

Local Wellness Policy Development and Implementation: Building a Wellness Team

Purpose

The purpose of this document is to guide a Local Educational Agency (LEA) in developing a Local Wellness Policy (LWP) Team and to record the process undertaken in LWP Team recruitment, which can be submitted as documentation required for the [Child Nutrition Off-Site Assessment](#).

Local Wellness Policy Team Public Recruitment

There are federal requirements in place for the makeup and recruitment of LWP teams. Representatives from the “school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public” must be provided an opportunity to “participate in the development, implementation, and periodic review and update of the local school wellness policy” ([7 CFR 210.31](#)).

In addition, LEAs must document their efforts to recruit LWP team members. The LEA must determine how participation from the permitted stakeholders is solicited. Documentation demonstrating outreach will be required as part of the Administrative Review Process (see [Off-Site Review questions 1000-1006](#)).

Decisions about how stakeholders are invited to participate are at the discretion of the LEA. Suggestions for recruiting and including a variety of stakeholders include:

- Sending a letter to parents/families;
- Providing status updates in teacher/staff trainings;
- Posting a call for volunteers on the LEA website;
- Including a blurb on the school, LEA, or local community newspaper, newsletter, and/or blog;
- Partnering with community organizations to spread the information; and
- Posting information about the process on social media.

The LEA can use the resource below to build out LWP recruitment materials.

- [Local Wellness Policy Outreach Toolkit](#)

If the Local Wellness Policy Outreach Toolkit resources are adapted for the LEA and their distribution is documented (e.g., a URL where posted, or date and process described to distribute flyers), this would address Administrative Review Requirements.



LWP Team Building and Record

By inviting all stakeholders to participate, the LWP Team can establish a unified understanding of their schools, identify goals that reflect the vision of the entire learning community, and promote buy-in for improvement efforts. The LWP team and how it functions (e.g., times it meets, who is represented on team, etc.) have been shown to have a [large impact](#) on how LWPs are implemented on the ground. The following resources outline best practices for team development:

- [WSCC Team Training Modules](#)
- [MTSS Field Guide, p. 16](#)
- [Comprehensive Needs Assessment Toolkit, p. 3](#)
- [Wellness Communities That Work](#)
- [School Wellness Committee Toolkit](#)
- [Parents' advice for promoting engagement and advancing school wellness initiatives](#)

The LWP Team will need to document who is involved in reviewing and updating the local school wellness policy and clarify their relationship with the LEA as part of the Child Nutrition Administrative Review Process and federal code ([7 CFR 210.31](#)). This documentation is required as a part of other LWP tools/templates created by the Agency of Education (see [Local Wellness Policy Development and Implementation: Evaluation of Local Wellness Policies and their Implementation](#)). For more information on LWP Team Development and Child Nutrition federal requirements, please review this [Frequently Asked Questions Document](#).