



Required Documentation for Out-of-School Time programs



Documentation for each level (and all preceding levels) must be uploaded into the ELS portal with the Better Beginnings application.

Most Out-of-School Time programs are required to submit the documentation listed below with their application.

Out-of-School Time programs participating in YPQI	Out-of-School Time programs not participating in YPQI
<ul style="list-style-type: none"> • Staff training Record form • AR KIDS, Child Health, and Child Dev form • Strengthening Families form • Strengthening Families self-assessment (Levels 3-6 only) • Program Review Checklist • YPQI assessment reports including: <ul style="list-style-type: none"> ◦ OQA Summary Report ◦ School-Age Program Quality Assessment (SAPQA) ◦ Youth Program Quality Assessment (YPQA) ◦ Summer Learning Quality Assessment (SLPQA) ◦ Social Emotional Learning Program Quality Assessment (SELPQA) 	<ul style="list-style-type: none"> • Staff training Record form • AR KIDS, Child Health, and Child Dev form • Strengthening Families form • Strengthening Families self-assessment (Levels 3-6 only) • Program Review Checklist • PAS Summary Report • SACERS CQI Report



Save all documents on your computer. When you save them, use the following information in the name of the document: the name of your Out-of-School Time program, the license number, and the name of the form. Example: Pretty Good After School Program #12346, Staff Training Record.

When prompted, upload each document individually in the ELS portal, and select the Document Type from the drop-down menu provided. If the document type isn't listed, select other.