

Kentucky Local Wellness Policy Triennial Assessment

In accordance with the [U.S. Department of Agriculture's Final Rule: Local School Wellness Policy Implementation](#), all sponsors participating in the National School Lunch or School Breakfast Program must complete an assessment of their local wellness policy (LWP), at minimum, once every three years. The following report will act as an assessment of the district's LWP. It is recommended that all Kentucky sponsors use the Kentucky Local Wellness Policy Triennial Assessment to fulfill the program requirements.

The assessment must measure the following:

1. Sponsor's compliance with their local wellness policy
2. Sponsor's progress toward meeting their local wellness policy goals
3. How the language in the sponsor's wellness policy compares to the model wellness policy.

Instructions:

Before you begin the assessment, please read through the entire instruction section. Next, follow steps 1-4 to complete the Triennial Assessment Report. The report template can be found on page two of this document. Please note, the brackets with a gray background are editable ({Example of Editable Field}).

STEP 1: Policy Assessment

- Requirement: assess compliance with the local wellness policy.
- How to complete section 1 of the report:
 - Select the people who are participating in the development, implementation, and evaluation of our wellness policy.
 - Select how the public receives notice that they're available to participate in the Local Wellness Process.
 - List and review your district's goals for each of the 7 required policy components and mark with an "X" which column best suits the degree of compliance for each required policy component (Fully in Place, Partially in Place, Not in Place).

STEP 2: Policy Progress and Improvement

- Requirement: describe the overall progress made toward meeting policy goals.
- How to complete: In section 2 of the report, provide a description that includes how you will implement further steps and activities and improvement bases on the information entered in Step 1.

STEP 3: Model Policy Comparison

- Requirement: describe policy strengths and areas for improvement based on the findings of the WellSAT.
- How to complete: First, complete the WellSAT assessment (see below for instructions). Based on the results from WellSAT, provide a brief description of the LWP strengths and areas of improvement in section 3 of the report.
- How to complete the WellSAT: You can complete the WellSAT assessment either electronically OR by hard copy. Go to wellsat.org. Note: Retain a copy of the completed assessment and attach to this assessment.

STEP 4: Record Keeping

- Requirement: each LEA must retain records and make available to the public to document compliance.
- How to complete: Share your progress with your school community by posting it your nutrition services or district webpage.

{School/District Name}
Wellness Policy Triennial Assessment Report

Previous Date Completed: {School Year}

Date Completed: {School Year}

A local wellness policy directs efforts to create a healthier school environment. Effective wellness policies support a culture of well-being by establishing healthful practices and procedures for students, staff, and families. Schools/districts participating in the federal Child Nutrition Programs are required to complete an assessment of their local wellness policy, at minimum, once every three years. This report summarizes policy objectives and details the results of the most recent evaluation. For questions regarding the results, contact {Name and Contact Information}.

Section 1: Policy Assessment

We encourage administrators, school food service staff, parents, school board members, school health professionals, students, and the general public to participate in the development, implementation, and evaluation of our wellness policy. Currently the committee is comprised of the following (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Administrators | <input type="checkbox"/> School Food Service Staff |
| <input type="checkbox"/> P.E. Teachers | <input type="checkbox"/> Parents |
| <input type="checkbox"/> School Board Members | <input type="checkbox"/> School Health Professionals |
| <input type="checkbox"/> Students | <input type="checkbox"/> Public |

How does the public receive notice that they're available to participate in development, implementation, and evaluation of the district's wellness policy (check all that apply):

- ☐ Advertisement on the public website
- ☐ It is announced at board meetings
- ☐ Recruitment amongst staff and students
- ☐ Advertisement at family enrichment activities
- ☐ Other (please explain):

Required Policy Component Goals and Action Steps

1. Nutrition Education Goals (insert your district's goals below as defined by your district's policy)

Goals What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start Dates	Measurement How is progress measured?	Stakeholders Who will be involved and/or impacted?	Is this Goal in place?		
					Fully in Place	Partially in Place	Not in Place
Example: Food and Beverages will not be used as a reward for students.	a) Provide teachers with list of non-food reward examples. b) Discuss changes at back-to- school staff training. c) Follow-up mid-year to discuss challenges and determine additional communication needed.	Before the beginning of Next School Year	– Verbal check-ins with staff to ensure compliance. – Teacher survey at end of school year.	Teachers, Staff, students		X	

2. Nutrition Promotion (insert your district's goals below as defined by your district's policy)

Goals What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start Dates	Measurement How is progress measured?	Stakeholders Who will be involved and/or impacted?	Is this Goal in place?		
					Fully in Place	Partially in Place	Not in Place

3. Food and Beverage Marketing Guidelines on School Grounds (insert your district's goals below as defined by your district's policy)

Goals What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start Dates	Measurement How is progress measured?	Stakeholders Who will be involved and/or impacted?	Is this Goal in place?		
					Fully in Place	Partially in Place	Not in Place

4. Nutrition guidelines for all foods and beverages available but NOT SOLD on school grounds (i.e., classroom celebrations, rewards, etc.) (insert your district's goals below as defined by your district's policy)

Goals What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start Dates	Measurement How is progress measured?	Stakeholders Who will be involved and/or impacted?	Is this Goal in place?		
					Fully in Place	Partially in Place	Not in Place

5. Nutrition guidelines for all foods and beverages available SOLD on school grounds (i.e., a la carte, school stores, vending machines, etc.) (insert your district's goals below as defined by your district's policy)

Goals What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start Dates	Measurement How is progress measured?	Stakeholders Who will be involved and/or impacted?	Is this Goal in place?		
					Fully in Place	Partially in Place	Not in Place

6. Physical Activity (insert your district's goals below as defined by your district's policy)

Goals What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start Dates	Measurement How is progress measured?	Stakeholders Who will be involved and/or impacted?	Is this Goal in place?		
					Fully in Place	Partially in Place	Not in Place

7. Other School Based Activities (insert your district's goals below as defined by your district's policy)

Goals What do we want to accomplish?	Action Steps What activities need to happen?	Timeline Start Dates	Measurement How is progress measured?	Stakeholders Who will be involved and/or impacted?	Is this Goal in place?		
					Fully in Place	Partially in Place	Not in Place

Section 2: Policy Progress and Improvement

{Based on the above information, provide a description on how you will implement further steps and activities for improvement on all goals that are 'Partially in Place' and 'Not in Place'}

Section 3: Model Policy Comparison

A required component of the triennial assessment is to utilize the Rudd Center's Wellness School Assessment Tool (WellSAT) for comparison of the local wellness policy to a model wellness policy. The WellSAT includes 67 best practice policy items related to nutrition education; nutrition standards for foods; physical education and activity; wellness promotion and marketing; and implementation, evaluation, and communication. The comparison identifies policy strengths and areas for improvement, *please attach a copy of your district's Well SAT report to this assessment.*

Local Wellness Policy Strengths

{Based on the comparison of your district's policy vs. the Wellness School Assessment Tool (WellSAT) please list all of your district's Local Wellness Policy Strengths. Examples could include (but not limited to) nutrition education, physical education and activity, etc.}

Areas for Local Wellness Policy Improvement

{Based on the comparison of your district's policy vs. the WellSat, please list all the areas for improvement for your district's Wellness Policy. In this section, also please explain what steps you will take to improve on these areas. Examples could include (but not limited to) wellness promotion and marketing, nutrition education, etc.}