

District staff should reference this checklist when preparing for a District School Food Service Review, as it details the exact items RIDE evaluates with regard to local wellness policies.



## Local Wellness Policy Checklist for RIDE Child Nutrition Staff USDA Administrative Reviews

*rev. February, 2019*

A local school wellness policy is a written document that guides a local educational agency's (LEA) or school district's efforts to establish a school environment that promotes students' health, well-being, and ability to learn. The wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) and referenced by RI General Law for the establishment of District Health & Wellness Subcommittees (RIGL 16.21.28).

### ***During a triennial School Nutrition Program Administrative Review of Local Wellness Policy:***

1. Identify evidence of the following requirements:				
<b>Leadership/Documentation</b>				
	<b>Provision</b>	<b>Reference</b>	<b>Where to look</b>	✓
1.	School official responsible for compliance with the Local Wellness Policy	Healthy Hunger Free Kids Act: <a href="https://www.fns.usda.gov/tn/local-school-wellness-policy">https://www.fns.usda.gov/tn/local-school-wellness-policy</a>	<ul style="list-style-type: none"> <li>• Referenced in policy</li> <li>• Noted on district website</li> </ul>	
2.	Assessment of policy compliance and progress is made available to the public (a minimum of every 3 years)	Healthy Hunger Free Kids Act: <a href="https://www.fns.usda.gov/tn/local-school-wellness-policy">https://www.fns.usda.gov/tn/local-school-wellness-policy</a>	<ul style="list-style-type: none"> <li>• Referenced in policy</li> <li>• RIHSC School Wellness Checklist &amp; District Summary or other assessment tool</li> <li>• School/District Wellness Activity Summary</li> <li>• School Committee meeting agenda</li> </ul>	
<b>Public Involvement/Communication</b>				
	<b>Provision</b>	<b>Reference</b>	<b>Where to look</b>	✓
1.	Active district wellness subcommittee with parent, student, administrative & teaching staff, food service and community involvement:	Healthy Hunger Free Kids Act: <a href="https://www.fns.usda.gov/tn/local-school-wellness-policy">https://www.fns.usda.gov/tn/local-school-wellness-policy</a>  RI General Law 16-21-18: <a href="http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-21/16-21-28.HTM">http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-21/16-21-28.HTM</a>	<ul style="list-style-type: none"> <li>• Referenced in policy</li> <li>• Wellness Subcommittee membership list posted on district website</li> <li>• Wellness Subcommittee meeting dates, agendas &amp; minutes posted on district website</li> <li>• Examples of E-News, Listserv and/or invitation to participate in Wellness Subcommittee</li> </ul>	
2.	Local Wellness Policy is available to the public	Healthy Hunger Free Kids Act: <a href="https://www.fns.usda.gov/tn/local-school-wellness-policy">https://www.fns.usda.gov/tn/local-school-wellness-policy</a>	<ul style="list-style-type: none"> <li>• Linked on district/school website</li> <li>• Included in student/staff handbooks</li> <li>• Available in district or school administrative office</li> </ul>	

**2. Identify evidence of the following required provisions in the policy document:**

Local Wellness Policy Content (required under federal/state law and/or regulation)				
	Provision	Reference	Where to look	✓
1.	Reimbursable school meals compliant with USDA nutrition standards	USDA regulation: <a href="https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals">https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals</a>	<ul style="list-style-type: none"> <li>• Nutrition Standards or Guidelines</li> <li>• Nutrition</li> <li>• School Meals</li> <li>• District Food Service Program</li> </ul>	
2.	Reimbursable school meals compliant with RI nutrition requirements	RI Nutrition Requirements (RINR): <a href="https://www.ride.ri.gov/Portals/2/Uploads/Documents/Smart%20Snacks/ride_2018_regulation_s_governing_nutritional_requirements_for_school_meals_and_competitive_foods.pdf">https://www.ride.ri.gov/Portals/2/Uploads/Documents/Smart%20Snacks/ride_2018_regulation_s_governing_nutritional_requirements_for_school_meals_and_competitive_foods.pdf</a>	<ul style="list-style-type: none"> <li>• Nutrition Standards or Guidelines</li> <li>• Nutrition</li> <li>• School Meals</li> <li>• District Food Service Program</li> </ul>	
3.	Competitive food/beverage nutrition standards compliant with USDA Smart Snacks in Schools nutrition standards	USDA Smart Snacks in Schools: <a href="https://www.fns.usda.gov/school-meals/smart-snacks-school">https://www.fns.usda.gov/school-meals/smart-snacks-school</a>	<ul style="list-style-type: none"> <li>• Nutrition Standards for Competitive Foods</li> <li>• Foods Sold Outside of Meals Program</li> </ul>	
4.	Competitive food/beverage nutrition standards compliant with RI law	Regulations: <a href="https://www.ride.ri.gov/Portals/2/Uploads/Documents/Smart%20Snacks/ride_2018_regulation_s_governing_nutritional_requirements_for_school_meals_and_competitive_foods.pdf">https://www.ride.ri.gov/Portals/2/Uploads/Documents/Smart%20Snacks/ride_2018_regulation_s_governing_nutritional_requirements_for_school_meals_and_competitive_foods.pdf</a>	<ul style="list-style-type: none"> <li>• Nutrition Standards for Competitive Foods</li> <li>• Foods Sold Outside of Meals Program</li> </ul>	
5.	Nutrition standards for all foods/beverages provided to students (not SOLD) during the school day (classroom parties, celebrations, teacher incentives, etc.)	Healthy Hunger Free Kids Act: <a href="https://www.fns.usda.gov/tn/local-school-wellness-policy">https://www.fns.usda.gov/tn/local-school-wellness-policy</a>	<ul style="list-style-type: none"> <li>• Nutrition Guidelines for All Foods &amp; Beverages</li> </ul>	
6.	Marketing/advertising of foods/beverages of ONLY items that meet SSIS nutrition standards	RI General Law 16-21-7.1: <a href="http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-21/16-21-7.1.HTM">http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-21/16-21-7.1.HTM</a>  Healthy Hunger Free Kids Act: <a href="https://www.fns.usda.gov/tn/local-school-wellness-policy">https://www.fns.usda.gov/tn/local-school-wellness-policy</a>	<ul style="list-style-type: none"> <li>• Nutrition Guidelines for All Foods &amp; Beverages</li> </ul>	
7.	Wellness Promotion – specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness (review and consider evidence-based strategies)	Healthy Hunger Free Kids Act: <a href="https://www.fns.usda.gov/tn/local-school-wellness-policy">https://www.fns.usda.gov/tn/local-school-wellness-policy</a>	<ul style="list-style-type: none"> <li>• Nutrition/Health Education</li> <li>• Physical Education &amp; Physical Activity</li> <li>• Student Wellness</li> </ul>	
8.	PE/Health Education – 100 minutes per week of standards-based Physical/Health Education for students in grades 1-12	RI General Law 16-22-7: <a href="http://webserver.rilin.state.ri.us/Statutes/title16/16-22/16-22-4.HTM">http://webserver.rilin.state.ri.us/Statutes/title16/16-22/16-22-4.HTM</a>	<ul style="list-style-type: none"> <li>• Physical Education &amp; Physical Activity</li> <li>• Health Education</li> <li>• Student Wellness</li> </ul>	
9.	Recess – daily 20 consecutive minute recess for students in K-6 schools	RI General Law 16-22-4.2: <a href="http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-22/16-22-4.2.HTM">http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-22/16-22-4.2.HTM</a>	<ul style="list-style-type: none"> <li>• Physical Education &amp; Physical Activity</li> </ul>	