Retail Food Store LHD Activity Checklist

**FFY 2025**

*Developed by the*

*University of California Nutrition Policy Institute for the California Department of Public Health*

**Here is some basic information about the Retail Food Store LHD Activity Checklist (LAC):**

* **WHAT does it include?** A checklist to record the types of practices or written policies CalFresh Healthy Living (CFHL) funds or staff were used to improve. The sections on the checklist match the sections on the SLAQ.
* **WHO should complete it?** LHD staff and contractors who are familiar with the ways CFHL funds or staff were involved in improving or attaining policies and practices for this store. *You do not need to confirm if the store has made the resultant change yet.*
* **WHEN should this be completed?** Annually, to track the CFHL efforts carried out at each store during each federal fiscal year (October 1 – September 30). Please submit your completed checklist *before* the end of the federal fiscal year.
* **WHY?** To document an LHD’s efforts whether or not they have resulted in a change at the store yet. This helps us capture work that’s in the planning stage.
* **HOW?** It can be completed on paper or online. If you complete it on paper, you will need to enter your data online in order to submit your responses. You do not need to report on LAC completion in PEARS. Access the survey here: <https://ucanr.edu/sites/slaq/SLAQ_Questionnaires/>.

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| --- |
| **Example:** CFHL staff meet with the store owner and another partner agency to discuss increasing the amount of fresh fruits and vegetables available. This is a big project and takes several meetings, trainings about produce handling, securing funds for a new refrigerator, planning for where the refrigerator will go, etc. Not all of these changes are going to happen this year.  On this LHD Activity Checklist, you would mark the practice column for the following items: 1. Product (b-e); 3. Placement (a); 5. Retail Identity (h, j)  As the year progresses and these conversations with the store owner continue, you decide to also work on these additional goals: display healthy foods in the endcaps, remove posters for soda and beer, and create a written policy to restrict junk food marketing aimed at children. Then you would also mark these checkboxes: 3. Placement (l - practice), 4. Promotion (j -practice; h,j,o – policy) |

**LHD** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact (Name/Email)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Store Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PEARS Site ID**\*\_\_\_\_\_\_\_\_\_\_\_

**Store Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I am completing this for:**

¡ a single store ¡ organization-level work (e.g., a grocery chain)

*\* PEARS Site ID is assigned by PEARS and can be found using the* [*NPI PEARS Site Search tool*](https://survey123.arcgis.com/share/281302f15fc549edbad838c30ed4a450?hide=submit)*. Watch this* [*video tutorial*](https://youtu.be/jtC2PgjxF_I) *on how to use this tool to search for a PEARS Site ID.*

**Date of current LAC** (MM/YYYY) \_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of last LAC** (MM/YYYY) \_\_\_\_\_\_\_\_\_\_\_ N/A – this is the first year of assessment

**How was the corresponding SLAQ for this site conducted this year?** *(Choose the best option)*

* On a mobile device, using the Survey123 web link
* On a mobile device, using the ArcGIS Survey123 field app
* On paper first and then later entered and submitted into Survey123

**Was any part of the SLAQ completed off-site?**

* No, CFHL staff conducted all observations and the interview at the store
* Yes *(mark all that apply)*:
  + - The interview was conducted by phone/video
    - Some of the observation questions were “pre-filled” using prior knowledge (e.g. availability of certain foods, WIC acceptance)
    - Some of the observation questions were conducted by phone/video
    - All of the observation questions were conducted by phone/video
* Don’t know
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Which of these areas did your LHD’s CalFresh Healthy Living funds or staff work on during the current federal fiscal year?**

|  |  |  |
| --- | --- | --- |
| 1. **Product:** improving healthy food and beverage availability | * Yes  [Go to Section 1](#Section1) | * No |
| 1. **Pricing:**  changing price to increase healthy purchasing | * Yes  [Go to Section 2](#Section2) | * No |
| 1. **Placement:** using placement and display to encourage selection of healthy foods and beverages | * Yes  [Go to Section 3](#Section3) | * No |
| 1. **Promotion:** using signs and printed materials to encourage selection of healthy foods and beverages | * Yes  [Go to Section 4](#Section4) | * No |
| 1. **Retail identity:** SNAP/WIC vendor approval, improving store appearance or facilities | * Yes  [Go to Section 5](#Section5) | * No |
| 1. **Community Engagement:**  improve relationships between the store and customer/community | * Yes  [Go to Section 6](#Section6) | * No |
| 1. **Fountain/To-Go Drinks** | * Yes  [Go to Section 7](#Section7) | * No/NA |
| 1. **Prepared Foods/Meals** | * Yes  [Go to Section 8](#Section8) | * No/NA |

For each area with a “yes” above, skip to that section below to mark the items your CFHL program worked on. There is no need to complete sections with a “no” response above.

1. Product: healthy food and beverage availability

Listed below are different types of healthy retail efforts that CalFresh Healthy Living funds or staff may be working towards. For each of the areas you worked in this fiscal year, please indicate whether you were working towards improving the store’s practices, written policy, or both by marking the appropriate boxes. The corresponding SLAQ question is listed in the left-hand column.

|  |  |  |  |
| --- | --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?** | | **Practices** | **WrittenPolicy** |
| C1 | 1. Accessibility of clean, free water |  |  |
| G1 | 1. Fresh fruit availability 2. Fresh fruit quality 3. Fresh vegetable availability 4. Fresh vegetable quality |        |        |
| H1 | 1. Staple Foods availability 2. Availability of healthier versions of staple foods |    |    |
| I1 | 1. Healthy snacks availability |  |  |
| J1 | 1. Healthy drinks availability |  |  |
| Other, describe: | |  |  |

1. Pricing to increase healthy purchasing

Listed below are different types of healthy retail efforts that CalFresh Healthy Living funds or staff may be working towards. For each of the areas you worked in this fiscal year, please indicate whether you were working towards improving the store’s practices, written policy, or both by marking the appropriate boxes. The corresponding SLAQ question is listed in the left-hand column.

|  |  |  |  |
| --- | --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?** | | **Practices** | **WrittenPolicy** |
| H4,I5,J5,N4 | 1. Healthy products are priced lower than unhealthy products |  |  |
| N3 | 1. Dollar-matching when using SNAP to buy fruits/veg |  |  |
| G3, H2,  I4,J4,N5 | 1. Sales, discounts, etc. offered for healthy foods/drinks; 2. They are not offered for unhealthy foods/drinks |    |    |
| Other, describe: | |  |  |

1. Placement and Display

Listed below are different types of healthy retail efforts that CalFresh Healthy Living funds or staff may be working towards. For each of the areas you worked in this fiscal year, please indicate whether you were working towards improving the store’s practices, written policy, or both by marking the appropriate boxes. The corresponding SLAQ question is listed in the left-hand column.

|  |  |  |  |
| --- | --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?** | | **Practices** | **WrittenPolicy** |
| G2 | 1. Produce refrigeration |  |  |
| L1 | 1. Fresh meat counter |  |  |
| G2, I2 | 1. Use of attractive baskets/bins and not cardboard boxes |  |  |
| I2, J2 | 1. Healthy options are kept in stock |  |  |
| G4, H-I-J3 | 1. All/most prices on products are marked |  |  |
| I2, J2 | 1. Healthy options are placed at eye-level |  |  |
| B1 | 1. Place healthy products at store entrance; 2. Remove unhealthy products at store entrance |    |    |
| B4, B5 | 1. Designated Healthy Checkout |  |  |
| B3 | Products at checkout:   1. Increase variety of or space for healthy products 2. Decrease variety of or space for unhealthy products |    |    |
| B6 | Products in most prominent end-caps:   1. Increase variety of or space for healthy products 2. Decrease variety of or space for unhealthy products |    |    |
| B7 | Products in most prominent free-standing display units:   1. Increase variety of or space for healthy products 2. Decrease variety of or space for unhealthy products |    |    |
| Other, describe: | |  |  |

1. Promotion

Listed below are different types of healthy retail efforts that CalFresh Healthy Living funds or staff may be working towards. For each of the areas you worked in this fiscal year, please indicate whether you were working towards improving the store’s practices, written policy, or both by marking the appropriate boxes. The corresponding SLAQ question is listed in the left-hand column.

|  |  |  |  |
| --- | --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?** | | **Practices** | **WrittenPolicy** |
| N2 | In-person promotion of healthy foods/drinks/behaviors:   1. Store tours 2. Taste tests 3. Food/recipe/other live demos 4. Participation in health/wellness fair 5. Audio-only announcements through a PA system 6. Audio/visual displays |            |            |
| K2, K3 | 1. Point-of-decision signs encouraging healthy purchases/behavior 2. Remove those encouraging unhealthy purchases/behavior |    |    |
| K2, K3 | 1. Posters, banners, etc. encouraging healthy purchases/behavior; 2. Remove those encouraging unhealthy purchases/behavior |    |    |
| K1 | Signs/decals at entrance for:   1. CalFresh/EBT vendor, 2. WIC vendor, 3. healthy retail recognition |      |      |
| K2, K3 | 1. Promotion at entrance to encourage healthy purchases/behavior; 2. Remove those encouraging unhealthy purchases/behavior |    |    |
| K2, K3 | 1. SNAP/EBT cross-promotion with healthy foods/drinks; 2. Remove any with unhealthy foods/drinks |    |    |
| K2 | 1. Murals with healthy images on store façade |  |  |
| Other, describe: | |  |  |

1. Retail identity

Listed below are different types of healthy retail efforts that CalFresh Healthy Living funds or staff may be working towards. For each of the areas you worked in this fiscal year, please indicate whether you were working towards improving the store’s practices, written policy, or both by marking the appropriate boxes. The corresponding SLAQ question is listed in the left-hand column.

|  |  |  |  |
| --- | --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?** | | **Practices** | **WrittenPolicy** |
| A1 | 1. Store accepts CalFresh 2. Store accept WIC |    |    |
| L1 | Improve appearance/facilities:   1. Landscaping/planter boxes/etc. 2. Remove graffiti, maintain trash bins, etc. 3. Bike racks/storage 4. Shopping carts/baskets are available 5. Accessibility for wheelchairs and strollers 6. All/most refrigerators and freezers are clean and well-lit |            |            |
| L2 | 1. Decrease retail space used to display alcohol |  |  |
| L3 | 1. Increase retail space used to display fresh fruits and veg |  |  |
| Other, describe: | |  |  |

1. Community Engagement

Listed below are different types of healthy retail efforts that CalFresh Healthy Living funds or staff may be working towards. For each of the areas you worked in this fiscal year, please indicate whether you were working towards improving the store’s practices, written policy, or both by marking the appropriate boxes. The corresponding SLAQ question is listed in the left-hand column.

|  |  |  |  |
| --- | --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?** | | **Practices** | **WrittenPolicy** |
| N8 | 1. Building customer relationships 2. Improving or increasing store engagement with community |    |    |
| N11 | 1. Donating excess healthy food to community; reduce food waste |  |  |
| Other, describe: | |  |  |

1. Fountain/To-Go Drinks

Listed below are different types of healthy retail efforts that CalFresh Healthy Living funds or staff may be working towards. For each of the areas you worked in this fiscal year, please indicate whether you were working towards improving the store’s practices, written policy, or both by marking the appropriate boxes.

The corresponding SLAQ question is listed in the left-hand column.

|  |  |  |  |
| --- | --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?** | | **Practices** | **WrittenPolicy** |
| D2 | 1. Unsweetened drink options are available |  |  |
| D3a | 1. Cups are no bigger than 16oz |  |  |
| D3b | 1. No free refills |  |  |
| D3c-d | 1. Healthy options are promoted 2. Unhealthy options are NOT promoted |    |    |
| D3e | 1. Pricing encourages healthy selection |  |  |
| Other, describe: | |  |  |

1. Prepared Foods/Meals

Listed below are different types of healthy retail efforts that CalFresh Healthy Living funds or staff may be working towards. For each of the areas you worked in this fiscal year, please indicate whether you were working towards improving the store’s practices, written policy, or both by marking the appropriate boxes.

The corresponding SLAQ question is listed in the left-hand column.

|  |  |  |  |
| --- | --- | --- | --- |
| **During the current federal fiscal year, which of these efforts were CalFresh Healthy Living funds or staff involved in improving?** | | **Practices** | **WrittenPolicy** |
| E3a | 1. There are healthy meal/entree options |  |  |
| E4a-c,e | 1. Drink options for the meal include healthy options 2. The default beverage option is healthy |    |    |
| E5a-d | 1. Sides that come with the meal include healthy options 2. The default side dish is healthy |    |    |
| E2, E6a,b | 1. Signs include nutrition info, promote healthy selection 2. Signs do not promote unhealthy options/behaviors |    |    |
| E3b | 1. Pricing encourages healthy selection |  |  |
| Other, describe: | |  |  |