



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## MEMORANDUM

TO: Local Educational Agencies

FROM: Donna Anthony, Assistant Superintendent, Division of Health & Wellness

DATE: 02/13/2017

SUBJECT: Local Wellness Policy Requirements Update

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The purpose of this memo is to inform Local Education Agencies (LEAs) of updates regarding federal requirements to Local Wellness Policies (LWP) in addition to OSSE's programmatic plans to support this work.

An LWP is a document of official policies that guide LEAs' efforts to establish a school environment that promotes students' health, well-being and ability to learn by supporting healthy eating and physical activity. The [DC Healthy Schools Act](#) mandates that each LEA shall collaborate with parents, students, food service providers, and community-based organizations to develop, adopt, and update comprehensive LWP. Additionally, federal regulations require that all LEAs receiving federal funds to support the breakfast and lunch programs also have an LWP. According to federal regulations and local law, LWPs shall be revised every three years.

The United States Department of Agriculture's (USDA) Healthy, Hunger-Free Kids Act of 2010 released [new LWP requirements](#) for LEAs. Because of similar preexisting mandates set in the Healthy Schools Act, LEAs already may be taking actions that fulfill some of these new federal requirements. Nevertheless, it is important to ensure compliance with these new requirements, which are that LEAs' LWPs:

- 1) provide for participation by 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) in the development, implementation, review, and update of the LWP;
- 2) identify wellness policy leadership, one or more LEA and/or school officials(s) who have the authority and responsibility to ensure each school complies with the policy;

- 3) provide for informing the public (including parents, students, and others in the community) about the content and implementation of the LWP);
- 4) specify goals for nutrition promotion and education; physical activity; and other school-based activities that promote students wellness (in developing these goals, LEAs must review and consider evidence-based strategies. It is recommended that you refer to your [Healthy Schools Act School Health Profiles](#) and use the [School Health Index](#) to set your LEAs wellness goal);
- 5) include policies for all foods and beverages sold to students on the school campus during the school day that are consistent with USDA regulations for [school meal nutrition standards](#) and [Smart Snacks](#) standards;
- 6) include policies for other foods and beverages available on the school campus during the school day (e.g., offered in classroom parties, classroom snacks brought by parents, etc.);
- 7) include policies for food and beverage marketing that allows marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards; and
- 8) include a description of public involvement, public updates, policy leadership, and evaluation plan.

**LEAs must meet the requirements listed above by June 30, 2017. Additionally, starting in the 2017-18 school year, all LEAs must complete a triennial self-assessment no later than the end of the 2019-20 school year.** As required by federal regulations, OSSE will examine each LEA's records during the Federal School Nutrition Programs Administrative Review process, including the review of:

- copies of the current LWP;
- documentation on how the policy and assessments are made available to the public;
- the most recent LEA self-assessment of implementation of the policy; and
- documentation of efforts to review and update the policy, including who was involved in the process and how stakeholders were made aware of their ability to participate.

In order to support LEAs in this process, **OSSE is pleased to offer the following resources (see attached) that conform to the new requirements: a Local Wellness Policy Template, a Local Wellness Policy Update Checklist, and an Annual Local Wellness Self-Evaluation Assessment and Action Plan Tool.** OSSE will also offer professional development sessions to support LEAs' compliance with these new requirements and on using these tools.

OSSE recommends all LEAs follow these 6 steps in developing and implementing their LWPs:

1. designate a LWP lead in each school and develop a [Local Wellness Council](#) (while OSSE recommends that each school have its own Local Wellness Council, this group may be comprised of either LEA-level or school-based staff);
2. review the existing plan and either update with new requirements or use the template attached;
3. submit a draft of the LWP to all stakeholders for feedback;
4. finalize the plan with the new requirements incorporated;
5. develop an implementation plan; and
6. monitor the LWP implementation and revise it as needed with periodic review from the Local Wellness Council.

For additional resources on starting a Local Wellness Committee, background on the requirements, and other related topics, please visit the [United States Department of Agriculture's Local Wellness Policies Resources](#) webpage or feel free to contact Aunamesha Henley at [osse.schoolhealth@dc.gov](mailto:osse.schoolhealth@dc.gov).

Thank you for your continued support in making healthy food choices, physical activity, and other school-based health activities a priority for our schools.