assessment

The U.S. Department of Agriculture (USDA) requires school food authorities (SFAs) who participate in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP) to complete the Triennial Assessment of their LSWP by **June 30, 2024**. The Triennial Assessment must be completed at least once every three years, be available to the public, and measure the implementation of the LSWP, including:

* compliance with the LSWP;
* comparison to a model LSWP; and
* progress made in attaining the goals of the LSWP.

The results of the assessment and the updated LSWP should inform wellness initiatives in the school environment for the next three years. The VDOE-SCNP recommends following the three best practices below when considering updates to the LSWP:

* Ensure goals are SMART goals (Specific, Measurable, Achievable, Relevant, and Time-bound).
* Incorporate scratch-made and student inspired recipes and meals.
* Establish a School Health Advisory Board or similar health committee.

### Resources for the Triennial Assessment

The VDOE-SCNP offers resources and assistance to SFAs for completing the Triennial Assessment. These resources are located on the [VDOE-SCNP website](https://www.doe.virginia.gov/programs-services/school-operations-support-services/school-nutrition/training-resources) in the Local School Wellness Policy and Triennial Assessment section. Please direct any questions about the LSWP or the Triennial Assessment to Katy Harbin, SCNP Nutrition and Wellness Specialist, by email at [Katy.Harbin@doe.virginia.gov](mailto:katy.harbin@doe.virginia.gov)

SCC/KH/fd