DEPARTMENT OF EDUCATION

Local Wellness Policy Checklist

Use this checklist to ensure that your Local Education Agency's local school wellness policy is meeting the regulations set forth by the U.S. Department of Agriculture (USDA) under the Healthy, Hunger-Free Kids Act of 2010. For additional information on the requirements for local wellness policies, visit the Minnesota Department of Education's webpage.

Policy Document

☑	The district has a wellness policy.
☑	A copy of the written local school wellness policy is kept on file.
☑	The wellness policy is posted on the school website.
☑	The district updates or modifies the wellness policy as appropriate, identified by the triennial assessment.

Wellness Committee

☑	An identified leader, who has the authority and responsibility to ensure each school complies with the policy, has been selected to oversee the wellness policy work in the district.
☑	The wellness committee has a meeting schedule to regularly meet with members.
☑	Participation in the wellness committee is permitted for the general public and the school community (including parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) to participate in the wellness policy process.

Policy Content

☑	The policy contains specific goals for nutrition promotion and education.
☑	The policy contains specific goals for physical activity.
☑	The policy contains specific goals for other school-based activities that promote student wellness.
☑	The policy contains nutrition guidelines for all foods and beverages for sale on the school campus during the school day that are consistent with Federal regulations for Smart Snacks in School nutrition standards.
☑	The policy contains locally developed guidelines for other foods and beverages available on the school campus during the school day, not sold (e.g. in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
☑	The policy allows marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.

Public Updates

☑	The district updates the public on the wellness policy, including any updates to and about the wellness policy, on an annual basis, at a minimum.
☑	Documentation is kept on file of efforts to provide annual updates to the local wellness policy including who was involved in the process and how stakeholders were permitted to participate.
☑	Documentation is kept on file demonstrating how the policy and updates are made available to the public.
☐	The district updates the public on the Triennial Assessment, including progress toward meeting the goals of the policy.

Triennial Assessment

☐	The district conducts an assessment of the wellness policy every three years, at a minimum.
☐	This assessment contains the following components: • Compliance with the wellness policy. • How the wellness policy compares to model wellness policies. • Progress made in attaining the goals of the wellness policy.
☐	The most recent triennial assessment is kept on file.