



# OSNAP Policy Self-Assessment

Program Name: \_\_\_\_\_

Date: \_\_\_\_\_

This self-assessment tool can help you keep track of your program's policies for nutrition, physical activity, and screen time (time allotted to TV, movies, computers, or video games). You can use this tool for two purposes. First, the tool can help you identify what policies you already have that meet your goals as well as what policies you may want to write. Second, the tool can help you see where your policies are, and may help point out where a more formal policy might be needed.

## Getting Started:

**Step 1:** Which of the following documents does your program have? Check all that apply.

- ☐ Family Handbook
- ☐ Staff Handbook
- ☐ Menu
- ☐ Daily/weekly schedules
- ☐ Parent/Family handouts and newsletters
- ☐ Other documents, such as:
  - ☐ Nutrition curriculum materials for children
  - ☐ Physical activity curriculum materials for children
  - ☐ Joint use agreement or MOUs
  - ☐ Student Handbook
  - ☐ General Handbook
  - ☐ School Handbook
  - ☐ Nutrition/physical activity promotional materials
  - ☐ Staff training materials

*Tips:* Policies are usually found in family or staff handbooks (formal policies) or scattered throughout newsletters and flyers given to families, training materials for staff, or schedules and menus (informal policies). While informal policies are helpful for reinforcing and communicating formal policies and recommended practices, formal policies are especially important because they can provide a “last word” on a particular subject.

**Step 2:** Gather copies of the documents you have. Read through the different types of policies listed below, then read through the documents you have to see whether you have any written statements that address these policies.

*Tip:* Policies can be thought of as written statements specifying practices, not the day-to-day practices that actually go on at the program. The power of nutrition, physical activity, and screen time policies is that they help schools and programs stick to their goals and hold families, staff, and students accountable for what they do.

**Step 3: Coding Your Policies.** Now, you’ll take the policy documents you’ve collected from your program and review them to see which of the following policies for nutrition, physical activity, and screen time you already have. Here’s how you do it:

1. Read through each of your documents to familiarize yourself with what they say.
2. Whenever you see a statement that you think has something to do with nutrition, screen time, or physical activity (note: “recreation” does not count as physical activity), use a highlighter or pen to mark that section of the document.
3. Look at each question below. Each question asks you to identify places that contain a statement addressing a specific policy goal. These policy goals correspond to the OSNAP program standards. Compare the statements that you highlighted in your documents to these goals. Check the box next to each kind of document where you highlighted a statement. For example, if you highlighted statements about physical activity in a handbook and on a schedule, then for Question #1, you would check the boxes next to “handbook” and “schedule.” You wouldn’t check any of the boxes next to documents that didn’t mention physical activity requirements. Then, for each document that did mention a physical activity requirement, you would fill in the number of minutes per day and days per week that were mentioned (if any) in the statement.

## PHYSICAL ACTIVITY

1. Which documents contain written statements specifying that your program must provide opportunities for moderate physical activity? **Moderate physical activity** is any activity more than sitting or standing (includes activities such as walking, stretching, running, throwing, etc.).

Source	Minutes per day of physical activity specified	Days per week physical activity required
<input type="checkbox"/> Family newsletters or flyers	_____minutes	_____days
<input type="checkbox"/> Handbook (family, staff, general)	_____minutes	_____days
<input type="checkbox"/> Schedules	_____minutes	_____days
<input type="checkbox"/> Staff training materials	_____minutes	_____days
<input type="checkbox"/> Other document (specify): _____	_____minutes	_____days
<input type="checkbox"/> We do not have a written policy for this, but this is our usual practice _____minutes _____days		

### Example statements:

- "We schedule at least 45 minutes every day for each child for either free play on the playground or gym or for organized activities."
- "To make sure children at our program get at least 30 minutes of moderately intense physical activity each day, we schedule short activity breaks during homework time."

**1a.** Now, checking above, do any of the written statements you found guarantee that children will be provided with at least 30 minutes of moderate physical activity every day?

☐ YES ☐ NO

2. Which documents contain written statements specifying that ALL children have the opportunity to participate in physical activity each day?

<input type="checkbox"/> Family newsletters or flyers
<input type="checkbox"/> Handbook (family, staff, general)
<input type="checkbox"/> Schedules
<input type="checkbox"/> Staff training materials
<input type="checkbox"/> Other document (specify): _____
<input type="checkbox"/> We do not have a written policy for this, but this is our usual practice

3. Which documents contain written statements specifying that outdoor activities must be provided to each child (weather permitting)?

- ☐ Family newsletters or flyers
- ☐ Handbook (family, staff, general)
- ☐ Schedules
- ☐ Staff training materials
- ☐ Other document (specify): \_\_\_\_\_

☐ We do not have a written policy for this, but this is our usual practice

3a. Now, checking over your answers to questions 1a – 3, do you have written statements that meet all three of the goals below?

- At least 30 minutes of moderate to vigorous physical activity every day
- This moderate to vigorous physical activity is provided for all children
- Physical activity is provided outdoors if possible

☐ YES, we have written policies for **all three goals**

☐ NO, we do not have written policies for **all three goals**

☐ We meet 0 of these goals in our written statements

☐ We meet 1 or 2 of these goals in our written statements

Which documents contain written statements specifying that twenty minutes (or more) of vigorous physical activity are provided *at least* 3 times per week? Vigorous physical activity includes activity more than a walk (includes activities such as throwing, jumping, jogging, swimming, etc.).

Source	Minutes per day of <b>VIGOROUS</b> PHYSICAL ACTIVITY SPECIFIED	Days per week <b>VIGOROUS</b> PHYSICAL ACTIVITY REQUIRED
<input type="checkbox"/> Family newsletters or flyers	_____minutes	_____days
<input type="checkbox"/> Handbook (family, staff, general)	_____minutes	_____days
<input type="checkbox"/> Schedules	_____minutes	_____days
<input type="checkbox"/> Staff training materials	_____minutes	_____days
<input type="checkbox"/> Other document (specify): _____	_____minutes	_____days
<input type="checkbox"/> We do not have a written policy for this, but this is our usual practice	_____minutes	_____days

Example statements:

- “As part of our program, staff make sure every child has the opportunity to get 20 minutes of vigorous physical activity at least three times each week.”
- Evidence of running games for >20 minutes at least 3 times a week on the schedule

4a. Now, checking above, do any of the written statements you found guarantee that children will be provided with **at least 20 minutes** of vigorous physical activity **at least 3 days per week**?

- ☐ YES, we have written policy meeting this goal
 

☐ NO, we do not have written policy meeting this goal
 

☐ We have a statement providing for less than this amount of vigorous physical activity
 ☐ We have no statement at all about vigorous physical activity

## SCREEN TIME

The following screen time policies could be found in family or staff handbooks, schedules, or newsletters/flyers that are handed out to families.

4. Which documents contain written statements limiting computer and digital device time to homework or instructional only (instructional is defined as academic, teacher-led programming)?

<input type="checkbox"/>	Family newsletters or flyers
<input type="checkbox"/>	Handbook (family, staff, general)
<input type="checkbox"/>	Schedules
<input type="checkbox"/>	Staff training materials
<input type="checkbox"/>	Other document (specify): _____

☐ We do not have a written policy for this, but this is our usual practice

☐ We do not have a computer at our program.

5a. Now, checking above, did you find a statement limiting computer and digital device time to instructional only in any document?

☐ YES ☐ NO

5. Which documents contain written statements specifying television/movies are not allowed at the program? Television/movies includes any screen time intended for entertainment purposes, distributed through various platforms including traditional TV broadcast, cable networks, streaming services, and on-demand content, with or without commercials.

<input type="checkbox"/>	Family newsletters or flyers
<input type="checkbox"/>	Handbook (family, staff, general)
<input type="checkbox"/>	Schedules
<input type="checkbox"/>	Staff training materials
<input type="checkbox"/>	Other document (specify): _____

☐ We do not have a written policy for this, but this is our usual practice

☐ We do not have a television at our program.

6a. Now, checking above, did you find a statement specifying television and movies are not allowed in any document?

☐ YES ☐ NO

## SNACKS

7. Which documents contain written statements specifying standards for any foods or beverages that are brought in from outside the snack program (e.g. sent in from home by families, purchased by children at vending machines or stores, or brought in by partner programs such as tutors)?

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Menu   |
| <input type="checkbox"/> | Posters on site  |
| <input type="checkbox"/> | Family newsletters or flyers   |
| <input type="checkbox"/> | Handbook (family, staff, general)  |
| <input type="checkbox"/> | Official memos or letters to families                                    |
| <input type="checkbox"/> | Staff training materials   |
| <input type="checkbox"/> | Other document (specify): _____  |
| <input type="checkbox"/> | We do not have a written policy for this, but this is our usual practice |

*If you found written statements specifying standards for foods/beverages brought in from outside the afterschool program, please describe here:*

[illegible]

8. Do you serve a snack at the program?

☐ YES☐ NO

↳ IF NO, then skip to question 14

9. Which documents contain written statements specifying that a fruit or vegetable is offered at snack?

Source	Number of days per week serving fruits AND VEGETABLES IS SPECIFIED IN POLICY
<input type="checkbox"/> Menu	_____ days
<input type="checkbox"/> Handbook (family, staff, or general)	_____ days
<input type="checkbox"/> Family newsletters or flyers	_____ days
<input type="checkbox"/> Staff training materials	_____ days
<input type="checkbox"/> Other document (specify): _____	_____ days
<input type="checkbox"/> We do not have a written policy for this, but this is our usual _____ days	

9a. Now, checking above, do any of the statements you found for fruits and vegetables guarantee that they will be served at snack every program day?

☐ YES

☐ NO



☐ There is a statement guaranteeing fruits and vegetables are served *some* days

☐ There is no statement guaranteeing fruits and vegetables will be served



10. Which documents contain written statements specifying that, when you serve grain products at snack, whole grains are served?  
Whole grains can be defined as products where whole grains are listed as the first ingredient.

- ☐ Menu
  - ☐ Family newsletters or flyers
  - ☐ Handbook (family, staff, general)
  - ☐ Training materials
  - ☐ Other document (specify): \_\_\_\_\_
- ☐ We do not have a written policy for this, but this is our usual practice

10a. Now, checking above, did you find a statement specifying whole grains will be served in any document?

☐ YES      ☐ NO

11. Which documents contain written statements specifying that foods with trans fats cannot be served at snack? Foods with trans fats are any item that contains “partially hydrogenated oil” on the list of ingredients.

- ☐ Menu
  - ☐ Family newsletters or flyers
  - ☐ Handbook (family, staff, general)
  - ☐ Training materials
  - ☐ Other document (specify): \_\_\_\_\_
- ☐ We do not have a written policy for this, but this is our usual practice

11a. Now, checking above, did you find a statement specifying trans fats cannot be served in any document?

☐ YES      ☐ NO

12. Which documents contain written statements specifying that sugar-sweetened drinks cannot be served at snack? Sugar-sweetened drinks are drinks with sugar (including high fructose corn syrup) added to them. They include soda, sweetened ice teas, fruit punches, fruit drinks, sports drinks, sweetened water (e.g. Vitamin water), and any juice greater than 4 ounces in size.

- ☐ Menu
- ☐ Family newsletters or flyers
- ☐ Handbook (family, staff, general)
- ☐ Training materials
- ☐ Other document (specify): \_\_\_\_\_

☐ We do not have a written policy for this, but this is our usual practice

Example statements:

- "Only water, milk, and 100% juice are allowed at the program."
- "Sugar-sweetened beverages, including sodas, fruit drinks, lemonades, sweetened iced teas, and energy drinks, are not allowed to be served during program hours. We serve only unsweetened, unflavored water and milk."
- If your menu shows that no sugar-sweetened drinks are served, this can also count here.

12a. Now, checking above, did you find a statement specifying sugar-sweetened drinks cannot be served in any document?

☐ YES      ☐ NO

13. Which documents contain written statements specifying that water is offered as a beverage at snack?

Source	Number of days per week serving water AT SNACK IS SPECIFIED IN POLICY
<input type="checkbox"/> Menu	_____ days
<input type="checkbox"/> Handbook (family, staff, or general)	_____ days
<input type="checkbox"/> Family newsletters or flyers	_____ days
<input type="checkbox"/> Staff training materials	_____ days
<input type="checkbox"/> Other document (specify): _____	_____ days
<input type="checkbox"/> We do not have a written policy for this, but this is our usual	_____ days

13a. Now, checking above, do any of the documents contain statements specifying that water will be served as a beverage at snack every program day?

☐ YES

☐ NO



☐ There is a statement guaranteeing water is served *some* days

☐ There is **no statement** guaranteeing water will be served

14. Which documents contain written statements specifying that sugar-sweetened drinks are not allowed to be brought in from outside the snack program (by families, vending machines, or partner/enrichment programs)?

☐ Menu

☐ Family newsletters or flyers

☐ Handbook (family, staff, general)

☐ Training materials

☐ Other document (specify): \_\_\_\_\_

☐ We do not have a written policy for this, but this is our usual practice

Example statement:

"As part of our healthy eating initiative, we ask that parents do not send in sugary drinks. No sugary drinks will be allowed at the program. Only water and milk are allowed."

14a. Now, checking above, did you find a statement specifying sugar-sweetened drinks cannot be brought in from outside the snack program in any document?

☐ YES

☐ NO