

Worksheet 3: Identify Connections between Policy and Practice

This document assists local educational agencies (LEAs) with meeting the U.S. Department of Agriculture’s (USDA) triennial assessment requirements for the local school wellness policy (LSWP). For information on the triennial assessment process, refer to [Guidance for School Wellness Policy Triennial Assessment](#). For additional worksheets, visit the “What’s Next” section of the CSDE’s School Wellness Policies webpage.



The USDA requires that LEAs must publicly share the results of their wellness policy triennial assessment (e.g., through the district’s website). Information shared with the public must include 1) how the language in the LEA’s wellness policy compares to the model wellness policy; and 2) areas where there is a strong or weak policy, but practice implementation is either absent or limited.

This worksheet includes four sections that assess the connections between the LEA’s wellness policy and practices. The table below summarizes which sections the LEA must post to meet the USDA’s LSWP requirement for public notification.

Assessing Connections between the LEA’s Wellness Policy and Practices		
Section	Page	Public Posting Required
1 – Strong Policies and Aligned Practices	2	Yes
2 – Create Practice Implementation Plan	3	Yes
3 – Update Policies	4	No *
4 – Opportunities for Growth	5	No *
* Any federal requirements in these sections must be reported. Otherwise, LEAs may choose to share this information or additional materials as desired.		

Instructions: Use the LEA’s **WellSAT 3.0 scorecard** to enter the applicable policy item numbers and descriptions for each of the four sections. Post the information for all federal requirements and for sections 1 and 2 on the district’s website and share through other communication channels.

Worksheet 3: Identify Connections between Policy and Practice

Section 1 – Strong Policies and Aligned Practices



This document identifies where the district has a strong policy and is fully implementing practices that align with the policy.

- ▶ Describe the items that received a written policy score of 2 and an interview practice score of 2. **Start with the Federal Requirements for each section.**

Item number	Item description
	Section 1. Nutrition Education
NE1	District has specific goals for nutrition education designed to promote student wellness; includes standards-based nutrition education curriculum
NE2	District has comprehensive nutrition education
NE3	All Elementary students receive nutrition ed.
NE4	Middle School students receive nutrition ed.
NE7	Nutrition ed is linked in school environment through gardening, school meals, FoodCorps, etc.
	Section 2: Standards for USDA Child Nutrition Programs and School Meals
SM1	HHFKA fully implemented
SM2	Breakfast is offered daily to all students
SM5	CEP
SM6	Scratch made meals to increase participation
SM7	20 and 20 min
SM8	Water made available to all students through dispensers
SM10	
	Section 3: Nutrition Standards for Competitive and Other Foods and Beverages
NS1	No meals sold to students not compliant
NS2	Yes. CSDE website.
NS3	Yes. Confident they are on the list.
NS4	No vending machines.
NS5	No school store.
NS6	No food fundraisers during day.
NS7	Yes.
NS8	No.

Local School Wellness Policy Triennial Assessment

**Worksheet 3: Identify Connections
between Policy and Practice**

NS10	No
NS11	Yes.
NS13	Yes. Water bottle fillers.
	Section 4: Physical Education and Physical Activity
PEPA1	Yes.
PEPA2	Yes.
PEPA3	Follows NAPSE.
PEPA7	Yes.
PEPA9	Small percentage.
PEPA10	Small percentage.
PEPA12	Yes.
PEPA13	Yes.
PEPA15	Yes.
	Section 5: Wellness Promotion and Marketing
WPM 1	Yes. Encourage staff to bring health meals, eat from the school lunch, etc.
WPM2	Health and wellness offered to staff, health information shared.
WPM4	No.
WPM5	No.
WPM6	Free meals, scratch made, variety of fruits/veg daily.
WPM 7	No.
WPM 8	No.
WPM 9	No.
WPM10	No.
WPM11	No.
WPM12	No.
	Section 6: Implementation, Evaluation & Communication
IEC4	Available online.
IEC5	Use available tools provided.
IEC6	Required information.

Worksheet 3: Identify Connections between Policy and Practice

Section 2 – Create Practice Implementation Plan



This document identifies areas where there is a strong or weak policy, but practice implementation is either absent or limited. The Connecticut State Department of Education (CSDE) recommends working with key stakeholders and developing a plan to fully implement the policy as written.

- ▶ Enter the items that received either (1) a written policy score of 1 **and** an interview practice score of 0 or (2) a written policy score of 2 **and** an interview practice score of 1 or 0. **Start with the Federal Requirements for each section.**

Item number	Item description
	Section 1. Nutrition Education
NE5	Incorporate nutrition ed at secondary level.
NE6	Better integrate nutrition ed into other subjects.
NE8	Better address ag in the food system.
	Section 2: Standards for USDA Child Nutrition Programs and School Meals
SM 3&4	N/A
SM9	Provide more than the required training.
	Section 3: Nutrition Standards for Competitive and Other Foods and Beverages
NS9	Implement comprehensive nutrition standards for food based celebrations.
NS12	Encourage teachers to not use food as a reward.
	Section 4: Physical Education and Physical Activity
PEPA4-6	Encourage more PE
PEPA8	Encourage additional PE specific PD
PEPA11	Encourage more family PE at school.
PEPA14	Encourage more classroom PA breaks,
PEPA15	
	Section 5: Wellness Promotion and Marketing
WPM3	Encourage extra PA as reward.
	Section 6: Implementation, Evaluation & Communication

Worksheet 3: Identify Connections between Policy and Practice

IEC1-3	Form a more active district wellness committee with necessary stakeholders.
IEC7	Revise wellness policy
IEC8	Encourage school based wellness committee.

Worksheet 3: Identify Connections between Policy and Practice

Section 3 – Update Policies



This document identifies areas where the LEA is (a) fully implementing practices but there is no or only weak language in the written policy, or (b) partially implementing practices with no policy language. Best practice is to update the policy to match the implementation level.

- ▶ Enter the items that received a written policy score of 0 or 1 **and** an interview practice score of 2. **Start with the Federal Requirements for each section.**

Item number	Item description
	Section 1. Nutrition Education
	Section 2: Standards for USDA Child Nutrition Programs and School Meals
	Section 3: Nutrition Standards for Competitive and Other Foods and Beverages
	Section 4: Physical Education and Physical Activity
	Section 5: Wellness Promotion and Marketing
	Section 6: Implementation, Evaluation & Communication

Worksheet 3: Identify Connections between Policy and Practice

Section 4 – Opportunities for Growth

This identifies areas where the district has either not addressed the topic in policy or practice; or has only addressed the topic in a very limited way.



- ▶ Enter the items that received either (1) a written policy score of 0 **and** an interview practice score of 0 or 1 or (2) a written policy score of 1 **and** an interview practice score of 1. **Start with the Federal Requirements for each section.**

Item number	Item description
	Section 1: Nutrition Education
	Section 2: Standards for USDA Child Nutrition Programs and School Meals
	Section 3: Nutrition Standards for Competitive and Other Foods and Beverages
	Section 4: Physical Education and Physical Activity
	Section 5: Wellness Promotion and Marketing
	Section 6: Implementation, Evaluation & Communication

Worksheet 3: Identify Connections between Policy and Practice

For information on the USDA's LSWP requirements, visit the Connecticut State Department of Education's (CSDE) [School Wellness Policies](#) website and the Rudd Center's [WELLSAT](#) website, or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, School Health, Nutrition and Family Services, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/SWP/Worksheet_3_Identifying_Connections_Policy_Practice.docx.



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of affirmative action/equal opportunity for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, civil air patrol status, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.