



**SCHOOL NUTRITION  
PROGRAM  
ADMINISTRATIVE REVIEW  
OFFSITE ASSESSMENT TOOL  
MODULE: LOCAL WELLNESS  
POLICY**

Questions 1000-1006

Welcome to the SD Child and Adult Nutrition Services webinar.  
The following training will provide a brief overview for the 1000-series of the  
Administrative Review, also known as the Local Wellness Policy Module.

## LOCAL WELLNESS POLICY

- Local Wellness Policies became a requirement in the School Nutrition Programs in 2004
- Work with your school Local Wellness Policy coordinator or leader to answer this block of questions
- The last slide contains resources to learn more about the Local Wellness Policy requirements

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The last slide contains resources to learn more about the Local Wellness Policy requirements

## LWP QUEST: 1000

- Send in a copy of your Local Wellness Policy or the web address if it is posted on the your school website.
  - *Your CANS reviewer will check your policy to see if it covers the minimum required elements*
  
- *Indicate if the minimum required elements were included into the Local School Wellness Policy.*

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Starting with Question 1000 which directs you to Send in a copy of your Local Wellness Policy, or the web address if it is posted on the your school website.

*Note that Your CANS reviewer will check your policy to see if it covers the minimum required elements*

*Also Indicate if the minimum required elements were included into the Local School Wellness Policy.*

## LWP QUEST: 1001

- How does the public know about the Local School Wellness Policy?
- Provide documentation or website to support response.
  - *Does your district/agency send out your policy to parents each school year or post the policy on a website? If so, send it in.*
  - *If your district/agency does not send out your policy to parents each school year or post the policy on a website, please note this in the comment area.*

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Question 1001 asks: How does the public know about the Local School Wellness Policy? This question also asks you to Provide documentation or a website to support response.

*For the documentation, if your district/agency sends out your policy to parents each school year or post the policy on a website, then you can send it in. If they do not send out your policy to parents each school year or post the policy on a website, then please make a note this in the comment area.*

## LWP QUEST: 1002

- When and how does the review and update of the Local School Wellness Policy occur?
- Provide documentation or website to support response.



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Question 1002: When and how does the review and update of the Local School Wellness Policy occur? Provide documentation or website to support response.

## LWP QUEST: 1002 *CONTINUED*

- *Does your district/agency review and update the policy periodically? If so, send documentation to support this review and update in.*
- *If your district/agency does not review and update the policy periodically, please note this in the comment area.*
- *Examples of documentation: policy update agenda, attendance sheet, school board minutes*

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*Does your district/agency review and update the policy periodically? If so, you can send in the documentation to support this review and update. Please make a note in the comment area if your district/agency does not review and update the policy periodically. Some examples of documentation includes: policy update agenda, attendance sheet, and school board minutes*

## LWP QUEST: 1003 A

- Who is involved in the reviewing and updating of the Local School Wellness Policy?
- *List the names of all people involved in your policy review and update.*



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Question 1003 A asks: Who is involved in the reviewing and updating of the Local School Wellness Policy?

*For this, just List the names of all people involved in your policy review and update.*

## LWP QUEST: 1003 B

- What is their relationship with the SFA?
  - For the people listed previously, list the relationship to the district/agency.
  - For example:
    - Bob Johnson, PE teacher
    - Nancy Nurse, School Nurse



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Part B asks what the people listed for part A's relationship is with the SFA.  
So For the people listed previously, list their relationship to the district/agency.  
Describe how the individuals noted in 1003a are connected to the school  
For example:

Bob Johnson, PE teacher  
Nancy Nurse, School Nurse



## LWP QUEST: 1004

- How are potential stakeholders made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy?
- Provide documentation or website to support response.
  - *Stakeholders are the people involved in the policy review and update.*

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We are now on Question 1004: How are potential stakeholders made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy? Provide documentation or website to support response. *Reminder: Stakeholders are the people involved in the policy review and update.*

## LWP QUEST: 1004 *CONTINUED*

- *How does your district/agency let stakeholders know they can participate in the Local Wellness Policy development, review, & update? Provide documentation*
- *If your school does not let stakeholders know of their ability to participate in the development, review, & update, please note this in the comment area.*
- *Examples of documentation could include district-wide email, flyers posted in various locations*

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*How does your district/agency let stakeholders know they can participate in the Local Wellness Policy development, review, & update? Provide documentation*

*If your school does not let stakeholders know of their ability to participate in the development, review, & update, please note this in the comment area.*

*Examples of documentation could include district-wide email, flyers posted in various locations*

## LWP QUEST: 1005

- Obtain a copy of the most recent assessment on the implementation of the Local School Wellness Policy
  - If you completed an assessment of the policy within the past three years, send in a copy of the assessment completed on your policy.
  - If your district/agency did not complete an assessment within the past three years, please note this in the comment area.
  - SFAs must complete an assessment of the policy every three years.

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1005 asks you to Obtain a copy of the most recent assessment on the implementation of the Local School Wellness Policy.

For this, If you completed an assessment of the policy within the past three years, send in a copy of the assessment completed on your policy.

Please make a note in the comment area If your district/agency did not complete an assessment within the past three years

Reminder: SFAs must complete an assessment of the policy every three years.

## LWP QUEST: 1006

- How does the public know about the results of the most recent assessment on the implementation of the Local School Wellness Policy?



- Provide documentation or website to support response.

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Question 1006 says: How does the public know about the results of the most recent assessment on the implementation of the Local School Wellness Policy?  
Provide documentation or website to support response.

## LWP QUEST: 1006 *CONTINUED*

- *If the assessment noted in question 1005 was completed, how did you communicate the results of the assessment to the public? Posted to website?*
- *If the assessment noted in question 1005 was completed, but results were not communicated to the public, please make note of this in the comment area.*
- *If the assessment noted in question 1005 was not completed, please make note of this in the comment area.*

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*If the assessment noted in question 1005, the previous question, was completed, how did you communicate the results of the assessment to the public? For example were they Posted to a website?*

*Please make a note in the comment area If the assessment noted in question 1005 was completed, but results were not communicated to the public or If the assessment noted in question 1005 was not completed*

## LOCAL WELLNESS POLICY RESOURCES

- You can get started working on improving your Local Wellness Policy if you are not completing each of the items noted in questions 1000-1006
  
- Additional information & resources:
  - CANS NSLP website, under the section “Wellness Policy” <http://doe.sd.gov/cans/snp.aspx>
  - USDA FNS Local School Wellness Policy website <http://www.fns.usda.gov/tn/local-school-wellness-policy>

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Child & Adult Nutrition Services has a number of Local Wellness Policy resources on our School Nutrition Program webpage, under the School Meal Program Requirements header. We also have some additional resources listed on this slide and the next.

## LOCAL WELLNESS POLICY RESOURCES *CONTINUED*

- CDC Local School Wellness Policy website  
<http://www.cdc.gov/healthyschools/npao/wellness.htm>
- *Alliance for a Healthier Generation Model policy can be found:*  
<https://www.healthiergeneration.org/take-action/schools/wellness-topics/policy-environment/local-school-wellness-policy>

## CONTACT US!

### **CANS Office**

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Thank you for attending this webinar! If you have any questions about this training feel free to contact our office. You can email us at [DOESchoolLunch@state.sds.us](mailto:DOESchoolLunch@state.sds.us) or give us a call at 605-773-3413, or you can visit our website.



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