

Are You Ready for the Administrative Review?-Local School Wellness Policy Progress Checklist

For each statement, 1) check if yes/green if true, partially/yellow if somewhat or in progress and no/red if it is not, and 2) indicate documentation.

Statements	Yes	Partially or in Progress	No	Administrative Review Documentation Examples	Our Documentation
1. Our Board adopted a Local School Wellness Policy that meets all of the 2010 Healthy, Hunger Free Kids Act requirements *				Wellness policy-hard copy or web posting	
2. We engage stakeholders regularly to participate in the development, review, update and implementation of the local school wellness policy* <ul style="list-style-type: none"> • We have a process to notify potential stakeholders of the opportunity to participate in the wellness policy* 				Stakeholder language in policy, committee roster, meeting agendas, Web posting committee	
3. We notify the public about the content of our policy on an annual basis, about the content of our policy* <ul style="list-style-type: none"> • We notify the public about our progress on annual basis* 				Emails, letters of invitation, procedures, web posting Website, flyers, posters, newsletters, meeting agendas, brochures	
4. We assess the environment at least every three years by assessing the extent that* <ul style="list-style-type: none"> a. the policy compares to a model policy* b. progress is made toward attaining the goals of the policy* c. schools are in compliance with the policy* 				School report cards, letters, board reports, meeting agendas, newsletters, media, emails, school events, Dated Assessment forms such as School Health Index, meeting agendas Completed Policy Checklist or results from Well-Sat	
5. We prioritize areas of change to determine feasible activities				Up-to-date work plan or implementation plan, progress report, assessments forms	
6. We select goals and create an action plan based on our assessment and progress*				School site work plan, school site reports	
7. Our District's implementation is monitored, evaluated and updated regularly* <ul style="list-style-type: none"> • We have designated one or more officials to ensure that each participating school complies with the policy* 				Meeting agendas, criteria for prioritizing, student data Implementation plan, Meeting agendas, language in policy Updated policy, evaluation plan/indicators Listing of the name of the official and title	

*Questions included in the new USDA administrative review process for child nutrition programs. For a toolkit for Administrative Review resources, please visit the California LSWP collaborative web page at www.teamcaliforniaforhealthykids.org/school-wellness