



School-Age Program

Level 5

Instructions for Completion

The forms referenced in this document are suggested, however, the content found on the forms is required. Forms can be found at <https://iowaccrr.org/providers/iq4k/>.

Nutrition and Physical Activity

Criteria	Required Documentation
<input type="checkbox"/> 1. The program (choose ONE): a. Participates in CACFP, NSLP or another departmental-approved Child Nutrition Program (CNP) and identifies and implements one nutrition goal from the completed action plan in Level 1. OR b. If exempt from CACFP, the program identifies and implements one additional nutrition goal from the completed action plan in Level 1.	<input type="checkbox"/> CACFP, NSLP, CNP claim or approved exemption letter can be uploaded into the IQ4K application <input type="checkbox"/> If a program is exempt, connect with local consultant or IQ4K Specialist for additional form to complete and upload <input type="checkbox"/> Claim must be dated within 90 days of submission to Iowa Health and Human Services (HHS) <input type="checkbox"/> Suggested form for nutrition goal – Nutrition & Physical Activity Action Plan and Goals <input type="checkbox"/> Suggested goal form will need to be uploaded into the IQ4K application
<input type="checkbox"/> 2. The program identifies and implements one additional physical activity goal from the completed action plan in Level 1.	<input type="checkbox"/> Suggested form for goal – Nutrition & Physical Activity Action Plan and Goals <input type="checkbox"/> Suggested goal form will need to be uploaded into the IQ4K application

Professional Development

Criteria	Required Documentation
<input type="checkbox"/> 3. All Teaching Staff complete 12 annual training hours of professional development.	<input type="checkbox"/> Program will select the correct staff from a drop-down menu in the IQ4K system <input type="checkbox"/> Proof of training will be verified in i-PoWeR <input type="checkbox"/> Ensure the program and staff i-PoWeR accounts are current by following videos found on the i-PoWeR Center/SA Checklist
<input type="checkbox"/> 4. Sixty percent (60%) or more of all staff complete six hours of HHS or IQ4K-approved training in the area of Social Emotional Behavior Mental Health (SEMBH).	<input type="checkbox"/> Program will select the correct staff from a drop-down menu in the IQ4K system <input type="checkbox"/> Proof of training will be verified in i-PoWeR or upload training certificates <input type="checkbox"/> Ensure the program and staff i-PoWeR accounts are current by following videos found on the i-PoWeR Center/SA Checklist

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Leadership and Administration

Criteria	Required Documentation
<input type="checkbox"/> 5. The Program Administrator has nine credit hours in a related field AND 12 credit hours in leadership, administration or management.	<input type="checkbox"/> The appropriate documentation can be uploaded and verified through i-PoWeR <input type="checkbox"/> Related Degrees
<input type="checkbox"/> 6. The Program Administrator has at least three years of full-time experience as a Program Administrator.	<input type="checkbox"/> The experience will be verified from the employment history of the staff i-PoWeR account <input type="checkbox"/> Unverified experience will not count
<input type="checkbox"/> 7. The Onsite Supervisor has six credit hours in a related field and two years of full-time experience as an onsite supervisor.	<input type="checkbox"/> The appropriate documentation can be uploaded and verified through i-PoWeR <input type="checkbox"/> Related Degrees <input type="checkbox"/> Unverified experience will not count

Family and Community Partnerships

Criteria	Required Documentation
<input type="checkbox"/> 8. The program completes one additional activity annually that promotes partnerships (see Family and Community Partnership Activity Options).	<input type="checkbox"/> Family and Community Partnership Activity Options <input type="checkbox"/> Suggested form – Activity Summary <input type="checkbox"/> Information can be typed into the text box or the suggested form and supporting documents can be uploaded into the IQ4K application <input type="checkbox"/> Encouraged to utilize Activity Summary Guidance to support reflection

Environment

Criteria	Required Documentation
<input type="checkbox"/> 9. Eighty percent (80%) or more of the Lead Teachers complete the Environment Rating Scale (ERS) Training series SACERS and provides a certificate of completion.	<input type="checkbox"/> Proof of training will pull from i-PoWeR <input type="checkbox"/> The ERS Certificate of Complete from Iowa State University Extension and Outreach (ISU-EO) to be uploaded into i-PoWeR under “credentials” and verified by an IQ4K Specialist <input type="checkbox"/> Program will select the lead teacher names from a drop-down menu in the IQ4K application <input type="checkbox"/> Ensure the program and staff i-PoWeR accounts are current by following videos found on the i-PoWeR Center/SA Checklist
<input type="checkbox"/> 10. 1/3 of classrooms receive an overall score of five or higher on the ERS assessment.	<input type="checkbox"/> Completed ERS form to be uploaded into IQ4K application <input type="checkbox"/> ERS assessments are completed by Iowa State University Extension and Outreach (ISU-EO) <input type="checkbox"/> After your completed Level 5 application has been accepted, you will receive notice to schedule the ERS assessment with ISU-EO

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<ul style="list-style-type: none"> □ 11. The program scores an average of 2.75 or higher on the Health and Safety Checklist for Early Care and Education Programs. 	<ul style="list-style-type: none"> □ Health & Safety Checklist □ Contact your local CCNC for completion of this checklist □ This checklist is completed BY the CCNC □ Upload just the one-page signed signature form into the IQ4K application – must be signed by program administrator, director or owner and must be dated within two years of the time of application being submitted to HHS
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Teaching and Learning

Criteria	Required Documentation
<ul style="list-style-type: none"> □ 12. The Teaching Staff work with families and other experts to implement instructional and/or environmental adaptations that support the learning for each child, including those with diverse needs, identified disabilities, dual language learners, identified behavioral health needs and/or specialized health needs. 	<ul style="list-style-type: none"> □ Type or upload what you have implemented to support a child □ If the program does not currently have these needs, explain what would be done

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