

**HealthierUS School Challenge
APPLICATION CHECKLIST
Updated 2/10/2014**

School Name: _____ **ESC Number:** _____ **Date received by ESC:** _____

School District: _____ **CE ID Number:** _____

Combined School District App: Yes No

Award Level: Bronze, Silver, Gold or Gold w/ Distinction

Action	Yes	No	N/A
Page 3: Application Cover Sheet			
Did the school complete the Application Cover Sheet?			
Is the award level identified? (Bronze/Silver/Gold/Gold W/ distinction)			
Is a contact person clearly identified?			
If this is a district application, do you have a school directory?			
Page 5: General Criteria Worksheet/Smarter Lunchrooms Scorecard			
Did the school complete the General Criteria Worksheet?			
Is there a Team Nutrition verification print-out for each school in the application?			
Does the information listed on the school directory match EXACTLY to the information on each school's TEAM Nutrition printout?			
Have all corrective actions from the districts' most recent State review of the school meals program been completed??			
Is this CE certified to receive the additional six cents performance reimbursement?			
Does the school meet the ADP criteria for both breakfast and lunch? (NA for bronze) *Be sure to validate using the ADP of the month of menus being submitted OR <u>any month prior</u> to the month submitted for HUSSC review			
Smarter Lunchrooms Self-Assessment Scorecard			
Is a copy of the Smarter Lunchrooms Self-Assessment Card included in the application?			
Is there a separate copy for each award level in the application?			
Do each of the following six criteria areas have a least one item checked on the Smarter Lunchrooms Self-Assessment Card?			
Focus on Fruit?			
Promoting Vegetables & Salad?			
Moving More White Milk?			
Entrée of the Day?			
Increasing Sales of Reimbursable Meals?			
Creating School Synergies?			
Bronze criteria: Are 30-50 items checked?			
Silver/Gold criteria: Are 50-70 items checked?			
Gold with Distinction criteria: Are 70 or more items checked?			

Action	Yes	No	N/A
Page 6: Smart Snacks Worksheet			
Bronze/Silver Criteria:			
Is there an explanation of the Smart Snacks training offered in the district to all individuals involved in the sale of food items to students?			
Is there a description of how district or school meets the criteria for advertising and marketing of only foods that meet Smart Snack criteria?			
Does the application include a copy of the written policy for advertising of food items on the campus? OR			
Does the application include a copy of the training/written communication on the advertising policy for school staff and parent organizations?			
Page 7:Gold Criteria:			
Does the school meet the Bronze/Silver criteria listed above?			
School only permits food-related fundraisers that meet USDA Smart Snacks standards, even if the state allows “Exempted Fundraising Days”?			
If foods and beverages are sold to students on the school campus at events outside the school day, are water, fruits and/or vegetables are also offered and promoted as options			
Is there documentation for meeting the Gold criteria included? (e.g. written school policy and/or instructions for those that sell foods to students on the school campus?			
Gold Award of Distinction Criteria:			
Does the school meet the Bronze/Silver criteria listed above?			
Does the school meet the Gold criteria listed above?			
Do greater than 50% of school sponsored fundraising events conducted outside the school day include only non-food items OR only foods and beverages that meet or exceed USDA Smart Snack standards?			
Is there a list of school-sponsored fundraisers that occurred over the past year included?			
Is there a copy of the written school policy or guidance on the 50% criteria included?			
Smart Snacks Documentation: (all award levels all grade levels)			
Is there a label from the from the actual item or a copy of the actual label for each item sold a la carte by the Child Nutrition Department?			
Is there a printout from the Alliance for a Healthier Generation’s Smart Snacks calculator stating the item is compliant for each item sold a la carte by the Child Nutrition Department?			
Pg 8: Nutrition Education Worksheet			
Is the school a “Healthy School Program” (HSP) Award Recipient?			
Is a copy of the HSP National Recognition Award included?			
Is the HSP award dated within one year of the date of the HUSSC application?			

Action	Yes	No	N/A
***If a copy of the HSP award is current and included with the application no other information is required on the Nutrition Education Worksheet, the Physical Education worksheet OR the Physical Activity worksheet.			
Elementary School Nutrition Education Criteria:			
Is Nutrition Education provided to all full-day students in all grades?			
Is the Nutrition Education offered part of a structured and systematic unit of instruction? (e.g. such as TEAM Nutrition curriculum and lessons)			
Are the grades in which nutrition education is offered indicated?			
Is there an explanation of which class the nutrition education curriculum is used? (e.g. science class)			
Is there a clear explanation of the Nutrition Education efforts for each grade level listed?			
Are there examples of Nutrition Education utilizing multiple channels of communication? (e.g. classroom, cafeteria, home/parents)			
Middle School Nutrition Education Criteria			
Bronze/Silver Criteria:			
Is there a description of how Nutrition Education is offered in at least one grade during the school year?			
Is the grade level the nutrition education is offered in indicated?			
Gold/Gold with Distinction Criteria: Is there a description of how Nutrition Education is offered in at least two grades during the school year?			
Are the grade levels the nutrition education is offered in indicated?			
Are there examples of Nutrition Education utilizing multiple channels of communication? (e.g. classroom, cafeteria, home/parents)			
All criteria levels:			
Is there an explanation of how the nutrition education incorporates the latest <i>Dietary Guidelines for Americans</i> , MyPlate and TEAM Nutrition materials?			
High School Nutrition Education Criteria-All criteria levels:			
Is there a description of how Nutrition Education is offered in at least two courses required for graduation? (All Award levels)			
Are the required courses that provide Nutrition Education listed?			
Are there examples of Nutrition Education utilizing multiple channels of communication? (e.g. classroom, cafeteria, home/parents)			
Page9: Physical Education Worksheet-Elementary Schools			
Is the school a “Healthy School Program” (HSP) Award Recipient?			
Is a copy of the HSP National Recognition Award included?			
<p>Is the HSP award dated within one year of the date of the HUSSC application?</p> <p>***If a copy of the HSP award is current and included with the application no other information is required on the Nutrition Education Worksheet, the Physical Education worksheet OR the Physical Activity worksheet.</p>			

Action	Yes	No	N/A
Does the school provide Physical Education classes to all full-day students throughout the school year?			
Bronze/Silver Physical Education Criteria-Elementary			
Do the Physical Education classes cover a minimum average of 45 minutes per week?			
Is the average number of minutes per week that Physical Education is provided specified for each grade?			
Is there a description of the Physical Education offered provided for each grade?			
Gold Physical Education Criteria-Elementary			
Do the Physical Education classes cover a minimum average of 90 minutes per week?			
Is the average number of minutes per week that Physical Education is provided specified for each grade?			
Is there a description of the Physical Education offered provided for each grade?			
Gold with distinction Physical Education Criteria-Elementary			
Do the Physical Education classes cover a minimum average of 150 minutes per week?			
Is the average number of minutes per week that Physical Education is provided specified for each grade?			
Is there a description of the Physical Education offered provided for each grade?			
Page10: Physical Education Worksheet-Middle and High Schools			
Is the school a “Healthy School Program” (HSP) Award Recipient?			
Is a copy of the HSP National Recognition Award included?			
Is the HSP award dated within one year of the date of the HUSSC application? ***If a copy of the HSP award is current and included with the application no other information is required on the Nutrition Education Worksheet, the Physical Education worksheet OR the Physical Activity worksheet.			
Middle School Physical Education Criteria (all award levels)			
Is there a description provided on how the school offers structured Physical Education classes to at least two grades?			
Are the two grades that offer structured Physical Education classes listed?			
High School Physical Education Criteria (all award levels)			
Is there a description provided on how the school offers structured Physical Education classes in at least two courses?			
Are the courses in which structured Physical Education is offered listed?			

Action	Yes	No	N/A
Page 11: Physical Activity Worksheet			
Is the school a “Healthy School Program” (HSP) Award Recipient?			
Is a copy of the HSP National Recognition Award included?			
<p>Is the HSP award dated within one year of the date of the HUSSC application?</p> <p>***If a copy of the HSP award is current and included with the application no other information is required on the Nutrition Education Worksheet, the Physical Education worksheet OR the Physical Activity worksheet.</p>			
Page 11:Physical Activity Worksheet: Elementary Schools			
Is there a description of the additional daily physical activity opportunities provided to the students? (e.g. recess)			
<p>Is the amount of time allotted for Physical activity indicated?</p> <p>Note: If physical activity was used as “Structured Physical Activity” for counting towards the Physical Education requirement it cannot be listed here.</p>			
Page 11:Physical Activity Worksheet: Middle and High Schools			
Is there a description of how the school provides students in all grades opportunities to participate in physical activity? (e.g. intramural/interscholastic sports or activity clubs)			
Is there a description of how the school actively promotes participation in physical activities to all students throughout the school year?			
Page 12: School Wellness Policy Worksheet			
<p>Is there a copy of the school/district wellness policy included in the application?</p> <p>Note: Checklists are not an acceptable form of a Wellness Policy.</p>			
Have they listed 3 ways the school or district is working to meet their School Wellness Policy goals?			
Have they provided a brief description for each of the 4 remaining categories on this page?			
Pages 13-15: Other Criteria for Excellence Checklist			
Have they provided a description and supporting documentation for each of the criteria options they chose?			
Bronze Criteria = 2 Options chosen			
Silver Criteria = 4 Options chosen			
Gold Criteria = 6 Options chosen			
Gold with Distinction Criteria = 8 Options chosen			
Page 16: Review Committee Verification Form-Single school application			
Did the school obtain Names, Email addresses and Dates from every member of the Review Panel listed on this page?			
Page 17: Review Committee Verification Form-District application			

Action	Yes	No	N/A
Did the school obtain Names, Email addresses and Dates from every member of the Review Panel listed on this page?			
Application Check-off Sheet			
Is this completed check-off sheet included in their application			
Is all documentation needed for the application included??			
Information typed in to defined boxes of the application:			
Is it possible to read all information provided?*			
*If information provided within the boxes is “cut off” so that not all information can be read-request the school send the information in a separate word document for review.			

Reviewer Notes:

Date Application Received by ESC: _____

Date Review Completed: _____

Review Completed By:

Date Application Sent to TDA Food and Nutrition: _____