



OUT-OF-SCHOOL TIME APPLICATION CHECKLIST

Facility Name _____ License Number _____

Level 1	ALL REQUIREMENTS MUST BE MET AT TIME OF APPLICATION	YES	NO
	The facility has a license in New Provisional or Regular status. (program reviews may be requested)		

Level 2	ALL REQUIREMENTS FOR LEVELS 1 & 2 MUST BE MET AT TIME OF APPLICATION	Upload	YES	NO
2.A.1	The facility shall have an Organizational Quality Assessment (OQA) (previously Form B) completed by a reliable assessor. <i>If not using YPQI, the facility shall have a PAS assessment completed by a certified PAS assessor.</i>	OQA Summary Report or PAS Summary Report		
2.A.2	The director shall complete a Strengthening Families training listed on PDR.	Staff Training Record form		
2.B.1	All directors and at least fifty percent (50%) of teaching staff shall complete “Intro to the 40 Developmental Assets” training.	Staff Training Record form		
2.B.2	All directors* and fifty percent (50%) of the teaching staff** shall complete YPQI training. <i>If not using YPQI, SACERS training is required.</i>	Staff Training Record form		
2.B.3	The director and kitchen manager (if applicable) shall participate in training on nutrition for school age children/youth (2 hours annually).	Staff Training Record form		
2.B.4	The director shall complete training on developmentally appropriate physical activities for children/youth.	Staff Training Record form		
2.C.1	The facility shall score an average of 3.00 or higher on the Program Quality Assessment (PQA). <i>If not using YPQI, the facility shall score 3.0 or higher on the SACERS.</i>	PQA Report or SACERS CQI Report		
2.D.1	The facility shall document the distribution of ARKids First information to families of uninsured participants.	ARKids First form, Program Review checklist		
2.D.2	The facility shall share information on child/youth development, stages of children and youth development, and children and youth health with families.	ARKids First form, Program Review checklist		

*YPQI requires that all directors and site supervisors complete “Program Quality Assessment (PQA) BASICS.”

**“Introduction to Youth Program Quality Intervention (YPQI)” is recommended for teaching staff.

Level 3	ALL REQUIREMENTS FOR LEVELS 1, 2 & 3 MUST BE MET AT TIME OF APPLICATION	Upload	YES	NO
3.A.1	The facility shall score 3.75 or higher on the Organizational Quality Assessment (OQA) (previously Form B) completed by a reliable assessor. <i>If not using YPQI, the facility shall score 4.0 or higher on the PAS Items 1-21(items 5 and 6 are not included in the score).</i>	OQA Summary Report or PAS Summary Report		
3.A.2	The director shall complete the Strengthening Families online self-assessment for three (3) or more Strategies.	Strengthening Families self-assessment		
3.A.3	The facility shall develop a Strengthening Families action plan and implement at least one (1) action step.	Strengthening Families form		
3.C.1	Staff shall maintain a portfolio for each participant.	Program Review checklist		
3.C.2	The facility shall score an average of 3.75 or higher on the PQA. <i>If not using YPQI, the facility shall score 4.0 or higher on the SACERS.</i>	PQA Report or SACERS CQI Report		
3.D.1	The facility shall share information on nutrition and physical activity for children with families.	ARKids First form, Program Review checklist		
Level 4	ALL REQUIREMENTS FOR LEVELS 1-4 MUST BE MET AT TIME OF APPLICATION	Upload	YES	NO
4.A.1	The facility shall score 4.00 or higher on the Organizational Quality Assessment (OQA) (previously Form B) completed by a reliable assessor. <i>If not using YPQI, the facility shall score 4.0 or higher on the PAS Items 1-25.</i>	OQA Summary Report or PAS Summary Report		
4.A.2	The director shall implement at least one (1) additional Strengthening Families action step for a total of two (2).	Strengthening Families form		
4.C.2	The facility shall score 4.00 or higher on the PQA. <i>If not using YPQI, the facility shall score 5.0 or higher on the SACERS.</i>	PQA Report or SACERS CQI Report		
Level 5	ALL REQUIREMENTS FOR LEVELS 1-5 MUST BE MET AT TIME OF APPLICATION	Upload	YES	NO
5.A.1	The facility shall score 4.25 or higher on the Organizational Quality Assessment (OQA) (previously Form B) completed by a reliable assessor. <i>If not using YPQI, the facility shall score 5.0 or higher on the PAS Items 1-25.</i>	OQA Summary Report or PAS Summary Report		
5.C.2	The facility shall score 4.25 or higher on the PQA. <i>If not using YPQI, the facility shall score 5.5 or higher on the SACERS.</i>	PQA Report or SACERS CQI Report		
Level 6	ALL REQUIREMENTS FOR LEVELS 1-6 MUST BE MET AT TIME OF APPLICATION	Upload	YES	NO
6.A.1	The facility shall score 4.75 or higher on the Organizational Quality Assessment (OQA) (previously Form B) completed by a reliable assessor. <i>If not using YPQI, the facility shall score 6.0 or higher on the PAS Items 1-25.</i>	OQA Summary Report or PAS Summary Report		
6.C.1	The staff/participant ratio shall be 1:15.	No form required. Licensing records will be checked		
6.C.2	The facility shall score 4.50 or higher on the PQA or 6.00 or higher on the SACERS. <i>If not using YPQI, the facility shall score 6.0 or higher on the PAS Items 1-25.</i>	PQA Report or SACERS CQI Report		