

Local Wellness Policy (LWP) Checklist

For Contracting Entities (CEs) Operating the National School Lunch Program (NSLP) and the School Breakfast Program (SBP)

I. Contracting Entity (CE) Information

CE Name: Duval County CE Identification Number (CE ID): 01371

Schools Operating Under the Local Wellness Policy (LWP):
Judge Ricardo H. Garcia Juvenile Facilities

II. Structure

Requirement: The CE must develop a LWP that applies to all NSLP and/or SBP schools that is approved by the board of trustees or governing board.

Local Decision: CEs may customize the policy for different schools based on student age, facility, or other circumstances as long as the resulting LWP meets requirements and does not conflict with federal and state regulations.

Check yes or no to indicate if the CE has met these requirements.

Yes No

A. All Schools. The CE has developed a LWP that applies to all schools participating in NSLP and/or SBP.

If no is checked, explain why the CE's LWP does not apply to all schools participating in NSLP and/or SBP in the space below.

Yes No

B. Approval. The CE's board of trustees or governing board has approved the LWP.

If no is checked, explain why the board of trustees or governing board has not approved the LWP in the space below.

III. Stakeholder Engagement

Requirement: The CE must engage stakeholders in developing and implementing its LWP. Engaged stakeholders must include, but are not limited to, the following stakeholder groups:

- Administrators
- Community members
- Representatives of the board of trustees or governing body
- School nutrition staff
- Students

Recommendation: The CE may engage other stakeholders in developing and implementing its LWP, including, but not limited to, physical education staff and school health professionals.

Check each stakeholder group that was involved in the development and implementation of the LWP.

- A. Administrators, district and/or school
- B. Community members (local service organizations or other appropriate representatives)
- C. Parents
- D. Representatives of the board of trustees or governing body

- E. School nutrition staff, district and/or school
- F. Students
- G. Other (including physical education staff and school health professionals)

If the CE did not involve stakeholders in developing and implementing its LWP, explain why the CE did not in the space below.

IV. Assigned Responsibilities

*Requirement: CEs **must** assign an individual or individuals to be responsible for managing the following:*

- *Assessment of the LWP*
- *Development of the LWP*
- *Implementation of the LWP*
- *Records retention for LWP documentation*
- *Update of the LWP*

*Local Decision: CEs **may** assign more than one person to be responsible for different aspects of the LWP.*

Check each statement that describes an action for which the CE has identified and assigned a specific person to be responsible for that action.

- A. Assessment. Ensures assessments are conducted as required.**
 - Yearly (1) determination if the schools are in compliance with the LWP; (2) review of the LWP to determine if it aligns to model local wellness policies which use evidence-based strategies; and (3) distribution of assessments results to the public
 - Multi-year comparison of the LWP's implementation progress
- B. Development. Ensures that the requirements for developing the LWP are met, including, but not limited to, communication/outreach that promotes information sharing and stakeholder engagement in developing, implementing, assessing, and updating the LWP**
- C. Implementation. Ensures that the LWP is implemented as intended including, but not limited to, communication/outreach that promotes information sharing and stakeholder engagement in developing, implementing, assessing, and updating the LWP**
- D. Records Retention. Ensures that all documentation related to the LWP, implementation plan, and activities and/or events are retained as required**
- E. Update. Ensures the LWP is evaluated each year to determine if changes are needed and ensures action is taken on needed changes**
- F. Other:**

If the CE did not assign responsibilities for specific individuals to ensure that the LWP is developed, implemented, assessed, updated effectively and records are retained, explain why the CE did not in the space below.

V. Key Elements

Requirement: The CE must address the following elements related to student wellness in its LWP:

- Nutrition education and promotion for students, including, but not limited to, the information students receive that influence their nutrition choices (such as marketing messages)
- Physical activities to promote student wellness
- School-based activities to promote student wellness
- Nutrition guidelines for all food and beverages available to students on campus

Local Decision: CEs may also include activities and goals that focus on promoting wellness for parents, community members, and school and CE staff.

Check each element that is addressed in the CE's local wellness plan.

A. Nutrition Education and Promotion (including nutritional guidelines to reduce obesity)

For students

For staff

For parents

For community members

B. Physical Activities to Promote Wellness

For students

For staff

For parents

For community members

C. School-based Activities to Promote Wellness

For students

For staff

For parents

For community members

D. Community-based Activities to Promote Wellness

For students

For staff

For parents

For community members

* note Facility is not open to the public for safety and security issues.

E. Nutrition Guidelines for All Food and Beverages Available on School Campuses

Sold in schools

To students

To adults

Given away in schools

To students

To adults

* no items are sold at this site.

F. Special Situations:

(Including, but not limited to, food or beverages given or provided to a student by an adult acting on behalf of a student's parent or guardian or food or beverages delivered by businesses to students on the school campus)

not allowed

If the CE's LWP does not include all of the required elements related to student wellness in its LWP, explain why the CE did not in the space below.

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VI. Assessment

Requirement: Each year, the CE must measure the effectiveness of its LWP implementation which (1) includes an assessment of compliance with LWP requirements, (2) determines if the LWP aligns to model, evidence-based LWPs; and (3) distributes the results of the assessments to the public. The CE must compare its LWP implementation progress across multiple years.

Check the statement that describes an action the CE will take to assess its LWP.

- A. **Yearly.** Assessment conducted yearly to (1) determine if the schools are in compliance with the LWP and (2) determine if the CE's LWP aligns to model local wellness policies which use evidence-based strategies as well as (3) distribution of assessments results to the public
- B. **Multi-year.** Multi-year comparison of the LWP's implementation progress
- C. **Other:** _____

If the CE does not include methods to assess its LWP and share the results of assessments, explain why the CE did not in the space below.

Directions: Local Wellness (LWP) Checklist

For Contracting Entities (CEs) Operating the National School Lunch Program (NSLP) and the School Breakfast Program (SBP)

Purpose

Each CE must develop a LWP that meets the requirements described in this form and may adopt additional requirements as long as those requirements are not in conflict with federal, state, or local regulations. This checklist is intended to be used by CEs in creating a local wellness policy (LWP) and an implementation plan that meets the requirements and the unique needs of the CE.

CEs are not required to submit this checklist or their local wellness policies to the Texas Department of Agriculture (TDA) unless requested to do so.

A LWP must include the following requirements:

1. **Scope.** Apply to all schools participating in NSLP and/or SBP and be approved by the board of trustees or governing board
2. **Stakeholder Engagement.** Engage stakeholders in developing and implementing its LWP
3. **Responsibilities.** Assign an individual or individuals to be responsible for managing the development, implementation, assessment, update, and retention of records for the LWP
4. **Key Elements.** Address the following elements in its LWP:
 - Nutrition education and promotion for students
 - Physical activities to promote student wellness
 - School-based activities to promote student wellness
 - Nutrition guidelines for all food and beverages available to students on campus
5. **Assessment.** Establish a method(s) for measuring the effectiveness of its implementation of its LWP and share the results of the assessment of LWP implementation with stakeholders

Use This Form	
Frequency	As needed.
Required Form Format	Not required.
Record Retention	Public and charter schools are required to keep documentation related to school nutrition programs for five years. Private schools, other nonprofit organizations, and residential child care institutions (RCCIs) are required to keep documentation for three years.

Directions:

Contracting Entity (CE) Information

Contracting Entity (CE) Name: Record the name of the CE in designated space.

CE Identification Number (CE ID): Record the CE ID number in the designated space.

Schools Operating Under the Local Wellness Policy (LWP): Record the names of the schools for which the LWP applies or indicate *all schools* in the designated space.

II. Structure

- A. **All Schools.** Does the LWP apply to all schools participating in NSLP and/or SBP?

Check *Yes* or *No*.

If no is checked, record an explanation for why the CE's LWP does not apply to all schools participating in NSLP and/or SBP in the text box.

- B. **Approval.** Was the LWP approved by the board of trustees or governing board?

Check *Yes* or *No*.

If no is checked, record an explanation for why the board of trustees or governing board has not approved the LWP in the text box.

Requirement

The CE must develop a LWP that applies to all schools participating in NSLP and/or SBP that are approved by the board of trustees or governing board.

III. Stakeholder Engagement

Check the box for each type of stakeholder involved in the development and implementation of the LWP.

If Other is checked, provide a description of the other type(s) of stakeholder(s) in the text box.

If the CE did not involve stakeholders in developing and implementing its LWP, provide an explanation for why the CE did not in the text box.

Requirement

The CE must engage stakeholders in developing and implementing its LWP. Engaged stakeholders must include administrators, community members, representatives of the board of trustees or governing body, school nutrition staff, and students.

V. Assigned Responsibilities

Check the box for each responsibility the CE has assigned to an individual.

If Other is checked, provide a description of responsibility that has been assigned in the text box.

If the CE has not assigned responsibility to ensure that the LWP is developed, implemented, assessed, and updated as appropriate, provide an explanation for why the CE did not in the text box.

Requirement

CEs must assign responsibilities to specific individuals to manage the following: assessment of the LWP, development of the LWP, implementation of the LWP, records retention of LWP documentation, and update of the LWP.

VI. Key Elements

Check the box for each element and the secondary box indicating the emphasis that the CE has included in its LWP.

If Special Situations is checked, provide a description of the element that has been added in the text box.

If the CE has not included the four required elements, provide an explanation for why the CE did not in the text box.

Requirement

The CE must address the following elements in its local wellness plan: (1) nutrition education and promotion for students, (2) physical activities to promote student wellness, (3) school-based activities to promote student wellness, and (4) nutrition guidelines for all food and beverages available to students on school campus.

VII. Assessment

Check the box for each description that reflects how the CE will assess its LWP.

If Other is checked, provide a description of action the CE will take to assess the LWP and share the results in the text box.

If the CE has not established a method(s) to measure the effectiveness of the implementation of its LWP, provide an explanation for why the CE did not in the text box.

Requirement

Each year, the CE must measure the effectiveness of its LWP implementation which (1) includes an assessment of compliance with LWP requirements, (2) determines if the LWP aligns to model, evidence-based LWPs; and (3) distributes the results of the assessments to the public. The CE must compare its LWP implementation progress across multiple years.

Assessment meeting Documentation

Helma Benavides
Case manager

7/28/16

Velma R. Chaparral
Health Service Coordinator

7/28/16
Date

Maria M Nunez
Kitchen Staff

7-28-16
Date

[Signature]
Director

7/28/16
Date

[Signature]
Community Member

7/28/16
Date