**Single Site Sponsor**

This document is intended for use only by sponsors operating a single site. Sponsors operating more than one site should use the Triennial Assessment of the Local School Wellness Policy Tool and the School Level Triennial Assessment Tool.

**Local School Wellness Policy (LSWP)**

Sponsors participating in the National School Lunch Program pages, 26, 38, 42, 47and/or School Breakfast Program are required to develop a local school wellness policy that promotes the health of students and addresses the problem of childhood obesity. Wellness policies are tailored to the unique needs of each sponsor and present an opportunity to improve the health of each community.

The USDA Food and Nutrition Services (FNS) finalized regulations found at [7 CFR 210.31](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-210#210.31) to create a framework and guidelines for written wellness policies established by sponsors. The final rule required sponsors to begin developing revised local school wellness policies during the 2016-2017 school year. The revised policy was to be in place by June 30, 2017.

**Triennial Assessment Requirements**

Based on the July 1, 2017 required implementation of the local school wellness policy regulations, the first triennial assessments were originally due on June 30, 2020, however, USDA released an initial waiver extending the deadline to June 30, 2021. An additional extension was granted via [COVID-19: Child Nutrition Response #98](https://fns-prod.azureedge.net/sites/default/files/resource-files/covid-19-child-nutrition-response-98.pdf) further delaying the deadline to **June 30, 2022**. Any sponsors who chose to delay the deadline to the June 30, 2022 extension date, must also complete a second triennial assessment by June 30, 2025.

The regulations found at [7 CFR 210.31(e)](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-210#210.31) require sponsors, at least once every three years, to assess compliance with the policy and make the assessment results available to the public. The assessment must measure the implementation of the local school wellness policy, and include:

* The extent to which schools under the jurisdiction of the sponsor are in compliance with the local school wellness policy;
* The extent to which the sponsor’s school wellness policy compares to the model LSWP ; and
* A description of the progress made in attaining the goals of the local school wellness policy.

To request a copy of the newest model local wellness policy, please contact staff at the Oregon School Boards Association [policy services](http://www.osba.org/Programs/Policy.aspx) department or call 800-578-6722 or 503-588-2800.

**Options and Tools for Conducting the Triennial Assessment**

Sponsors have flexibility in developing tools that will assess compliance with the specific components of their local school wellness policy. Sponsors in Oregon have the option to develop their own tool, use the [WellSAT 3.0](https://wellsatsuite.chip.uconn.edu/wellsat-3-0/) tool, the [Wellness Policy Action Tool (WPAT)](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fhealthyschools%2Fwpat%2Findex.htm%3FACSTrackingID%3DUSCDC_1009_DM88192%26ACSTrackingLabel%3DCDC%2520Releases%2520New%2520Resource%2520to%2520Survey%2520School%2520Wellness%2520Policies%26deliveryName%3DUSCDC_1009_DM88192&data=05%7C01%7CMichelle.Lincoln%40ode.oregon.gov%7C4e1aff82163c45a4382808db15f0f28b%7Cb4f51418b26949a2935afa54bf584fc8%7C0%7C0%7C638127896844734154%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=gr0L9TOpDMriEBPKMDP57YckIfPhUhfZC7KQsA90FHI%3D&reserved=0), or to use the simplified tool below.

**Step 1:**

The first step a sponsor must take in conducting their Triennial Assessment is to compare their written LSWP to a model policy. The purpose of comparing a sponsor’s school wellness policy to a model policy is to identify areas of strength, opportunities for improvement, and to identify where the sponsor might adopt language to make their wellness policy stronger. This is a useful exercise for school wellness committees to complete together, if possible.

**Model Wellness Policy Comparison Results Template**

| Component | Description |
| --- | --- |
| Model LSWP Used for Comparison |  |
| Areas of Strength | 1. |
| 2. |
| 3. |
| Opportunities for Improvement | 1. |
| 2. |
| 3. |
| As a result of the comparison, was new language adopted in the LSWP? | Yes  No |
| If yes, briefly describe what was adopted (include page numbers for new language if possible) |  |
| Describe next steps for strengthening your LSWP |  |

**Step 2:**

The second component of the Triennial Assessment is identifying the extent to which your school is compliant with the LSWP as it is written.

To assess the extent of compliance for your school, examine your LSWP as it is written, to ensure you understand the details of the policy. Identify key stakeholders from your school to assist you, and work together to review and evaluate each category.

| LSWP Components | For the components below, indicate whether the sponsor is in compliance. |
| --- | --- |
| Public Involvement | Yes  No |
| Public Notification | Yes  No |
| Triennial Assessment | Yes  No |

| Policy Area 1:  Nutrition Education Requirements | | |
| --- | --- | --- |
| Our school meets the specific goals for nutrition education as outlined in the Local Wellness Policy:  [Insert goal for nutrition education as described in the Local Wellness Policy.] | | |
| Yes | **Partially** | **No** |
| Describe progress that has been made towards achieving this goal or goals:  If goal(s) are partially met or not met describe barriers preventing achievement of this goal: | | |

| Policy Area 2:  Nutrition Education Requirements | | |
| --- | --- | --- |
| Our school meets the specific goals for nutrition promotion as outlined in the Local Wellness Policy:  [Insert goal for nutrition promotion as described in the Local Wellness Policy.] | | |
| Yes | **Partially** | **No** |
| Describe progress that has been made toward achieving this goal or goals:  If goal (s) are partially met or not met, describe barriers preventing achievement of this goal: | | |

| Policy Area 3:  Physical Activity Requirements | | |
| --- | --- | --- |
| Our school meets the specific goals for physical activity as outlined in the Local Wellness Policy:  [Insert goal for physical activity as described in the Local Wellness Policy] | | |
| Yes | **Partially** | **No** |
| Describe progress that has been made toward achieving this goal or goals:  If partially met or not met, describe barriers preventing achievement of this goal or goals: | | |

| Policy Area 4:  Other School – Based Wellness Activities | | |
| --- | --- | --- |
| Our school meets specific goals for other school-based activities that promote student wellness as outlined in the Local Wellness Policy:  [Insert goal for school – based wellness activities as described in the Local Wellness Policy.] | | |
| Yes | **Partially** | **No** |
| Describe progress that has been made toward achieving this goal or goals:  If partially met or not met, describe barriers preventing achievement of this goal or goals: | | |

| Policy Area 5: Standards for All Food and Beverages | | |
| --- | --- | --- |
| Standards for All Foods and Beverages Sold | | |
| Our school meets or exceeds USDA and Oregon Smart Standards the standards and nutrition guidelines for all foods and beverages sold to students outside the reimbursable school meal program on the school campus  [Insert standards and nutrition guidelines for all foods and beverages sold as described in your Wellness Policy.] | | |
| Yes | **No** | **No foods or beverages sold** |
| If no, describe barriers preventing compliance with these standards: | | |
| Policy Area 5: Standards for All Food and Beverages | | |
| Standards for All Beverages Provided, But Not Sold | | |
| Our school meets the requirements for nutrition standards for all foods and beverages provided, but not sold, to students during the school day (e.g. in classroom parties, classroom snacks brought by parents, or other foods given as incentives):  [Insert standards and nutrition guidelines for all foods and beverages provided but not sold as described in the Local Wellness Policy] | | |
| Yes | **No** | **No foods are beverages provided** |
| If no, describe barriers preventing compliance with these standards: | | |

| Policy Area 6: Food and Beverage Marketing | | |
| --- | --- | --- |
| Our school meets the standards that allow marketing and advertising of only those foods and/or beverages that meet the Smart Snacks nutrition standards.  [Insert policies for food and beverage marketing as described in the Local Wellness Policy] | | |
| Yes | **No** | **No food or beverage marketing** |
| If no, describe barriers preventing compliance with these standards: | | |

| Policy Area 7:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| --- | --- | --- |
| Our school meets the specific goals for \_\_\_\_\_\_\_\_\_\_ as outlined in the Local Wellness Policy:  [Insert policies for \_\_\_\_\_\_\_\_\_\_\_\_ as described in the Local Wellness Policy] | | |
| Yes | **Partially** | **No** |
| Describe progress that has been made toward achieving this goal or goals:  If partially met or not met, describe barriers preventing achievement of this goal or goals: | | |

| Policy Area 8: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| --- | --- | --- |
| Our school meets the specific goals for \_\_\_\_\_\_\_\_\_\_as outlined in the Local Wellness Policy:  [Insert policies for \_\_\_\_\_\_\_\_\_ as described in the Local Wellness Policy] | | |
| Yes | **Partially** | **No** |
| Describe progress that has been made toward achieving this goal or goals:  If partially met or not met, describe barriers preventing achievement of this goal or goals: | | |

| Policy Area 9: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| --- | --- | --- |
| Our school meets the specific goals for \_\_\_\_\_\_\_\_\_\_as outlined in the Local Wellness Policy:  [Insert policies for \_\_\_\_\_\_\_\_\_ as described in the Local Wellness Policy] | | |
| Yes | **Partially** | **No** |
| Describe progress that has been made toward achieving this goal or goals:  If partially met or not met, describe barriers preventing achievement of this goal or goals: | | |

**Step 3**

Once you have completed your Triennial Assessment, the final step is to share your results with the public. The purpose of this step is to ensure the school community is aware of the LSWP work. It is also a great opportunity to recruit new LSWP Committee Members. Sponsors are not required to submit the report with The Oregon Department of Education Child Nutrition (ODE CNP) but should keep the report on file in their records.

You can use a variety of methods to share your report with the public including presentations, newsletters, and social media. It is up to you to determine how best to share this information. Complete the table below to indicate how and when you shared your results with the public:

**Triennial Assessment Report to the Public Template**

| Target Audience(s) | Method | Date |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

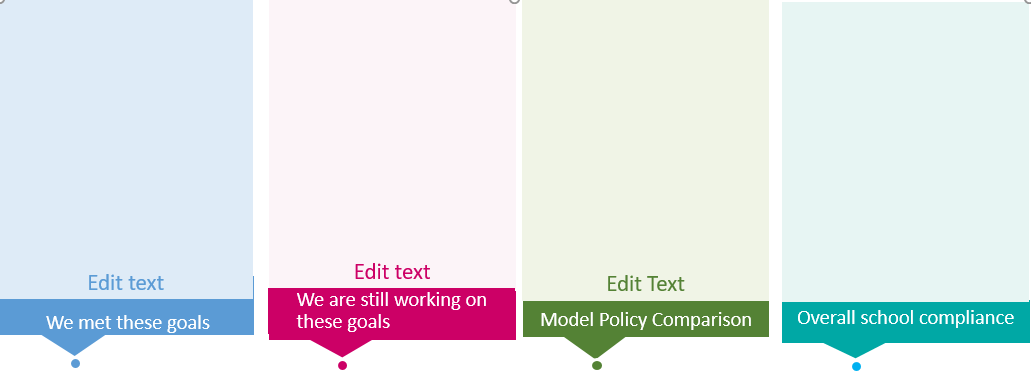
**SAMPLE REPORT**

School District name’s Local School Wellness Policy Triennial Assessment Report

On (Enter Date) Enter School District's Name’s conducted a triennial assessment of the local school wellness policy. The assessment included the following:

* Evaluation of the LSWP and how it compares to model policies
* The extent to which school(s) in our district are in compliance with the LSWP; and
* Evaluation of the progress towards goals listed in the policy

**Click on the image below for a fillable version of the sample report**

[](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/WellnessAssessmentReport.pptx)