



SCHOOL NUTRITION PROGRAMS  
ADVISORY COUNCIL

# SCHOOL NUTRITION PROGRAM ADVISORY COUNCIL (SNPAC) LOCAL WELLNESS POLICY CHECKLIST

The SNPAC Local Wellness Policy (LWP) checklist is a resource reflecting best practice guidance and to aid fellow SFAs on how to develop and evaluate the LWP from the lens of an SFA.

## GETTING STARTED

- If not familiar with LWP requirements, review LWP **trainings**.
- Locate current LWP and past triennial assessments, if applicable.
- Review past Administrative Review (AR) findings to see if LWP findings have been corrected, if applicable.
- Download a new triennial assessment activity tool (**AAT**).
- Review the current LWP to identify sections that need updating or removal.
- Establish goals and strategize needs based off the school's wellness culture.
- Determine who is on the current Wellness Committee.
- Prepare an agenda, member introductions, and draft an action plan prior to the first Wellness Committee meeting.
- Identify the board approval process and create timeline.

## MEETINGS

- Schedule a meeting with the current Wellness Committee.
- Identify and select committee members, include key stakeholders: students, staff, food service staff, parents, administrators, nurses, athletics, and general public.
  - Advertise the invitation and maintain records of it
  - Post publicly for volunteers
  - Utilize social media to promote the committee and meetings
  - Ensure minimum attendance is met
  - Schedule meeting for at least 1 hour
  - Choose a neutral location for convenience
- Create meeting timelines, best practice is to review LWP annually.
- Keep a record of meeting minutes and have available to the public.

## UPDATES/ASSESSMENT

- Wellness Committee to review current local wellness initiatives.
  - Review the AAT; highlight member roles, influence, and ADE AR impacts
  - Explain the USDA regulations on the LWP: **USDA LWP Regulation**
  - Guide the committee on suggested updates and allowable customizations
- Update the LWP with any new Federal or State regulations. Ex: a new law pertaining to child nutrition programs, new regulations pertaining to physical activity or other departments.
- Recognize existing efforts and ensure they are documented. Ex: implementing Smarter Lunchroom Movement, working with the school nurse, creation of a school garden, taste testing.
- The Wellness Committee to determine additional goals as needed.
- Follow up with Wellness Committee to monitor progress.
- Assessment of current goals and use of (**AAT**):
  - 1: Select a LWP goal to evaluate.
  - 2: Assess whether the goal was achieved. *If not, reassess its relevance and create an action plan as needed.*
  - 3: Describe the steps taken to accomplish the goal.
  - 4: Evaluate the results. *What methods were used, what were the outcomes?*
  - 5: Document your findings and share the results.
  - 6: Review the goal to decide continuation. *Should we carry on with this goal?*

## GENERAL TIMELINE

- Create the LWP, if applicable
- Update the LWP.
  - Update Administration on changes
- Compare the LWP to a **model policy**.
- Update Triennial Assessment (**AAT**).
- Update website and other district related social media platforms.
- Update, inform, and invite the public to be involved with the LWP during the year.
- Make LWP updates accessible to the community. Ex: monthly newsletter, website, binder in front office.
  - Create a place to hold all of the LWP materials
- Document LWP progress to simplify the AR.



# SCHOOL NUTRITION PROGRAM ADVISORY COUNCIL (SNPAC) LOCAL WELLNESS POLICY CHECKLIST TIPS

The SNPAC Local Wellness Policy checklist tips is a resource reflecting various recommendations to aid fellow SFAs on how to develop and evaluate the LWP from the lens of an SFA.

## TIPS GENERAL

- Create a space to hold all LWP documentation and update.
  - A LWP binder with all materials
- Utilize available programs and grants to their fullest potential. Take full advantage of the resources provided by various nonprofits and organizations.
  - The Dairy Council
  - Institute of Child Nutrition (ICN)
  - USDA's Team Nutrition
  - No Kid Hungry
  - Alliance for Healthier Generation
  - Nutrition.gov
- Stay ahead of the calendar.
- Don't wait to update the LWP until your AR notification.
- Regularly update the LWP.
- Highlight milestones.
- Quality of goals over quantity.
  - Create obtainable goals
- Remember to post the LWP, along with updates and triennial assessment, on the school's website or make available to the public.

## TIPS NUTRITION PROMOTION

- Participate in cafeteria activities such as NSLP week or School breakfast week.
- Feature items on the salad bar.
- Take advantage of electronic student communication. Ex: email & Canvas, QR code.
- Vegetable of the month bulletin boards.
- Nutrition grants and non-profits provide resources materials for nutrition promotion.

## TIPS NUTRITION EDUCATION

- Participate in a program that requires nutrition education, Ex: FFVP, and keep records of all education.
- Non-profits and Nutrition grants are a great resource for nutrition educational materials.
- Take advantage of morning announcements. Ex: adding a nutrition fact of the week of a food item from the menu.
- Feature a menu item highlighting the item's nutritional benefits.
- Encourage classroom involvement. Ex: education in the classroom, afterschool activities and clubs, such as; the gardening club.
  - This is also an opportunity to communicate with educators on what they may already be implementing in their curriculum
- Communicate with Student Advisory Groups for education opportunities.
  - Opportunity for feedback, education, potential for creating a Food Committee
- Communication with parents via newsletters, website, emails regarding the nutritional benefits of school meals.
- Reach out to local farmers for potential nutrition/ farm education opportunities.
- Participate in the Farm Fresh Challenge.
- Utilize dietetic or culinary interns to create materials or provide education, if applicable.

## FOR MORE INFORMATION

For more information on the LWP: [Click here](#)

Contact HNS [Help Desk](#).

Contact [Peer-to-Peer](#) Support.



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