Welcome to Module 4: Completing Questions with Open Text Responses.

After completing questions on the 31 key topics of WPAT, you will see a page called “USDA Triennial Assessment Reporting Requirements.”

The 6 questions on this page are requirements for completing USDA’s Triennial Assessment of local school wellness policies, which aims to assess how districts are communicating about the wellness policy, engaging a diverse group of interested parties to be a part of the wellness policy development, and working to ensure that the policy is implemented within schools in the district.

On this page, you will type in your responses to the following questions:

* Who in your school district has the authority and responsibility to ensure each school complies with the local school wellness policy?
* Where is the required documentation maintained for examination of records during the administrative review?
* When was the wellness policy last reviewed and updated?
* Who was involved in the review and update of the policy?
* How were interested parties made aware of their ability to participate in the review and update the policy?
* How is the wellness policy and triennial assessment made available to the public?

You will need to complete each of these questions before moving forward. When you are finished, click “Next Item.”

The final question of the assessment is optional and provides you with the opportunity to highlight any other wellness policy topics and school health practices that your district and/or school are working on but that were not included in the WPAT assessment.

For example, your school district may require that at least one fresh fruit and one fresh vegetable option are available at lunch each day. This was not one of the standard 31 items in WPAT, but you can add it to this section and state how your school is doing with implementing this policy requirement.

After completing this question, you can click “Save and Exit” which will take you to the WPAT Assessment Results page.

Our next video, Module 5, will discuss how to interpret and use the results from the WPAT assessment.