

California EFNEP Make-Up Lesson Guidelines

The *Eating Smart Being Active* lesson sequence consists of 9 lessons delivered over a 9-18 week period of time. California EFNEP policies require participants to complete a minimum of 7 lessons, 6 of which must be face-to-face, to graduate and receive a certificate. While it is ideal for participants to attend all 9 lessons, in the instance of a participant who is unable to attend all classes, these make-up lesson guidelines have been established to help a participant receive the information missed and to receive a Certificate of Completion and graduate. The make-up lessons are adapted from the *Eating Smart Being Active* curriculum for the Learn-at-Home project and are on the EFNEP website.

California EFNEP requires all participants to complete the *About Me* and *Checklist* forms and 33% of participants to complete the *Food Tracker*.

Make-up lessons instructions:

- 1) When a participant misses a class, the educator contacts the participant to ensure the participant plans to return and is not dropping out. If the participant plans to continue with the EFNEP series, a make-up lesson can be provided to them. If the participant knows in advance that they will miss a class, the educator may provide them with a make-up lesson prior to the class being missed.
- 2) The make-up lesson for the class missed can be mailed, emailed, or given to the participant prior to the class being missed or at the beginning or end of the next class.
- 3) The educator may call or follow-up with the participant to check if they have any questions, have read the lesson, or did the activity in the lesson. The lesson incentive (if applicable) can be given to the participant after they have provided the educator with the completed make-up lesson.
- 4) The make-up lesson must be completed and returned before the last lesson (lesson 9).
- 5) When a participant has completed the make-up lesson, record this date on your Attendance Sheet.
- 6) Participants may enroll at Class 2. It is important, if participants enroll at Class 2, that they complete the Food and Physical Activity Questionnaire (FPAQ, formerly called the *Checklist*) and the *About Me* form before the educator starts delivering Lesson 2. The FPAQ includes topics covered in Lessons 1 and 2.
- 7) If a participant misses Lesson 9 after completing seven or more lessons/six face-to-face, the educator may choose to mail, email, or give the make-up lesson and the FPAQ to the participant at a later date or leave it with the agency staff for future pick up. The participant must complete and return with the completed FPAQ to receive a certificate. The Educator may call or text to remind the participant to complete the FPAQ.
- 8) Remember, the participant must complete at least 7 lessons to graduate and 6 of the lessons must be face-to-face. If this criteria has been met, their status can be changed to **Ed. Objectives Met** under the **EXIT DATA** tab in WebNEERS.
- 9) Please note: The make-up lesson handout sequence are not always the same topic as the ESBA lesson.

Should you have questions, please contact the State Office.