



Items to Note for Completing an OHP Application

Making certain the application is correctly completed will expedite the application process and possibly prevent returning the application for clarifications or edits. Below are common items to note and does not include all requirements for OHP Designation. Visit <https://ocrra.org/about/ohio-healthy-programs/> for more information.

Enrollment Information: Click the Edit button to change the enrollment information.

Staff Training: Staff must have their **OPR Employment** completed, including their **role AND age group(s)**, if a teacher, for training to populate in the application.

Staff will not appear in the Staff Training section for four reasons:

- 1) Staff do not have their **role** in their Employment tab.
- 2) Teachers do not have the **age group(s)** listed in their employment tab. **All age groups** they care for must be added for that role. If they have more than one role, additional roles can be added.
- 3) **Only lead teachers and administrators will appear for Session 1, as that is the OHP requirement. Only cooks and administrators will appear for Session 2, and only administrators will appear for Session 3 regardless of who else took the training.** Other staff may have taken the training, but if they are not a lead teacher, administrator, or cook, they will not appear in the application since they are not required for OHP designation.
- 4) Staff did not complete the training.

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Ohio Physical Activity and Nutrition Assessment (OH-PANA): ALWAYS change the name of the Summary Report so it will upload and open properly.

1. *The document name is too long, and computer servers cannot save/upload long named documents. This is not a problem with OCCRRA's website. This is an industry wide parameter. It appears that the doc is uploaded, but it will not open when it is reviewed. To save the document with a new name.*
2. Open the Summary Report, click "Save As," select where you want to save it on your machine, rename it "Summary Report," click "Save." Now upload it to the application.

Healthy Program Policy:

1. Policy must be dated with the date of implementation. For renewals, the new policy must be within the two years from the last designation date.
2. Policy must address an OHP topic. Policy samples are addressed in Training Session 3. "Good rest is best" is not a policy.
3. Policy must be actionable. Policies tell staff and families "This is how we operate our program." An actionable policy means persons can see/hear if a policy is being followed or not. (Policies that state persons "know," or "understand," are not behaviors that can be seen or heard.)
4. Policy does not need the handbook's page number.

5. Only upload the policy page. Do not upload the entire policy handbook.

*See the *Child Care Action Kit* for policy samples (pg. 31-42). <https://occrra.org/about/ohio-healthy-programs/>

Healthy Menus: *See *Tips for Writing an OHP Compliant Menu* at <https://occrra.org/about/ohio-healthy-programs/> for more information.

1. Upload one week of a dated menu.
2. "Prior" menu is the menu used before following OHP criteria.
3. "Current" menu is the menu that reflects the OHP criteria.
4. If meals/snacks are packed, upload the dated menu policy stating *"Childrens' meals and snacks must meet the Ohio Healthy Programs menu guidelines. When noncompliance occurs on a regular basis the family will be notified. Families are provided with the OHP Menu guidelines."* A different policy must be implemented and uploaded for the Policy requirement.
5. Menus must be detailed, **write:**
 - a. "WG" for each whole grain food/"WW" for whole wheat; "HM" for home made.
 - b. Brand name of cereal each time served, or *"All cereals are WIC approved"* on the top or bottom of menu.
 - c. *"100% juice,"* if juice is served, the fluid ounce, and the type (i.e. apple, orange, etc.), *"4 oz. 100% apple juice."* At the top or bottom of menu you can write *"All juice served is 100% juice"* so you don't need to write it each time juice appears on menu.

Healthy Family Engagement: It is optional to upload family engagement flyers, photos, etc.

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Success Story: Upload a paragraph of a positive experience/change that has occurred by participating in OHP. Photos may also be uploaded, though not required.

Questions? Contact healthyprograms@occrra.org