

2025 ISBE School Nutrition Training

LOCAL WELLNESS POLICIES

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**CHILD NUTRITION
PROGRAMS**



Agenda



Content Requirements



Triennial Assessments



Tools & Resources

Overview of Regulations

Current local wellness policy regulations governing NSLP & SBP sponsors are located at 7 CFR 210.31

Who must have a local wellness policy

Content of the wellness policy

Public involvement and notification

Policy evaluation

Recordkeeping

Who must have a local wellness policy?

- Each sponsor participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) is required to establish a written local wellness policy for all sites under its jurisdiction

Agenda



Content Requirements



Triennial Assessments



Tools & Resources

What must be included in a local wellness policy?

Goals for Nutrition Education

Goals for Nutrition Promotion

Goals for Physical Activity

Goals for Other School-Based Wellness Activities

Nutrition Standards for School Meals

Nutrition Standards for Competitive Foods

Standards for All Foods/Beverages Provided (Not Sold)

Food & Beverage Marketing

Unused Food Sharing Plan

Wellness Leadership

Public Involvement

Reporting

Triennial Assessments

Content Requirement: Goals

Nutrition Education

Examples

- Nutrition education in core curriculum
- Farm-to-school activities
- Culinary clubs

Nutrition Promotion

Examples

- Sharing cafeteria menus and nutrition information
- Taste test events
- Nutrition and health posters

Physical Activity

Examples

- P.E. classes
- Physical activity opportunities outside of P.E.
- Activity breaks

Other School-Based Wellness Activities

Examples

- Health fairs or initiatives
- SEL initiatives
- Staff wellness training
- Adequate time to eat

When setting goals, consider:



What is the school already doing?



Where is there room for improvement?



What resources are available?



What does the research say?*

**Sponsors are required to review and consider evidence-based strategies when determining goals to include in the local wellness policy. Places to start include [USDA's MyPlate](#), [CDC's Whole School, Whole Community, Whole Child \(WSCC\)](#), and [Healthy People 2030 Evidence-Based Resources for Schools](#).*

Content Requirement: Nutrition Standards for School Meals

These are the USDA-required nutrition standards for reimbursable meals

What meal programs does your school participate in?

Where can information on these requirements be found?

What are the current requirements for the meal pattern components?



Content Requirement: Nutrition Standards for Competitive Foods



These are the USDA-required *Smart Snacks in Schools Standards*, which apply to all food and beverages sold (outside of the reimbursable meal) on the school campus during the school day



School campus: Anywhere on the school grounds that is accessible to students during the school day



School day: The midnight before to 30 minutes after the end of the official school day



Examples of competitive food and beverages include à la carte, vending machines, school stores, snack bars, and fundraisers (unless exempt)

Content Requirement: Standards for all Food/Beverages Provided (Not Sold)

- These are standards for all food and beverage items provided to students at no charge on the school campus during the school day

Standards for these types of food and beverages are set at the local level

- USDA does not have requirements for food/beverage items provided at no charge to students

Examples of food/beverages provided, not sold, to students:

- Classroom parties, rewards/incentives for good behavior, etc.

Best practices (*recommendations; not required*) include:

- Non-food and beverage items, such as stickers, bookmarks, etc.
- Food and beverages that meet *Smart Snacks in Schools Standards*

Content Requirement: Food & Beverage Marketing



Food and beverage marketing is permitted, but only items that meet *Smart Snacks in Schools Standards* may be marketed during the school day

Marketing of non-compliant items is not allowed during the school day

Examples of marketing include, but are not limited to: posters, flyers, cups used for beverage dispensing, exterior or equipment (e.g., vending machines, coolers, trash cans)



Content Requirement: Unused Food Sharing Plan

Required by Public Act 102-0359, which went into effect Aug. 13, 2021



Requires IL school districts to incorporate a food sharing plan for unused food focused on students in need into the local wellness policy

Resources and ideas are included in ISBE's local wellness policy template at <https://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx> (under *Templates & Tools*)



Plans must be consistent with the Richard B. Russell National School Lunch Act and all federal, state, and local regulations regarding food donations and food safety and sanitation. Districts should consult their local health department when developing these plans.

Content Requirement: Wellness Leadership

- Sponsors must have a designated official who is responsible for overseeing the local wellness policy process
- Sponsors have the discretion to determine who is best to be the official(s)
- At a minimum, the position title of the official must be identified in the local wellness policy

Content Requirement: Public Involvement

- Sponsors must permit participation by the general public and school community in wellness policy processes
- Examples include parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators
 - USDA does not require participation from all groups
- Local wellness policies must include a description of how these individuals are provided an opportunity to participate in the development, implementation, review, and updates of the policy

Content Requirement: Reporting

Sponsors are required to make the following available to the public: 1) the wellness policy, 2) any updates to the policy, and 3) triennial assessments

Local wellness policies must include a description of how the sponsor will ensure public notification and access to these documents

Content Requirement: Triennial Assessments



Sponsors must assess the wellness policy every 3 years, at a minimum (i.e., triennial assessment)



Local wellness policies must include a description of the plan for policy evaluation



As part of that plan, sponsors must make triennial assessment results available to the public

Agenda



Content Requirements

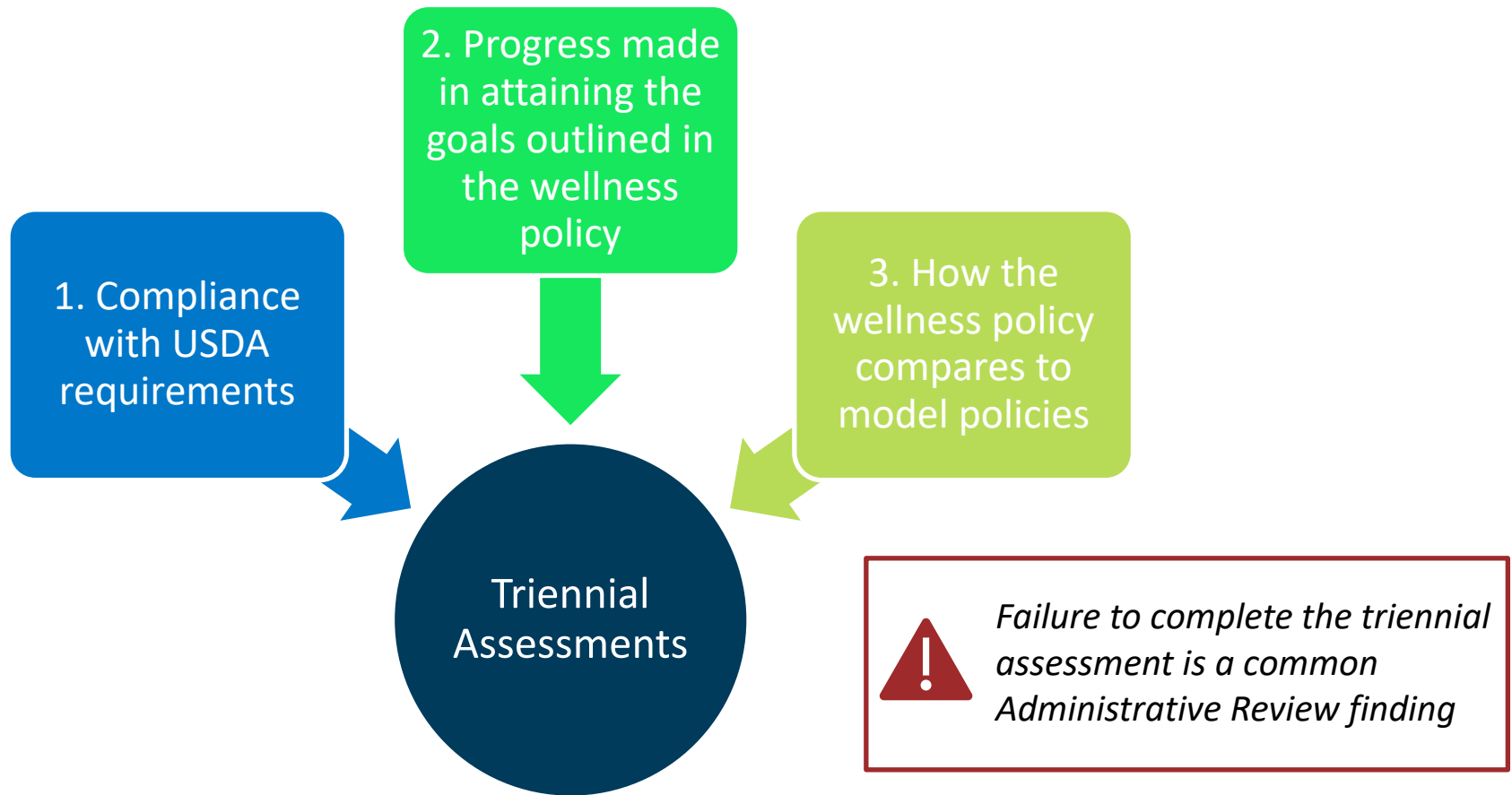


Triennial Assessments



Tools & Resources

USDA requires all sponsors to assess their own local wellness policy **at least once every three years**. This triennial assessment must measure, for each participating site:



ISBE Triennial Assessment Template

Part I: Content Checklist

1. Compliance with USDA requirements



Local Wellness Policy Triennial Assessment

Sponsors participating in the National School Lunch Program and/or School Breakfast Program are required to have a local wellness policy for all participating sites under its jurisdiction. At a minimum, the local wellness policy must be assessed once every three years; this is referred to as the triennial assessment. Triennial assessments must determine, for each participating site under its jurisdiction, 1) compliance with the wellness policy, 2) progress made in attaining the goals of the wellness policy, and 3) how the wellness policy compares to model wellness policies. **This documentation should be kept on file with your organization's written local wellness policy for review by an ISBE monitor during your next school nutrition administrative review.**

Sponsor Name:

Site Name:

Date Completed:

Completed by:

Part I: Content Checklist


Below is a list of items that must be addressed in Local Wellness Policies, based on U.S. Department of Agriculture (USDA) and state guidance. Check the box for each item included in your Local Wellness Policy. For any box that is not checked, consider taking steps to add the item(s) to the policy in the future. For more information, see [ISBE's Local Wellness Policy Content Checklist](#).

- | | | |
|---|---|--|
| <input type="checkbox"/> Goals for Nutrition Education | <input type="checkbox"/> Nutrition Standards for School Meals | <input type="checkbox"/> Wellness Leadership |
| <input type="checkbox"/> Goals for Nutrition Promotion | <input type="checkbox"/> Nutrition Standards for Competitive Foods | <input type="checkbox"/> Public Involvement |
| <input type="checkbox"/> Goals for Physical Activity | <input type="checkbox"/> Standards for All Foods/Beverages Provided, but Not Sold | <input type="checkbox"/> Triennial Assessments |
| <input type="checkbox"/> Goals for Other School-Based Wellness Activities | <input type="checkbox"/> Food & Beverage Marketing | <input type="checkbox"/> Reporting |
| <input type="checkbox"/> Unused Food Sharing Plan | | |

ISBE Triennial Assessment Template

Part II: Goal Assessment

2. Progress made
in attaining the
goals outlined in
the wellness
policy



Part II: Goal Assessment

Per USDA regulations, the triennial assessment must determine compliance with and progress made in attaining the goals of the wellness policy. Input the goals of your local wellness policy into the table below for the corresponding areas: Nutrition Education, Nutrition Promotion, Physical Activity, and Other School-Based Wellness Activities. Indicate if the site is meeting, partially meeting, or not meeting each goal listed. Include any next steps in attaining the goal(s), if applicable. Table rows may be added for additional goals.


Goals	Meeting	Partially Meeting	Not Meeting	Next Steps (if Applicable)
Nutrition Education				

Goals	Meeting	Partially Meeting	Not Meeting	Next Steps (if Applicable)
Nutrition Promotion				

ISBE Triennial Assessment Template

Part III: Model Policy Comparison

3. How the wellness policy compares to model policies



Part III: Model Policy Comparison

As part of the triennial assessment, USDA requires sponsors to assess how their wellness policy compares to model wellness policies. Choose one of the model wellness policies below to compare against your local wellness policy. Indicate which model policy was chosen and provide a narrative for each prompt below based on the findings.

- ☐ [Alliance for a Healthier Generation's Model Wellness Policy](#) – Local wellness policy created in collaboration with USDA, which exceeds minimum requirements
- ☐ [Rudd Center's WellSAT 3.0](#) – Wellness assessment tool that asks a series of questions about your local wellness policy and generates a personalized scorecard based on the results. Users will need to create an account to access this tool.
- ☐ Other: _____

1. What strengths does your current local wellness policy possess?

2. What improvements could be made to your local wellness policy?

3. List any next steps that can be taken to make the changes discussed above.

Triennial Assessment: Due Dates

- Under original USDA guidance, the first triennial assessment was due **June 30, 2020**
- Some sponsors may have been approved for a later due date as a result of several USDA waivers
 - Extension #1 – [June 30, 2021](#)
 - Extension #2 – [June 30, 2022](#)
 - Extension #3 – [June 30, 2023](#)
 - *If your organization is not on any of these 3 lists, your due date was June 30, 2020*

Where do I submit the triennial assessment once completed?

Completed triennial assessments should be kept on file at your organization and the results of the assessment must be made available to the public.

How do I know if we've previously completed a triennial assessment?

If your organization has completed a triennial assessment in the past, the organization should have that assessment on file with the date it was completed. You may also be able to find a previous triennial assessment by searching your organization's website or online platform.

How is the triennial assessment reviewed by ISBE?

During an Administrative Review of the School Nutrition Programs, which is conducted by an ISBE monitor, sponsors must provide documentation of their written local wellness policy, and documentation that the policy itself was made available to the public. Additionally, sponsors must provide documentation of triennial assessments of the policy for each participating site under its jurisdiction, as well as documentation demonstrating the sponsor made the triennial assessments, and any policy updates, available to the public.

Administrative Review Checklist

- Local wellness policy
- Most recent triennial assessment
- Documentation that the wellness policy and triennial assessment was made available to the public (i.e., web address, newsletter, etc.)
- Documentation of efforts to review and update

Agenda



Content Requirements



Triennial Assessments



Tools & Resources


Policy Content Resources

Local Wellness Policy Content Checklist

Local Wellness Policy Content Checklist

This tool is intended to help sponsors participating in the National School Lunch Program and/or School Breakfast Program meet the minimum requirements of what must be included in the content of their Local Wellness Policy. This checklist is not intended to take the place of the required triennial assessment of the Local Wellness Policy.

- ☐ **Nutrition Education** – Specific goals for Nutrition Education are included in the Local Wellness Policy. These goals were developed using evidence-based strategies.
- ☐ **Nutrition Promotion** – Specific goals for Nutrition Promotion are included in the Local Wellness Policy. These goals were developed using evidence-based strategies.
- ☐ **Physical Activity** – Specific goals for Physical Activity are included in the Local Wellness Policy. These goals were developed using evidence-based strategies.
- ☐ **Other School-Based Activities that Promote Student Wellness** – Specific goals for Other School-Based Activities that Promote Student Wellness are included in the Local Wellness Policy. These goals were developed using evidence-based strategies.
- ☐ **Nutrition Standards for School Meals** – Nutrition standards for school meals that are consistent with the Federal regulations are included in the Local Wellness Policy.
- ☐ **Nutrition Standards for Competitive Foods** – Nutrition standards that are consistent with the Federal regulations for competitive food and beverage items (i.e. Smart Snacks in Schools nutrition standards) sold to students on the school campus during the school day are included in the Local Wellness Policy.
- ☐ **Standards for All Foods and Beverages Provided, but Not Sold** – Standards for all foods and beverages provided, but not sold to students (e.g. classroom parties, rewards, etc.) are included in the Local Wellness Policy. These standards are developed at the local level.
- ☐ **Food and Beverage Marketing** – Policies that allow the marketing of only food and beverage items that meet Smart Snacks in School nutrition standards are included in the Local Wellness Policy.
- ☐ **Wellness Leadership** – The position title of the LEA or school official(s) responsible for Local Wellness Policy oversight is identified in the Local Wellness Policy.
- ☐ **Public Involvement** – Language permitting the school community, including parents and students, and the general public to be involved in Local Wellness Policy processes, including development, implementation, and periodic reviews and updates, is included in the Local Wellness Policy.
- ☐ **Triennial Assessments** – Language regarding the completion of triennial assessments is included in the Local Wellness Policy. Please note, LEAs may conduct assessments more often than every three years. Local Wellness Policies must be updated or modified as appropriate.
- ☐ **Reporting** – Language outlining measures taken by the LEA to ensure public notification and access to the Local Wellness Policy and any assessments, reviews, and updates is included in the Local Wellness Policy.
- ☐ **Unused Food Sharing Plan** – In reference to Public Act 102-0359, language regarding the LEA's unused food sharing plan is included in the Local Wellness Policy.



Illinois State Board of Education, Nutrition Department October 2022

<https://www.isbe.net/Documents/Local-Wellness-Policy-Content-Checklist.pdf>

Local Wellness Policy Template

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<https://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx>

Under the *Templates & Tools* drop-down

Local Wellness Policy Template

Instructions for Local Wellness Policy Templates

- *Red, italicized text provides guidance and clarification on regulatory requirements and best practices. This text may be removed once the Local Wellness Policy is completed by the district.*
- Yellow, highlighted text designates sections where organizations should insert customized policy language based on its needs.

Nutrition Standards

Meals

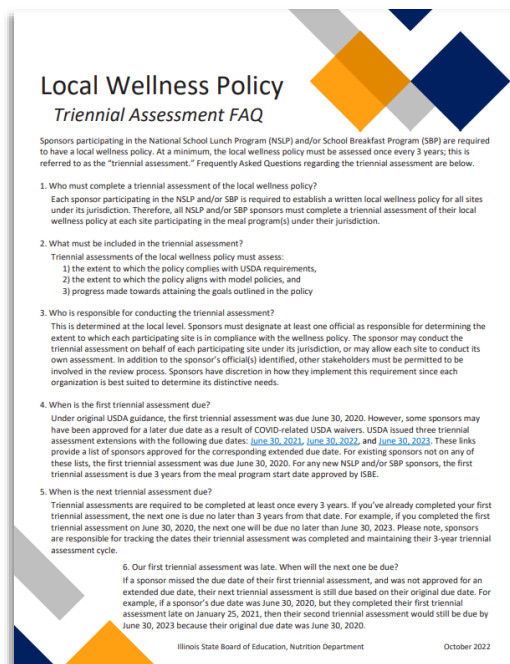
[Nutrition standards for reimbursable meals consistent with Federal guidelines must be included in the content of the Wellness Policy.]

All reimbursable meals served for the purposes of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) must meet or exceed USDA nutrition standards and regulations. [Districts may need to alter programs included in this statement based on actual participation.] This includes meeting standards for each of the meal pattern components (i.e. Grains, Meat/Meat Alternates, Fruits, Vegetables, and Milk) as well as meeting or exceeding the limitations set for calories, sodium, saturated fat, and trans fat.

[If your District goes beyond the basic meal requirements, insert a description. Examples include salad bars, serving fresh fruits and vegetables every day (i.e. not serving juice to meet fruit and vegetable component requirements), etc.]

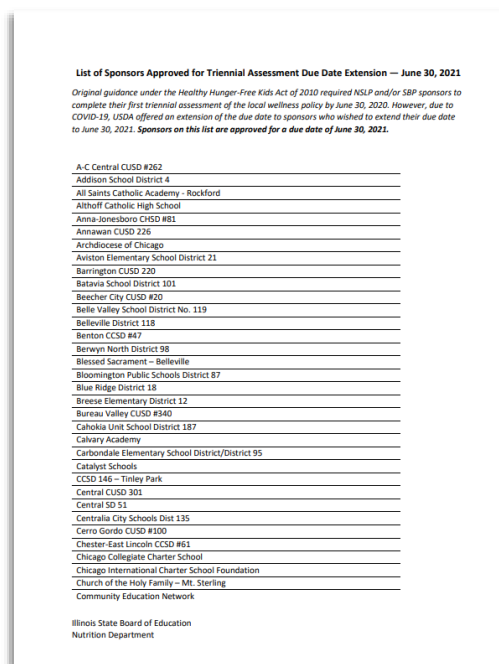
Triennial Assessment Resources

Triennial Assessment FAQ



<https://www.isbe.net/Documents/Triennial-Assessment-FAQ.pdf>

Due Date Extension Lists



<https://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx>
Under the *Triennial Assessment* drop-down

Triennial Assessment Template

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Date Completed: _____ Completed by: _____

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Part II: Goal Assessment

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Goals	Meeting	Partially Meeting	Not Meeting	Next Steps (If Applicable)
Physical Activity				

Goals	Meeting	Partially Meeting	Not Meeting	Next Steps (If Applicable)
Other School-Based Wellness Activities				

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<https://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx> Under the *Triennial Assessment* drop-down

Additional Resources

Team Nutrition's Local School Wellness Policy Outreach Toolkit

Resource to Sustain and Strengthen Local Wellness Initiatives

Model Local Wellness Policy

Alliance for a Healthier Generation's School Wellness Committee Toolkit

And more! At
<https://www.fns.usda.gov/tn/wellness-policy/implementation-tools>



Questions?

ISBE Local Wellness Policy Webpage:
<https://www.isbe.net/Pages/Local-School-Nutrition-Wellness-Policy.aspx>

Contact Information
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Thank you