School District LHD Activity Checklist

FFY 2024

*Developed by the*

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

**Here is some basic information about the School District 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 OAQ.
* **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 school district. *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 school district 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 school district. 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/OAQ\_Questionnaires/

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

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

**School District Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.*

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

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

**How were the corresponding school district assessments conducted this year?**

|  |  |  |
| --- | --- | --- |
| *Choose the best option for each column (i.e., assessment type)* | **OAQ** | **WellSAT** |
| School district self-administered with minimal or no assistance from CFHL staff |  |  |
| School district self-administered with assistance from CFHL staff |  |  |
| CFHL staff interview-administered all or most questions with staff at the school district |  |  |
| CFHL staff completed some questions using existing knowledge, and school district staff completed the rest |  |  |
| CFHL staff completed most or all questions using existing knowledge, and then asked the school district 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. School District Wellness Policy and Wellness Committee | * Yes or I don’t know    Go to [Section 1](#Section1) | * No |
| 2. Nutrition and Physical Activity Education and Training | * Yes or I don’t know    Go to [Section 2](#Section2) | * No |
| 3. School Meals | * Yes or I don’t know    Go to [Section 3](#Section3) | * No |
| 4. Food and Beverage Purchasing | * Yes or I don’t know    Go to [Section 4](#Section4) | * No |
| 5. Community and Government Partnerships | * Yes or I don’t know    Go to [Section 5](#Section5) | * No |
| General Comments |  Go to [Comments](#Comments) |  |

For each area with a “yes or I 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: School District Wellness Policy and Wellness Committee

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?** | **Practices** | **Written**  **Policy** |
| 1.1a Helped revise the district’s wellness policy |  |  |
| 1.1b Provided training on the district’s wellness policy to school staff. |  |  |
| 1.1c Distributed the district’s wellness policy to parents and families. |  |  |
| 1.2 There is an official (i.e., point person) who is responsible for implementation and compliance with district wellness policy. |  |  |
| 1.3a There is an active district wellness committee that meets at least three times per year. |  |  |
| 1.3b The district wellness committee engaged a wide variety of school district stakeholders to participate in a district wellness committee meeting or other wellness policy related activity in the last 12 months.  Stakeholder Types:   1. **District**: nutrition services director, other district administrators, other district staff 2. **School site**: school site administrators, teacher, school nurse or health aide, other school site staff 3. **Family**: student, parent/caregiver or other family member 4. **Community:** community member or community organization 5. **Other**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |          |          |

Section 2: Nutrition and Physical Activity Education and Training

Listed below are different types of healthy practices and policies that CalFresh Healthy Living 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?** | **Practices** | **Written**  **Policy** |
| 2.1 School sites are required to offer physical education (PE) for:  a. Pre-Kindergarten (Pre-K)  b. Transitional Kindergarten (TK)  c. Elementary  d. Middle  e. High School |          |          |
| 2.2 This school district provides nutrition and physical activity education for students in at least one grade districtwide.  a. Nutrition education is provided  b. Physical activity education (separate from PE) is provided |    |    |
| 2.3 These grade levels are provided nutrition education:  a. Pre-Kindergarten (Pre-k)  b. Transitional Kindergarten (TK)  c. Elementary  d. Middle  e. High School |          |          |
| 2.4 Please specify which grade levels are provided physical activity education (separate from PE):  a. Pre-Kindergarten (Pre-K)  b. Transitional Kindergarten (TK)  c. Elementary  d. Middle  e. High School |          |          |
| 2.5 Districtwide training has been offered to school site personnel in the following areas:   1. School food service regulations 2. Child nutrition 3. Benefits of physical activity 4. Improving Physical Education (PE) instruction 5. Ways to improve children’s physical activity (not PE) 6. Health equity 7. Social-emotional wellness 8. Trauma-informed approaches 9. Diversity, equity, and inclusion 10. Other areas of school wellness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |                    |                    |

Section 3: School Meals

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?** | **Practices** | **Written**  **Policy** |
| 3.1 School meal preparation had an increased focus on scratch cooking (primarily uses raw ingredients with some degree of prepping ingredients and cooking as needed, e.g., spaghetti with sauce prepared from *scratch*) and/or a decreased use of convenience prep (pre-portioned, heat and serve, e.g., frozen burrito) |  |  |
| 3.2 District ensures that all students districtwide have adequate time to eat breakfast |  |  |
| 3.3 District implements the following efforts to reduce food waste districtwide:  a. On-site composting or biogas generation  b. Contracting out or self-transporting food waste for composting or biogas generation  c. donating leftovers to emergency food system and/or farm/range for animal feeding  d. repurposing leftovers from kitchen (not after students taken)  e. Marketing meals to students  f. obtaining feedback on new menu items  g. Providing more food/beverage choices  h. serving foods with familiar flavors  i. using kid tested menus  j. offering grab-and-go items  k. other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |                      |                      |

Section 4: Food and Beverage Purchasing

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?** | **Practices** | **Written**  **Policy** |
| 4.1 The school district participates in one or more districtwide programs that promote locally or regionally sourced food for meals.  a. California Food for California Kids (formerly California Thursdays)  b. Farm to School  c. Farmers to Families (USDA)  d. DoD Fresh  e. FoodCorps  f. Fresh Fruit and Vegetable Program (USDA)  g. Harvest of the Month  h. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |                |                |
| 4.2 Vendor purchasing agreements include language to ensure the school district’s nutrition standards are met for:  a. Meal foods  b. Beverages served in meals  c. Competitive foods  d. Competitive beverages |        |        |

Section 5: Community and Government Partnerships

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?** | **Practices** | **Written**  **Policy** |
| 5.1 School district partners with:  a. Local food policy council  b. Local or regional food hub  c. County or regional nutrition or obesity prevention collaborative  d. State or national school wellness collaborative  e. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |          |          |
| 5.2 School district is involved in local governmental decision-making about:  a. Local food production and or distribution  b. Healthy food and beverage procurement  c. Nutrition or health elements in General Plan  d. Zoning for food and beverage outlets, including mobile vendors  e. Zoning for physical activity facilities  f. Access to and/or safety of parks and open space  g. Safe Routes to School, Complete Streets, or other active transportation planning/projects  h. Community design and safety, including community policing and crime reduction/prevention  i. Joint use policies  j. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |                      |                      |

Additional Comments

Please comment on any other nutrition and physical activity related efforts not listed above, that CalFresh Healthy Living staff worked with this school district on improving.