

Dear Mr. Joseph VanBernum:

I have completed the Off-site assessment (1000 series) of your local education agency's (LEA) local school wellness policy for the administrative review of the School Nutrition Program. Your wellness policy is in compliance and includes the elements required under Section 9A of the Richard B. Russell National School Lunch Act and the corresponding federal regulations at [7 CFR §210.31](#). Thank you!

In addition to updates to the written policy, federal regulations include requirements for wellness policy implementation, stakeholder input, recordkeeping, and public availability. During this period of transition to new wellness policy requirements, PDE is providing technical assistance for these areas in the administrative review. **Please share the following technical assistance with your wellness committee and leadership so that all requirements are completed, and recordkeeping is maintained as required moving forward. In future administrative reviews, failure to meet these requirements or to provide required documentation may result in findings and corrective action.**

Feedback to specific question(s) is below and also noted on PEARS under the green "T" for "Technical Assistance" next to the applicable questions.

1002. *When and how does the review and update of the Local School Wellness Policy occur? Provide documentation to support the response (or appropriate web address(es)).*

For future administrative reviews, LEAs are required to provide documentation demonstrating how this requirement is met. For example, an agenda and attendance sheet from your stakeholder/wellness committee meeting may be appropriate.

1003. *Who is involved in reviewing and updating the Local School Wellness Policy? What is their relationship with the SFA?*

The LEA is required to invite and allow the following stakeholders to participate in the development, implementation, periodic review, and update of the local school wellness policy: parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public. This can be accomplished by including your wellness committee (as described in your policy) in the wellness policy process moving forward.

1004. *How are potential stakeholders made aware of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).*

The LEA is required to actively reach out to permitted stakeholders - parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public - to make them aware of their ability to participate in the development, implementation, periodic review, and update of the local school wellness policy. For future administrative reviews, documentation

must be provided that demonstrates how this was accomplished (e.g., copy of email, wellness committee meeting notice, invitation on website, etc.).

*1005. Provide a copy of the most recent assessment on the implementation of the Local School Wellness Policy.*

The LEA is required to perform an assessment of the local school wellness policy at a minimum once every three years, and one must be completed before June 30, 2020 and every three years thereafter. Per federal regulations, an assessment of the wellness policy is an evaluation by your LEA that includes: the extent to which each school is in compliance with the policy; the progress made toward attaining the goals of the policy; and the extent to which the policy compares to a model wellness policy. You may wish to utilize a standard assessment tool as found on the USDA website to assist in completing your assessment: <https://healthymeals.fns.usda.gov/local-wellness-policy-resources/local-school-wellness-policy-process/assessment-needs-assessment>. PDE plans to release an assessment report form by the end of the current school year that LEAs will have the option to use.

*1006. How does the public know about the results of the most recent assessment on the implementation of the Local School Wellness Policy? Provide documentation to support the response (or appropriate web address(es)).*

The LEA is required to make the results of the triennial assessment, once completed, available to the public in an accessible, easily understood manner. Documentation on how triennial assessments are made available to the public must be provided in future administrative reviews, such as a web address or a copy of a distributed newsletter.

Thank you for providing your wellness policy and providing further details in this section of the review. If you have questions about wellness, please don't hesitate to ask me.

*Jenny*

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