

## **Healthy, Hunger-Free Kids Act of 2010, Section 204: Local School Wellness Policies 5-Year Technical Assistance and Guidance Plan (Updated July 2013)**

The US Department of Agriculture's Food and Nutrition Service (FNS), with input from the US Departments of Education (ED) and the Health and Human Services, acting through the Centers for Disease Control and Prevention (CDC), drafted this 5-Year Technical Assistance and Guidance Plan. Technical assistance will continue to be provided to assist local educational agencies implement the local school wellness policy requirements and establish healthy school environments that promote healthy eating and physical activity.

The initial draft of the 5-Year Technical Assistance and Guidance Plan was published in September 2011 and was to be updated upon the completion of several needs assessment activities. This technical assistance plan replaces the previous version and includes updates based on the findings of the needs assessment activities that informed its development. The sections of this revised and final 5-Year Technical Assistance and Guidance Plan include:

- [Background](#)
- [Needs Assessment Activities](#)
- [Technical Assistance and Guidance – Five-Year Plan \(2011-2015\)](#)
- [Progress Report: Technical Assistance Activities](#)
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- [Appendix A: Comparison Chart of Local School Wellness Policy \(LWP\) Requirements](#)
- [Appendix B: Summary of Key Findings from Needs Assessment Activities](#)
- [Appendix C: Progress Report on Local School Wellness Policy \(LWP\) Technical Assistance Activities](#)

State agencies will continue to ensure local wellness policies are in place when conducting administrative reviews and will provide technical assistance to local educational agencies, as needed. State agencies should direct any questions concerning this plan to their USDA FNS Regional Office: <http://www.fns.usda.gov/office-type/fns-regional-offices>.

### **Background**

Today, many children are consuming diets with too many calories and not enough nutrients. In addition, many of these children are not getting enough physical activity. Poor diet and physical inactivity among children can lead to an increased risk for certain chronic health conditions, including high blood pressure, type 2 diabetes, and obesity.<sup>1</sup> Childhood obesity has more than doubled in children and tripled in adolescents in the past 30 years and in 2010, more than one third of children and adolescents were overweight or obese.<sup>2-3</sup> Engaging children and adolescents in healthy eating and regular physical activity can lower their risk for obesity and obesity-related chronic diseases.<sup>4-6</sup>

Healthy eating and physical activity behaviors among children and adolescents are influenced by a variety of sectors within society, including families, communities, schools, child care settings, health-care providers, faith-based institutions, government agencies, the media, the food and beverage industries, and the entertainment industries. Each of these sectors has an important and unique role to play in improving the dietary and physical activity behaviors of youth. Schools play a significant role in the lives of children and are where children spend much of their day. As such, helping students stay healthy is key to fulfilling the mission of schools.<sup>7-12</sup> Schools are an important setting for providing children and adolescents with a healthy environment where they can consume nutritious meals, snacks, and beverages; get regular physical activity; and learn about the importance of lifelong healthy behaviors.<sup>11,12</sup> Research indicates that eating patterns

established in childhood often carry over into later life. Therefore, early interventions in adopting healthy behaviors and engaging in physical activity are essential priorities.<sup>12,13</sup>

Research links healthy eating and physical activity with improved academic performance and classroom behavior. Eating a healthy breakfast is associated with improved memory, reduced absenteeism, and improved psychosocial function and mood,<sup>14-16</sup> as well as improvements in academic performance.<sup>17,18</sup> Adequate water consumption may also improve cognitive function in children and adolescents.<sup>19-21</sup> School-based physical activity is associated with improved academic achievement, including grades and standardized test scores, as well as improved cognitive skills, attitudes, and academic behavior (including enhanced concentration, attention, and improved classroom behavior).<sup>22</sup> Further, increasing or maintaining time dedicated to physical education may help, and does not appear to adversely impact academic performance.<sup>22</sup>

### **Federal Requirements for Local School Wellness Policies**

Recognizing the important role schools play in ensuring children's wellness, in 2004, Congress passed the Child Nutrition and WIC Reauthorization Act (Public Law 108-265, Section 204). This act required each local educational agency (LEA) participating in the National School Lunch Program (NSLP) or other child nutrition programs, such as the School Breakfast Program (SBP), to establish, for all schools under its jurisdiction, a local school wellness policy (LWP). Since the passage of the 2004 law, nearly all LEAs or school districts have developed and adopted LWPs as required by law. With the passage of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296, Section 204), new provisions for LWPs place greater emphasis on implementation, evaluation, and publicly reporting on the progress towards meeting the LWP goals. See **Appendix A** for a comparison chart of the 2004 and 2010 LWP requirements.

In July 2011, the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) issued an implementation memo (SP-42-2011) ([http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2011/SP42-2011\\_os.pdf](http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2011/SP42-2011_os.pdf)) to guide LEAs in implementing LWP provisions in the Healthy, Hunger-Free Kids Act of 2010. FNS expects to publish a proposed rule on local school wellness policies in early 2014, and the public will have an opportunity to comment on the rule.

### **Local School Wellness Policy Interagency Workgroup**

In April 2011, USDA FNS convened a workgroup including the US Departments of Education (ED) and the Health and Human Services, acting through the Centers for Disease Control and Prevention (CDC). This Interagency Workgroup is charged with providing information and technical assistance to LEAs, school food authorities, and State educational agencies to meet the 2010 LWP requirements and establish healthy school environments that are intended to promote student health and wellness. For this purpose, the Workgroup developed a fluid, five-year technical assistance plan (first published in September 2011), which was to be updated upon the completion of several needs assessment activities (see below). This five-year technical assistance plan replaces the previous version and includes updates based on the findings from several needs assessment activities that informed its development.

FNS, ED, and CDC are continuing to work together to identify and develop resources and training on all LWP requirements, as well as overcoming barriers to adopting LWPs. Technical assistance will continue to include model LWPs and best practices recommended by Federal agencies, State agencies, and nongovernmental organizations; as well as other technical assistance, as required, to establish healthy school environments that promote healthy eating and physical activity. Technical assistance will continue to be consistent with the specific needs and requirements of LEAs.

## Needs Assessment Activities

The Local School Wellness Policy Interagency Workgroup conducted several needs assessment activities to determine the training and technical assistance needs of LEAs and other stakeholders in meeting the new federal requirements for LWPs. The findings from the needs assessment activities have informed this technical assistance plan. Needs assessment activities included:

- A literature review;
- A survey of key experts in the field (researchers and practitioners) to identify gaps in training and technical assistance;
- Informal conversations with school nutrition professionals;
- Multiple conversations with state, district, and local education administrators, child nutrition directors, and other staff;
- Discussions with Carol M. White Physical Education Program grantees; and
- Online surveys and focus groups with LWP stakeholders, including school health professionals, school administrators, school board members, school nutrition professionals, physical education teachers, school nurses, and parents.

Summaries of key findings from these various needs assessment activities are found in **Appendix B**.

## Technical Assistance and Guidance – Five-Year Plan (2011-2015)

### Goals

The overall goal of technical assistance being provided by the Interagency Workgroup is to assist LEAs in creating a healthy school environment where children and adolescents make healthy eating choices and become physically active. This technical assistance and guidance will:

- Increase the skill and capacity of LEAs to meet or exceed the new Federal requirements for LWPs;
- Increase the capacity of State educational agencies and their partners to provide technical assistance to LEAs in meeting the new Federal requirements for LWPs; and
- Improve the strength and quality of LWPs.

### Objectives

As a part of the technical assistance and guidance plan, the Interagency Workgroup will:

1. Conduct needs assessment activities to identify training and technical assistance needs of LEAs and other stakeholders in meeting the new federal requirements for LWPs.
2. Update USDA/FNS, CDC, and ED LWP Web pages and existing resources.
3. Identify, create, and/or update existing tools and resources that reflect the new requirements of LWPs.
4. Facilitate a series of webinars/training targeting LEAs and other stakeholders on a variety of topics related to LWPs.
5. Establish and sustain national and state partnerships to assist with the implementation of the 5-Year Technical Assistance and Guidance Plan through 2015.
6. Establish a mechanism of gathering success stories and best practices specific to LWPs.
7. Provide technical assistance/resource materials to assist in drafting training and other grant-related material for related programs and activities.

## **Activities**

Based on findings from these needs assessment activities, informal stakeholder consultations, and monitoring of activities from State agency administrative reviews, technical assistance activities pertaining to LWPs may include:

- Webinars/training/conference presentations
- Online publications, tools, and resources (existing, updated, and new), such as:
  - Resources to encourage support for LWPs from key stakeholders
  - Model LWPs and/or examples of LWPs
  - Resources to help LEAs implement, assess, and measure implementation of LWP goals
  - Guidance on reporting to the public and communicating with stakeholders
- Sharing LWP success stories and best practices
- Information on grant and other funding opportunities

## **Timelines and Deliverables for Key Activities and Deliverables**

### **Short-Term (January 2011 through December 2011)**

- Convene Interagency Workgroup between FNS, CDC, and ED.
- Consult with key stakeholders to inform the initial needs assessment and training and technical assistance activities.
- Conduct various needs assessment activities to identify training and technical assistance needs of LEAs and other stakeholders in meeting the new federal requirements for LWPs.
- Synthesize the findings from the initial needs assessment to develop a five-year technical assistance and guidance plan to assist states and LEAs in meeting the new federal requirements.
- Continue to include a focus on LWP activities in Team Nutrition Training Grant requests for applications, conduct grant-writing webinars, and provide ad hoc technical assistance to individual states, as related to Team Nutrition Training Grants.
- Update USDA/FNS and CDC LWP Web pages with current requirements and related links (<http://www.fns.usda.gov/tn/healthy/wellnesspolicy.html> and <http://www.cdc.gov/healthyyouth/npao/wellness.htm>).
- Initiate coordination with other agencies/associations/organizations, through national and state partnerships, to assist with implementation of the technical assistance and guidance plan.
- Revise FNS' Coordinated Review Effort (CRE) Procedures Manual, Forms and Instructions to include a review of the LEAs' LWPs.

### **Mid-Range (January 2012 through December 2012)**

- Continue to refine the 5-Year Technical Assistance and Guidance Plan.
- Launch implementation of the 5-Year Technical Assistance and Guidance Plan activities.
- Continue to update USDA/FNS and CDC LWP Web pages as needed with new guidance and resources.
- Continue to include a focus on LWP activities in Team Nutrition Training Grant requests for applications, conduct grant-writing webinars, and provide ad hoc technical assistance to individual states, as related to Team Nutrition Training Grants.
- Continue to coordinate with other agencies/associations/organizations, through national and state partnerships, to assist with implementation of technical assistance and guidance plan.
- Develop LWP guidance for the new Administrative Review guidance manual and forms, which will be implemented by some State agencies beginning July 1, 2013. The new Administrative Review procedures replace the Coordinated Review Effort (CRE). Eventually all State agencies will be under these new procedures.

### **Long-Term (January 2013 through December 2015)**

- Finalize the 5-Year Technical Assistance and Guidance Plan.
- Continue to develop and implement guidance, training, and resources based on Five-Year Technical Assistance and Guidance Plan.
- Continue to identify and disseminate guidance and resources to help LEAs assess, implement, and measure LWP implementation.
- Facilitate a series of webinars/training targeting LEAs and other stakeholders on a variety of topics related to LWPs.
- Continue to include a focus on LWP activities in Team Nutrition Training Grant requests for applications, conduct grant-writing webinars, and provide ad hoc technical assistance to individual states, as related to Team Nutrition Training Grants.
- Continue to update USDA/FNS and CDC LWP Web pages appropriately.
- USDA to publish a Proposed Rule in the Federal Register (expected early 2014), accept comments from the public on the rule, and analyze comments.
- Create a dedicated Web page that identifies resources to help LEAs meet recommendations for establishing healthy school environments.
- Ensure high-level communication from Federal leadership on encouraging endorsement of LWP and recognition of its importance.
- Continue to coordinate with other agencies/associations/organizations, through national and state partnerships, to assist with implementation of the technical assistance and guidance plan.
- Convene an external stakeholder workgroup to assist with identifying and sharing wellness policy resources, tools, and materials; and encourage each stakeholder to reach out to its respective members/partners and voice support for the development and implementation of strong wellness policies at the local level.
- Establish incentives for LEAs to implement and monitor LWPs.
  - Provide guidance and support to State agencies and LEAs for monitoring and enforcing LWPs.
  - Continue to provide instructions and guidance to State agencies conducting the administrative review and monitoring LWP implementation and reporting.
  - Allow State agencies to withhold program payments for continued non-compliance with LWP requirements after July 1, 2013.
- USDA FNS to publish a Final Rule (late 2014), which will define key terms and provide regulations and guidance for LEAs, school food authorities, and State agencies to implement the provisions set forth in the law.
  - This 5-Year Technical Assistance and Guidance Plan is intended to support the Final Rule.
  - The Final Rule will be printed in the Federal Register, codified in the Code of Federal Regulations at 7 CFR Part 210, and available on the USDA FNS web page:  
[http://www.fns.usda.gov/cnd/Governance/Legislation/CNR\\_2010.htm](http://www.fns.usda.gov/cnd/Governance/Legislation/CNR_2010.htm).

### **Progress Report: Technical Assistance Activities**

USDA FNS and the Interagency Workgroup have made progress in the implementation of the 5-Year Technical Assistance and Guidance Plan. The progress report summarizes the steps taken towards meeting the objectives outlined in this plan, as well as the status of implementing the aforementioned activities. See **Appendix C** for the latest report.

## References

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## Appendix A: Comparison Chart of Local School Wellness Policy (LWP) Requirements

The following chart summarizes and compares the 2004 and 2010 LWP requirements.

|   | <b>2004 Requirements</b><br><b>Child Nutrition WIC Reauthorization Act</b>   | <b>2010 Requirements</b><br><b>Healthy, Hunger-Free Kids Act</b>  |
|---|--|---|
| <b>Overview</b>                                     | <b>Directs local educational agencies (LEAs) to have a LWP in place for each school under its jurisdiction.</b>  | <b>Strengthens LWPs and adds requirements for public participation, transparency, and implementation.</b>   |
| <b>Elements of the Local School Wellness Policy</b> | LWP to include, at a minimum, goals for nutrition education, physical activity, and other school-based activities to promote student wellness, as well as nutrition guidelines for all foods available on school campus. | In addition to the 2004 requirements, the LWP is also to include goals for nutrition promotion.   |
| <b>Stakeholder Involvement</b>                      | LEAs are required to involve parents, students, and representatives of the school food authority, the school board, school administrators, and the public in the development of LWP.                                     | In addition to the 2004 requirements, LEAs are now required to permit teachers of physical education and school health professionals to participate in the development of LWP.  |
| <b>Stakeholder Participation</b>                    | The stakeholders named above are required to participate in the development of the LWP.  | In addition to the 2004 requirements, LEAs are now required to permit all stakeholders named above and in 2004 to participate in the implementation and periodic review and update of LWP.  |
| <b>Local Discretion</b>                             | LEAs can determine the specific policies appropriate for the schools under their jurisdiction, provided that those policies include all required elements specified in the Act.  | Same as 2004 requirement.   |
| <b>Public Notification</b>                          | None.  | LEAs are required to inform and update the public (including parents, students, and others in the community) about the content and implementation of the LWP.   |
| <b>Measuring Implementation</b>                     | LEAs are required to establish a plan for measuring implementation of the LWP.   | LEAs are required to periodically measure and make available to the public an assessment on the implementation of LWP, including the extent to which schools are in compliance with LWP, the extent to which the LWP compares to model LWP, and a description of the progress made in attaining goals of LWP. |
| <b>Local Designation</b>                            | LEAs are required to establish a plan for measuring LWP implementation to include delegating one or more persons with the responsibility for ensuring LWP compliance.  | LEAs are required to designate one or more LEA officials or school officials to ensure that each school complies with the LWP.  |

## Appendix B: Summary of Key Findings from Needs Assessment Activities

The Local School Wellness Policy (LWP) Interagency Workgroup conducted several needs assessment activities to determine the training and technical assistance needs of LEAs and other stakeholders in meeting the new federal requirements for LWPs. The findings from the needs assessment activities have informed this technical assistance plan. Summaries of key findings from these various needs assessment activities are found below for:

- [A literature review](#)
- [A survey of key experts in the field](#)
- [Conversations with school nutrition professionals](#)
- [Conversations with state, district, and local education administrators, child nutrition directors, and other staff](#)
- [Discussions with Carol M. White Physical Education Program grantees](#)
- [Online surveys and focus groups with LWP stakeholders](#)

### Literature Review

#### **Wellness Policy Language**

While almost all districts nationwide have a wellness policy, the average strength of the policy language is low, and more than half of students are in a district whose policy does not fully comply with all of the federal requirements.<sup>1</sup> District wellness policy provisions that are most likely to comply with federal requirements include goals for nutrition education, school meal guidelines, and goals for physical activity. Nutrition standards for competitive foods and beverages are the least likely of the federally required components to be included in a district wellness policy.<sup>1</sup> While most districts have an implementation and evaluation plan as part of the wellness policy, the strength of these provisions are generally weak overall.<sup>1</sup>

#### **Wellness Policy Implementation**

In addition to monitoring changes in district wellness policy provisions, efforts have been made to measure the implementation of district wellness policies. A recent study examined the extent to which school districts had implemented wellness policy provisions in 2006 using data from the 2006 School Health Policies and Programs Study (SHPPS) and a standardized wellness policy coding system.<sup>2</sup> This study found that in general, there was great variation in the percentage of districts implementing each wellness policy element of the coding scheme. On average, districts met the greatest number of elements related to nutrition education and the least number of elements related to physical activity. A recent systematic review of the literature related to the implementation of district wellness policies<sup>3</sup> found that the most common areas of positive change in school practices are in competitive food offerings and nutrition education, whereas changes in physical activity and physical education are limited. The study also found that monitoring and evaluation of the implementation of wellness policies is generally lacking.

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<sup>1</sup> Chiqui JF, Resnick EA, Schneider L, Schermbeck R, Adcock T, Carrion V, Chaloupka FJ. *School District Wellness Policies: Evaluating Progress and Potential for Improving Children's Health Five Years after the Federal Mandate. School Years 2006–07 through 2010–11*. Volume 3. Chicago, IL: Bridging the Gap Program, Health Policy Center, Institute for Health Research and Policy, University of Illinois at Chicago.

<sup>2</sup> Brener ND, Chiqui JF, O'Toole TP, Schwartz MB, McManus T. Establishing a baseline measure of school wellness-related policies implemented in a nationally representative sample of school districts. *J Am Diet Assoc* 2011;111:894-901.

<sup>3</sup> Metos J, Murtaugh M. Words or reality: are school district wellness policies implemented? A systematic review of the literature. *Childhood Obesity* 2011;7(2):90-100.

### **Survey of Key Experts**

In June 2011, the Interagency Workgroup identified nine key experts on LWP, including researchers and practitioners, to help identify gaps in, and provide recommendations for, resources, training, and technical assistance to support LWP implementation. The survey results highlight the following needs:

- Tools, resources, training, and ongoing technical assistance on how to assess, monitor, and evaluate the implementation of LWPs.
- Strong leadership at the State, district, and school levels.
- Framing LWP as an educational issue to garner support from decision-makers.
- Getting buy-in from key stakeholders in schools and communities.
- Support for monitoring and enforcement from State agencies.

### **Conversations With School Nutrition Professionals**

The Interagency Workgroup engaged in initial conversations with school nutrition professionals at a national meeting in July 2011 to gain insight into their needs around LWPs. Findings from these conversations indicate that:

- More support is needed from school and district personnel, including teachers, principals, and superintendents, to implement and enforce LWPs.
- Clear communication about the new LWP requirements from the State agencies through to the school level is necessary.
- There is a need for easy-to-use guidance and resources to help school districts assess, implement, and measure the implementation of their LWPs.
- District and school personnel require additional training on what LWPs are, why they are important, and ways they can facilitate implementation.
- Resources that emphasize the academic, financial, and health benefits associated with LWPs would be useful for gaining support from key stakeholders.

### **Conversations With School and District Administrators, School Board Members, Child Nutrition Directors, and School Staff**

The Interagency Workgroup hosted two town hall-like sessions at the US Department of Education, Office of Safe and Drug Free Schools National Conference in August 2011. The purpose of these sessions was to obtain input from approximately 150 district and school administrators, school board members, principals, teachers, and other school health stakeholders from across the country. Highlights from these sessions are as follows:

- There is a need for simple and standardized tools for LWP implementation, monitoring, and reporting, as well as concrete evaluation guidelines and tools.
- There are requests for model policies and examples of policies.
- It is important to get buy-in from school administration to ensure LWP success.
- There is an interest in district and school success stories with details on how success was achieved.

### **Conversations With Carol M. White Physical Education Program (PEP) Grantees**

The Interagency Workgroup presented a session at the US Department of Education, Office of Safe and Healthy Students (formerly the Office of Safe and Drug Free Schools) PEP Grant New Director's Meeting in October 2011. Over 76 project directors of PEP Grant projects from across the country provided input during round table discussions on the challenges they face and the resources needed to implement LWPs. Highlights from this session are as follows:

- It is important to get buy-in from school administration, school food service, teachers, staff, parents, students, and the community to ensure LWP success. Getting the "right people" to the table and

designating time for collaboration are crucial. Individuals from each of these stakeholder groups must be willing to be active members of the wellness committee and work together to implement and monitor LWP efforts.

- It is essential that administration, school food service, and health and physical education departments work together to identify a shared vision for school wellness, prioritize LWP implementation, and collaborate to bridge any gaps in interdepartmental communication processes related to LWPs.
- Grantees requested that resources helpful in developing and implementing LWPs include partnerships with local area experts from community-based health organizations/agencies, and local hospitals, health departments, and Cooperative Extension office be identified.
- There is a need for a true system of accountability, so schools will have greater incentive to implement and monitor LWPs.
- There are requests for model policies and examples of policies, including both strong and weak samples; a list of useful, existing resources; as well as tools for measuring the implementation and impact of LWPs.
- There is an interest in success stories of districts and schools from diverse settings and geographic areas that detail information on how success was achieved.

### **Conversations With State Agency Staff and Child Nutrition Directors**

The Interagency Workgroup presented a session at the USDA/State Agency Biennial Conference in December 2011 to obtain input from Child Nutrition Directors and other State agency staff from across the country.

Highlights from this session are as follows:

- There is a need for simple and standardized tools for implementation, monitoring, and reporting related to LWPs, as well as concrete evaluation guidelines and tools.
- Useful resources include a model wellness policy template, a tool kit with information on LWP updates and foods served outside of school meals, and communication tool kits on LWP for school administrators.
- There are requests for an interagency letter from USDA FNS, ED, and CDC to disseminate to State Boards of Education Superintendents and Commissioners for endorsement of LWP and recognition of its importance.

### **Online Surveys and Focus Groups With LWP Stakeholders**

Under guidance from the Interagency Workgroup and in collaboration with CDC and USDA, Danya International, Inc. conducted a needs assessment to determine the training and technical assistance needs of LWP stakeholders (e.g., school health professionals, school administrators, school board members, school nutrition professionals, physical education teachers, school nurses, and parents) in meeting the new federal requirements for LWPs. In total, 57 people participated in the needs assessment through online surveys or focus groups. Highlights from the online surveys or focus groups include:

- Participants believed LWPs to be important; however, they identified a number of barriers to successful LWP implementation including lack of funding, guidance, accountability, monitoring, and evaluation.
- Participants reported that support from leadership at the district and school levels is essential to address these challenges and successfully implement LWPs. They identified a number of strategies, resources, and training that would help secure the support of district and school leadership. These include:
  - Encouraging superintendents, principals, and local board members to attend wellness council meetings

- Training for school and district administrators, faculty, and staff about the value of a wellness policy and the link between health and academic achievement
- Sharing success stories of schools and districts implementing and evaluating their LWPs
- Training on establishing measurable objectives, evaluating wellness initiatives, and presenting evaluation findings to district leadership
- Securing additional funding to support LWP implementation
- More federal guidance and support to hold schools and districts accountable through systematic monitoring and evaluation
- Participants also identified strategies to help schools and districts promote LWP goals, objectives, and activities. These strategies include: embedding LWP goals and objectives into the student handbook; using multiple forms of media, including social media, to communicate with the public; and organizing wellness events and competitions for students, families, and community members.

## Appendix C: Progress Report on Local School Wellness Policy (LWP) Technical Assistance Activities

USDA Food and Nutrition Service (FNS) and the Interagency Workgroup (which also includes the US Departments of Education [ED] and the Health and Human Services, acting through the Centers for Disease Control and Prevention [CDC]) have made progress in the implementation of the 5-Year Technical Assistance and Guidance Plan. This report summarizes the progress in meeting the objectives outlined in this plan, as well as the status of implementing the aforementioned activities.

| <u>Timeline</u>   | <u>Deliverables and Specific Activities</u>   | <u>Progress</u>  | <u>Steps Taken</u>   |
|---|---|------------------|--|
| <b>Short-Term</b><br><b>(Jan. 2011 through Dec. 2011)</b> | Convene Interagency Workgroup between FNS, CDC, and ED.   | <b>Completed</b> | Convened workgroup in April 2011, with regular meetings held every 2 weeks.  |
|   | Consult with key stakeholders to inform the initial needs assessment and training and technical assistance activities.  | <b>Completed</b> | Key experts were contacted in June 2011 for the initial needs assessment, and their input helped inform the development of the initial 5-Year Technical Assistance and Guidance Plan, published September 2011.            |
|   | Conduct various needs assessment activities to identify training and technical assistance needs of local educational agencies (LEAs) and other stakeholders in meeting the new federal requirements for LWPs.   | <b>Completed</b> | Various needs assessment activities were conducted between June 2011 through August 2012. The analysis/report was completed in March 2013. Refer to <b>Appendix B</b> for a summary of key findings from these activities. |
|   | Synthesize the findings from the initial needs assessment to develop a five-year technical assistance and guidance plan to assist states and LEAs in meeting the new federal requirements.  | <b>Completed</b> | The initial 5-Year Technical Assistance and Guidance Plan was published in September 2011.   |
|   | Continue to include a focus in LWP activities on Team Nutrition Training Grant requests for applications, conduct grant-writing webinars, and provide ad hoc technical assistance to individual states, as related to Team Nutrition Training Grants. | <b>Completed</b> | The 2011 Team Nutrition Training Grant request for applications included a focus on LWP activities.  |
|   | Update USDA/FNS and CDC ED LWP Web pages with current requirements and related links  | <b>Completed</b> | Initial Web page edits were completed October 2011.  |

| <u>Timeline</u>  | <u>Deliverables and Specific Activities</u>   | <u>Progress</u>  | <u>Steps Taken</u>  |
|--|---|------------------|---|
|  | ( <a href="http://www.fns.usda.gov/tn/healthy/wellnesspolicy.html">http://www.fns.usda.gov/tn/healthy/wellnesspolicy.html</a> and <a href="http://www.cdc.gov/healthyouth/npao/wellness.htm">http://www.cdc.gov/healthyouth/npao/wellness.htm</a> ).  |                  |   |
|  | Initiate coordination with other agencies/associations/organizations, through national and state partnerships, to assist with implementation of the technical assistance and guidance plan.   | <b>Completed</b> | The 2011 Carol M. White Physical Education Program (PEP) grant request for applications included a section for applicants to describe how the proposed PEP project would align with, support, complement, and enhance the implementation of the applicant's local wellness policy (if participating in federal Child Nutrition programs).<br><br>USDA FNS reached out to national associations/organizations in December 2011 for initial communication and coordination. |
|  | Revise FNS' CRE Procedures Manual, Forms and Instructions to include a review of the LEAs' LWPs.  | <b>Completed</b> | These materials, including a review of LWPs, were distributed to FNS Regional offices and State agencies on January 3, 2012.  |
| <b>Mid-Range</b><br><b>(Jan. 2012 through Dec. 2012)</b> | Continue to refine the Five-Year Technical Assistance and Guidance Plan.  | <b>Completed</b> | The 5-Year Technical Assistance and Guidance Plan was updated and refined after the completion of each needs assessment activity.   |
|  | Launch implementation of 5-Year Technical Assistance and Guidance Plan activities.  | <b>Completed</b> | Implementation of activities launched.  |
|  | Continue to update USDA/FNS and CDC LWP Web pages as needed with new guidance and resources.  | <b>Completed</b> | Web page edits were made on a continual basis.  |
|  | Continue to include a focus in LWP activities on Team Nutrition Training Grant requests for applications, conduct grant-writing webinars, and provide ad hoc technical assistance to individual states, as related to Team Nutrition Training Grants. | <b>Completed</b> | The 2012 Team Nutrition Training Grant request for applications included a focus on LWP activities.   |

| <u>Timeline</u>                                | <u>Deliverables and Specific Activities</u>  | <u>Progress</u>    | <u>Steps Taken</u>  |
|--|--|--------------------|---|
|  |  |                    |   |
|  | Continue to coordinate with other agencies/associations/organizations, through national and state partnerships, to assist with implementation of technical assistance and guidance plan.   | <b>Completed</b>   | The 2012 Carol M. White Physical Education Program (PEP) grant request for applications included a section for applicants to describe how the proposed PEP project would align with, support, complement, and enhance the implementation of the applicant's local wellness policy (if participating in federal Child Nutrition programs).<br><br>The Interagency Workgroup continues to coordinate with other partners. |
|  | Develop LWP guidance for the new Administrative Review guidance manual and forms, which will be implemented by some State agencies beginning July 1, 2013. The new Administrative Review procedures replace the Coordinated Review Effort (CRE). Eventually all State agencies will be under these new procedures. | <b>Completed</b>   | Administrative Review guidance manual and forms were updated and published on the FNS Web in April 2013.<br><a href="http://www.fns.usda.gov/cnd/guidance/adminreview.htm">http://www.fns.usda.gov/cnd/guidance/adminreview.htm</a>   |
|  |  |                    |   |
| <b>Long-Term</b><br><br><b>(Jan. 2013 thru</b> | Finalize the 5-Year Technical Assistance and Guidance Plan.  | <b>Completed</b>   | This final plan was published on (July 12, 2013).<br><a href="http://www.fns.usda.gov/tn/healthy/wellnesspolicy.html">http://www.fns.usda.gov/tn/healthy/wellnesspolicy.html</a>  |
|  | Continue to develop and implement guidance, training, and resources based on the 5-Year Technical Assistance and Guidance Plan.  | <b>In Progress</b> | Currently in progress.  |
|  | Continue to identify and disseminate guidance and resources to help LEAs assess, implement, and measure LWP implementation.  | <b>In Progress</b> | The Interagency Workgroup is continuing to identify and develop technical assistance materials. These materials will be published on the Web.<br><a href="http://www.fns.usda.gov/tn/healthy/wellnesspolicy.html">http://www.fns.usda.gov/tn/healthy/wellnesspolicy.html</a>  |
|  | Facilitate a series of webinars/training targeting LEAs and other stakeholders on a variety of topics related to LWPs.   | <b>In Progress</b> | The Interagency Workgroup is continuing to communicate and coordinate with stakeholder and partner organizations/associations.  |

| <b><u>Timeline</u></b> | <b><u>Deliverables and Specific Activities</u></b>  | <b><u>Progress</u></b> | <b><u>Steps Taken</u></b>   |
|------------------------|---|------------------------|---|
| <b>Dec. 2015)</b>      | Continue to include a focus on LWP activities in Team Nutrition Training Grant requests for applications, conduct grant-writing webinars, and provide ad hoc technical assistance to individual states, as related to Team Nutrition Training Grants. | <b>Completed</b>       | The 2013 Team Nutrition Training Grant request for applications (RFA) included a focus on LWP activities. Future RFAs will continue to include a focus on LWP activities.   |
|                        | Continue to update USDA/FNS and CDC LWP Web pages appropriately.  | <b>In Progress</b>     | These Web pages continue to be updated.<br><br>Information about SY2013-2014 action steps and monitoring/Admin Review can be found on the UDA FNS Web site.<br><a href="http://www.fns.usda.gov/cnd/guidance/adminreview.htm">http://www.fns.usda.gov/cnd/guidance/adminreview.htm</a>  |
|                        | USDA to publish a Proposed Rule in the Federal Register (expected early 2014), accept comments from the public on the rule, and analyze comments.   | <b>In Progress</b>     | The Proposed Rule is currently under development.   |
|                        | Create a dedicated Web page that identifies resources to help LEAs meet recommendations for establishing healthy school environments.   | <b>In Progress</b>     | The dedicated Web page is currently under development, and stakeholder input will be sought this Fall.  |
|                        | Ensure high-level communication from Federal leadership on encouraging endorsement of LWP and recognition of its importance.  | <b>In Progress</b>     | Communications are currently in progress.   |
|                        | Continue to coordinate with other agencies/associations/organizations, through national and state partnerships, to assist with implementation of the technical assistance and guidance plan.  | <b>In Progress</b>     | The 2013 Carol M. White Physical Education Program (PEP) grant request for applications included a section for applicants to describe how the proposed PEP project would align with, support, complement, and enhance the implementation of the applicant's local wellness policy (if participating in federal Child Nutrition programs).<br><br>CDC is working with national NGOs and State grantees to support the implementation of LWP. Through a cooperative |

| <u>Timeline</u> | <u>Deliverables and Specific Activities</u>   | <u>Progress</u>           | <u>Steps Taken</u>   |
|-----------------|---|---------------------------|--|
|                 |   |                           | <p>agreement with CDC, Action for Healthy Kids is revising the online Wellness Policy Tool. Additionally, Action for Healthy Kids and the National Association of State Boards of Education are providing training and technical assistance to states on strategies to promote a healthy school nutrition environment including the implementation of LWP. Through a the CDC RFA DP13-1305: State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated Risk Factors and Promote School Health, state health departments and state education agencies will be working together to assist districts with the implementation of LWP.</p> <p>Communication and coordination with other associations/organizations are currently in progress.</p> |
|                 | <p>Convene an external stakeholder workgroup to assist with identifying and sharing wellness policy resources, tools, and materials; and encourage each stakeholder to reach out to its respective members/partners and voice support of the development and implementation of strong wellness policies at the local level.</p> | <p><b>In Progress</b></p> | <p>Initial contact has been established, and follow-up will be conducted Fall 2013.</p>  |
|                 | <p>Establish incentives for LEAs to implement and monitor LWPs.</p>   | <p><b>Completed</b></p>   | <p>Through a unified accountability system mandated by the Healthy, Hunger-Free Kids Act of 2010, the Administrative Review provides for robust review and evaluation of school meals programs and program operations during a 3-year cycle. The scope of monitoring may require the State agency to assess how the local educational agency implements its Local School Wellness Policy responsibilities.</p> <ul style="list-style-type: none"> <li>• <a href="http://www.fns.usda.gov/tn/healthy/wellnesspolicy_adminreview.html">http://www.fns.usda.gov/tn/healthy/wellnesspolicy_adminreview.html</a></li> <li>• <a href="http://www.fns.usda.gov/cnd/guidance/adminreview.htm">http://www.fns.usda.gov/cnd/guidance/adminreview.htm</a></li> </ul>                            |

| <u>Timeline</u> | <u>Deliverables and Specific Activities</u>   | <u>Progress</u>    | <u>Steps Taken</u>   |
|-----------------|---|--------------------|--|
|                 | Provide guidance and support to State agencies and LEAs for monitoring and enforcing LWPs. Continue to provide instructions and guidance to State agencies conducting the administrative review and monitoring LWP implementation and reporting.  | <b>In Progress</b> | USDA FNS has published guidance and supporting materials, and continues to provide technical assistance to State agencies on an ad hoc basis. State agencies continue to provide technical assistance to LEAs. |
|                 | Allow State agencies to withhold program payments for continued and willful non-compliance with LWP requirements after July 1, 2013.  | <b>In Progress</b> | Starting July 1, 2013, State agencies are adhering to administrative review guidance, which includes withholding program payment for continued non-compliance.   |
|                 | USDA FNS to publish a Final Rule (late 2014), which will define key terms and provide regulations and guidance for LEAs, school food authorities, and State agencies to implement the provisions set forth in the law. <ul style="list-style-type: none"> <li>○ This 5-Year Technical Assistance and Guidance Plan is intended to support the Final Rule.</li> <li>○ The Final Rule will be printed in the Federal Register, codified in the Code of Federal Regulations under 7 CFR Part 210, and available on the USDA FNS web page:<br/> <a href="http://www.fns.usda.gov/cnd/Governance/Legislation/CNR_2010.htm">http://www.fns.usda.gov/cnd/Governance/Legislation/CNR_2010.htm</a> </li> </ul> | <b>Not Yet</b>     | The Final Rule will be developed based on input provided through public comments on the Proposed Rule.   |