



# Translate a Local Wellness Policy to an Implementation Plan

Page one of this document outlines the components of a local wellness policy and a wellness implementation plan. Page two demonstrates how to engage school and community stakeholders to develop a detailed wellness implementation plan with targeted strategies that support a healthy school environment.

## WELLNESS POLICY

A local school wellness policy is a board adopted document that guides a local educational agency (LEA) or school district's efforts to establish a school environment that promotes students' health, well-being and ability to learn by supporting healthy eating and physical activity.

[www.fns.usda.gov/school-meals/local-school-wellness-policy](http://www.fns.usda.gov/school-meals/local-school-wellness-policy)

Every Texas Department of Agriculture Contracting Entity participating in the National School Lunch Program and/or the School Breakfast Program must establish and follow a local wellness policy (LWP). The LWP is intended to be a useful tool in establishing, evaluating, and maintaining a healthy school environment and promoting transparency to the public on key areas that affect each school's nutrition environment.

## WELLNESS IMPLEMENTATION PLAN

The implementation plan describes how the LEA will implement the written policy. The plan for implementation should be updated to meet emerging needs and priorities of the community in addition to addressing local, state, or federal requirements.

*Texas Department of Agriculture's Administrator's Reference Manual, ARM Section 19 - Other Operational Issues for the Local Wellness Policy Topic*

## WELLNESS POLICY

*Identifies "WHAT" the wellness policy requirements include at the school district level*



- ☐ Outlines broad goals for the entire school district to establish a school environment that promotes student health, well-being, and ability to learn by supporting healthy eating and physical activity
- ☐ Adopted by a school board as a requirement for schools participating in federally funded Child Nutrition Programs including the National School Lunch Program and/or the School Breakfast Program
- ☐ Reviewed every three years as part of the School Food Authority Administrative Review conducted by the Texas Department of Agriculture (TDA)

## WELLNESS IMPLEMENTATION PLAN

*Generates a strategy that describes "HOW" the wellness policy requirements will be implemented into the school environment to address the goals and objectives identified*



- ☐ Developed for the entire school district or unique to each individual school
- ☐ Includes descriptive objectives, action items, timelines and measures of success that explain the wellness policy's broad goals
- ☐ Customizable to each school's available resources and needs, allowing for creative implementation (*All activities must comply with state and federal regulations*)
- ☐ Approved by the respective school administration



Food and Nutrition Division  
National School Lunch Program



TEXAS DEPARTMENT OF AGRICULTURE  
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[www.SquareMeals.org](http://www.SquareMeals.org)

# STAKEHOLDER ENGAGEMENT

Developing the policy and implementation plans require effective communication and collaboration between the school board, administrators, child nutrition staff, school health professionals, school staff, parents, students, School Health Advisory Council (SHAC) and community members to ensure the district is building a cohesive school health environment that incorporates local community values.

- ✓ Stakeholders share responsibility for translating and implementing the vision of the policy into an action-based plan.



## TRANSLATE POLICY TO PLAN

The example below demonstrates how one required wellness policy topic is described in the implementation plan. The goal originates from the wellness policy. In the implementation plan, the objectives provide detailed strategies to explain how each goal will be achieved. Objectives should be SMART (Specific, Measurable, Achievable, Relevant and Timely). Depending on the design and intent of the implementation plan, objectives can be focused on the school district or the individual school. Following each objective, the plan should list the following: action steps, school and community stakeholders, resources required and measures of success.

### Example of a Wellness Implementation Plan Outline




#### Required Policy Topic: Nutrition Promotion



**Goal:** The District shall share educational nutrition information with households and the general public to promote healthy nutrition choices and positively influence the health of students.



**Objective:** In the 2019 – 2020 school year, the District’s food services department will increase nutrition communication to school households and the general public from one to four times per year by developing a nutrition newsletter for households and the community, then posting it on the District’s webpage.

<b>Action Steps to Achieve the Objective</b>	<ul style="list-style-type: none"><li>• Designate a food service employee to write or find nutrition content</li><li>• Gather healthy recipes appropriate for each season from SHAC members</li><li>• Contact District’s communications team for approved newsletter template</li></ul>
<b>School and Community Stakeholders</b>	<ul style="list-style-type: none"><li>• District’s food services department</li><li>• District’s communication team</li><li>• School Health Advisory Council (SHAC)</li></ul> 
<b>Resources Required</b>	<ul style="list-style-type: none"><li>• Fact-based nutrition information and sources for recipes</li><li>• Newsletter template</li></ul> 
<b>Measures of Success</b> <i>(How will you know you have completed your objective?)</i>	<ul style="list-style-type: none"><li>• SHAC members will review posted newsletters during meetings</li><li>• SHAC members will survey families via email at the end of the school year to gather feedback on newsletter content and target future communication to the needs of the school community.</li></ul> 

## LOCAL WELLNESS POLICY RESOURCES

- Resources for creating an implementation plan, best practices and LWP assessment tools are available at **[SquareMeals.org/LocalWellnessPolicy](https://squaremeals.org/LocalWellnessPolicy)**

This resource was created in partnership with the TDA Local Wellness Policy Advisory Committee. Implementation plan example was provided by Texas Association of School Boards (TASB).