Out-of-School Time LHD Activity Checklist

FFY 2025

*Developed by the*

*University of California Nutrition Policy Institute for the California Department of Public Health*

**Here is some information about the Out-of-School Time LHD Activity Checklist (LAC):**

* **WHAT does it include?** A checklist to record the types of practices or written policies for which CalFresh Healthy Living (CFHL) funds or staff were used to improve. The sections on the checklist match the sections on the SLAQ.
* **WHO should complete it?** LHD staff who are familiar with the ways CFHL funds or staff were involved in improving or attaining policies and practices for this site. *LHD staff completing the LAC do not need to consult sites to complete the LAC to confirm if the policy or practice has been implemented.*
* **WHEN should this be completed?** Annually, to track the CFHL efforts carried out at a site during the federal fiscal year (October 1 to September 30). Please submit your completed checklist before the end of the federal fiscal year.
* **WHY?** To document an LHD’s efforts whether or not they have resulted in a change at the site. This helps us capture work that is in the planning stage.
* **HOW?** It can be completed on paper or online. If you complete it on paper, you will need to enter your data online in order to submit your responses. You do not need to report on LAC completion in PEARS.
  + Access the LAC online: <https://ucanr.edu/sites/SLAQ/SLAQ_Questionnaires/>

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**LHD**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact (Name/Email)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Zip Code**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PEARS Site ID**\_\_\_\_\_

*PEARS Site ID is assigned by PEARS and can be found using the* [NPI PEARS Site Search tool](https://survey123.arcgis.com/share/281302f15fc549edbad838c30ed4a450?hide=submit). *Watch this* [video tutorial](https://youtu.be/jtC2PgjxF_I) *on how to use this tool to search for a PEARS Site ID.*

**I am completing this for:**  an individual site  an organization

**Date of current LAC** (MM/YYYY) \_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of last LAC** (MM/YYYY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How was the corresponding SLAQ for this site conducted this year?** *(Choose the best option)*

* The site self-administered the SLAQ with minimal or no assistance from CFHL staff
* The site self-administered the SLAQ with assistance from CFHL staff
* CFHL staff interview-administered all or most of the SLAQ with staff at the site
* Using existing knowledge, CFHL staff completed some of the SLAQ and site staff completed the rest
* Using existing knowledge, CFHL staff completed most or all of the SLAQ on their own and then asked the site to confirm responses
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For which areas did your LHD’s CalFresh Healthy Living funds or staff work to improve or attain practices or written policy during the current federal fiscal year?**

|  |  |  |
| --- | --- | --- |
| 1. Wellness Policies and Meal Program Participation | * Yes or I don’t know    Go to [Section 1](#Section1) | * No |
| 2. Meal and Snack Foods and Beverages | * Yes or I don’t know    Go to [Section 2](#Section2) | * No |
| 3. Food Environment and Feeding Practices | * Yes or I don’t know    Go to [Section 3](#Section3) | * No |
| 4. Gardens and Nutrition Education | * Yes or I don’t know    Go to [Section 4](#Section4) | * No |
| 5. Physical Activity and Entertainment Screen Time | * Yes or I don’t know    Go to [Section 5](#Section5) | * No |
| 6. Parent/Family Involvement | * Yes or I don’t know    Go to [Section 6](#Section6) | * No |

For each area with a “yes or don’t know” above, skip to that section below to mark the items your CFHL program worked on. There is no need to complete sections with a “no” response above.

Section 1: Wellness Policies and Meal Program Participation

Listed below are different types of healthy practices and policies that CalFresh Healthy Living staff may be working towards. For each of the areas you worked in this fiscal year, indicate whether you were working towards improving practices, written policy, or both by marking the appropriate boxes.

|  |  |  |
| --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?**  It is alright to leave questions blank if CFHL was not involved in the effort. | **Practices** | **WrittenPolicy** |
| 1.1 This site has a written wellness policy or is establishing a policy |  |  |
| 1.2a Reviewed the site’s, school’s, or district’s wellness policy |  |  |
| 1.2b Helped revise the site’s, school’s, or district’s wellness policy |  |  |
| 1.2c Communicated to staff about the site’s, school’s, or district’s wellness policy |  |  |
| 1.2d Communicated to parents and families about the site’s, school’s, or district’s wellness policy |  |  |
| 1.3 Addressed any of these areas within the written wellness policy:   1. Meal program participation 2. Providing healthy meals and snacks 3. Providing water and/or healthy beverages 4. Creating healthy mealtime environments 5. Foods and beverages outside meal and snack times (e.g. at celebrations, fundraisers) 6. Edible garden 7. Nutrition education 8. Physical activity 9. Entertainment screen time 10. Family involvement in wellness policies and programs 11. Monitoring compliance of wellness policy |                      |                      |
| 1.4 There is an active wellness committee |  |  |
| 1.5 Other, describe: |  |  |

Section 2: Meal and Snack Foods and Beverages

Listed below are different types of healthy practices and policies that CalFresh Healthy Living staff may be working towards. For each of the areas you worked in this fiscal year, indicate whether you were working towards improving practices, written policy, or both by marking the appropriate boxes.

|  |  |  |
| --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?**  It is alright to leave questions blank if CFHL was not involved in the effort. | **Practices** | **Written Policy** |
| 2.1 Meals served meet the Child and Adult Care Food Program (CACFP) or National School Lunch Program (NSLP) guidelines |  |  |
| 2.2 Meals served meet the California Nutrition Standards for After School Programs (ASP) guidelines |  |  |
| 2.3 Fruit (not juice) is offered at meals |  |  |
| 2.4 Vegetables are offered at meals |  |  |
| 2.5 Beverages served to students during meals are limited to plain water and unsweetened low- or non-fat milk (dairy or non-dairy). |  |  |
| 2.6 Snacks served meet the Child and Adult Care Food Program (CACFP) or National School Lunch Program (NSLP) guidelines |  |  |
| 2.7 Snacks served meet the California Nutrition Standards for After School Programs (ASP) guidelines |  |  |
| 2.8 Fruit (not juice) is offered at snacks |  |  |
| 2.9 Vegetables are offered at snacks |  |  |
| 2.10 Beverages served to students during snacks are limited to plain water, unsweetened milk (dairy or non-dairy), and 100% fruit juice |  |  |
| 2.11 Drinking water outside is easily visible and self-serve at all times |  |  |
| 2.12 Drinking water inside is easily visible and self-serve at all times |  |  |
| 2.13 Students are allowed to carry and drink from refillable water bottles |  |  |
| 2.14 Other, describe: |  |  |

Section 3: Food Environment and Feeding Practices

Listed below are different types of healthy practices and policies that CalFresh Healthy Living staff may be working towards. For each of the areas you worked in this fiscal year, indicate whether you were working towards improving practices, written policy, or both by marking the appropriate boxes.

|  |  |  |
| --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?**  It is alright to leave questions blank if CFHL was not involved in the effort. | **Practices** | **Written Policy** |
| 3.1 Staff do not eat or drink unhealthy foods (especially sweets, soda, and chips) in front of students |  |  |
| 3.2 When students request seconds, staff ask them if they are still hungry before serving more food |  |  |
| 3.3 Staff do not require that students sit at the table until they clean their plates |  |  |
| 3.4 Students help prepare their own meals or snacks |  |  |
| 3.5 During meals, staff talk with students about trying and enjoying healthy food |  |  |
| 3.6 Celebrations and events include mostly healthy foods or non-food treats like stickers |  |  |
| 3.7 Beverages served to students for parties and celebrations are limited to plain water and unflavored low-/non-fat milk (dairy or non-dairy) |  |  |
| 3.8 Foods or beverages are not used to encourage positive behavior or withheld to punish negative behavior |  |  |
| 3.9 Other, describe: |  |  |

Section 4: Gardens and Nutrition Education

Listed below are different types of healthy practices and policies that CalFresh Healthy Living staff may be working towards. For each of the areas you worked in this fiscal year, indicate whether you were working towards improving practices, written policy, or both by marking the appropriate boxes.

|  |  |  |
| --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?**  It is alright to leave questions blank if CFHL was not involved in the effort. | **Practices** | **WrittenPolicy** |
| 4.1 The program has access to an onsite or community garden used and maintained for growing fruits and/or vegetables |  |  |
| 4.2 When nutrition education is offered the garden is incorporated |  |  |
| 4.3 Students tend the garden |  |  |
| 4.4 Produce from the garden is distributed to families |  |  |
| 4.5 Produce from the garden is used in meals or snacks |  |  |
| 4.6 Staff participate in nutrition training opportunities, not including training on food safety/handling and food allergies |  |  |
| 4.7 Nutrition education is provided to students through an evidence-based curriculum |  |  |
| 4.8 Nutrition education includes participatory/hands-on activities (taste tests, food preparation/cooking, gardening, games, field trips, or experiments) |  |  |
| 4.9 Other, describe: |  |  |

Section 5: Physical Activity and Entertainment Screen Time

Listed below are different types of healthy practices and policies that CalFresh Healthy Living staff may be working towards. For each of the areas you worked in this fiscal year, indicate whether you were working towards improving practices, written policy, or both by marking the appropriate boxes.

|  |  |  |
| --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?**  It is alright to leave questions blank if CFHL was not involved in the effort. | **Practices** | **WrittenPolicy** |
| 5.1 Television, videos, or any entertainment screens (personal or group) are not turned on during meal or snack times |  |  |
| 5.2 When entertainment screen time is offered, physically active alternatives are provided |  |  |
| 5.3 Opportunities for physical activity are provided after every 60 minutes of sedentary activity or more frequently |  |  |
| 5.4 Physical activity is provided for more than 60 minutes per day |  |  |
| 5.5 Staff participate in active games with the students |  |  |
| 5.6 Activity breaks or other opportunities for physical activity are not withheld from students when they misbehave |  |  |
| 5.7 When weather and air quality permit, outdoor play is provided |  |  |
| 5.8 When circumstances prohibit outside play, indoor active play is available |  |  |
| 5.9 Television, video, and other entertainment screens (personal or group) are limited |  |  |
| 5.10 Physical activity education (motor skill development) is provided for students through an evidence-based curriculum |  |  |
| 5.11 Sufficient and age-appropriate portable play equipment (jump ropes, balls, hula hoops) is present |  |  |
| 5.12 Sufficient and age-appropriate fixed play equipment (jungle gyms, monkey bars, stencils, playground markings) is present |  |  |
| 5.13 Bike racks for student use are present and adequate in number and condition |  |  |
| 5.14 Staff participate in training that supports students being physically active (include training for CATCH and other physical activity curricula) |  |  |
| 5.15 Other, describe: |  |  |

Section 6: Parent/Family Involvement

Listed below are different types of healthy practices and policies that CalFresh Healthy Living staff may be working towards. For each of the areas you worked in this fiscal year, indicate whether you were working towards improving practices, written policy, or both by marking the appropriate boxes.

|  |  |  |
| --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?**  It is alright to leave questions blank if CFHL was not involved in the effort. | **Practices** | **Written**  **Policy** |
| 6.1 Parents and families help develop or implement policies and programs related to wellness |  |  |
| 6.2 The program refers parents and families to community-based nutrition and physical activity services and programs |  |  |
| 6.3 Nutrition education is offered to parents or caregivers at least once a year: | | |
| 1. Opportunities with active engagement (e.g., live nutrition lessons offered in-person or online; interactive activities that engage participants through cooking, taste testing, goal setting, etc.) 2. Opportunities without active engagement (e.g., printed or digital recipes or other materials, social media posts, pre-recorded or non-interactive demonstrations or lessons) 3. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |      |      |
| * 1. Physical activity education is offered to parents or caregivers at least once a year: | | |
| 1. Opportunities with active engagement (e.g., live physical activity lessons offered in-person or online; interactive activities that engage participants through games, activities, goal setting, etc.) 2. Opportunities without active engagement (e.g., printed or digital activity instructions or other materials, social media posts, pre-recorded or non-interactive demonstrations or lessons) 3. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |      |      |
| 6.5 The nutritional content of foods and beverages served to students is made available to families (sent home or posted online) |  |  |
| 6.6 Easy-to-understand information about wellness policies are distributed to all families at least annually |  |  |
| 6.7 Guidelines for food brought in for holidays or celebrations are provided to families at least once a year |  |  |
| 6.8 Health promotion messaging, such as signage promoting healthy eating, water consumption, or physical activity, is present and visible for students, staff, and families |  |  |
| 6.9 Other, describe: |  |  |