Burden Statement for Site Supervisor Survey

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

SURVEY INSTRUMENTS

SURVEY 2:	SITE SUPERVISOR SURVEY

The following information will be extracted from PEARS and presented:

dr	ess 1:
	ess 2:
	Zip code:
	IS THIS THE EXACT LOCATION WHERE YOU SERVE MEALS?
	Yes <i>GO TO Q2</i>
	No (If no, Provide the correct information below.)
	If you do not have a street address, please describe your location example, "we serve meals at the Briarwood Community Park," or serve meals at the northwest corner of Thompson Park and Main Street."
	If you provide meals at a park or playground, provide as much de possible, including the names of at least 2 cross-streets for the paragraph of the paragraph o
	Site name:
	Address 1:
	Address 2:
	City: Zip code:

site	2005, new site	2006, new site	2006, not a new
be	ormation on when a s extracted from the terns.	ite joined the SFSP and PEARS database and	the years it was active will used to determine skip
	2004 or earlier	2005	2006
2.	WHAT TYPE OF OR	GANIZATION ARE YOU?	
	School district		
	Non-profit Religious-b Community Other non-	pased y action program profit (Specify)
	Government ager State County City	ncy	
	Other (Specify)	
	Private (Specify _).	
	ract information from ibility.	n PEARS as to how the si	te determined its SFSP
3.		R RECORDS, THE BASIS AS <u>PEARS METHOD.</u> WH	OF YOUR SFSP DETERMI- Y DID YOU SELECT THIS

Present the following question only for those sites that used one eligibility determination method in 2005 and another in 2006.

	(3A)	ACCORDING TO OUR RECORDS, THE BASIS OF YOUR SFSP DETERMINATION IN 2005 WAS PEARS METHOD FOR 2005, WHICH IS DIFFERENT THAN THE BASIS OF YOUR SFSP DETERMINATION IN 2006. WHY DID YOU MAKE THIS CHANGE IN ELIGIBILITY DETERMINATION METHODS?
deter	minati	following question only for those sites that used one eligibility on method in 2005 (or 2006 if it was not active in 2005) and another in was active in both years.
(3B)	2005 DETE	RDING TO OUR RECORDS, THE BASIS OF YOUR SFSP DETERMINATION IN WAS <u>PEARS METHOD FOR 2005</u> AND THE BASIS OF YOUR SFSP RMINATION IN 2004 WAS <u>PEARS METHOD FOR 2004</u> . WHY DID YOU THIS CHANGE IN ELIGIBILITY DETERMINATION METHODS?
4.	BECC OF T	TE QUALIFIED UNDER THE NEW 40% CRITERION, DID YOU OME A SITE BECAUSE OF THE NEW ELIGIBILITY CRITERION (40% HE CHILDREN ARE LIVING IN HOUSEHOLDS WITH 185% OF THE ERTY LEVEL)?
4.	OF T POVE	OME A SITE BECAUSE OF THE NEW ELIGIBILITY CRITERION (40% HE CHILDREN ARE LIVING IN HOUSEHOLDS WITH 185% OF THE ERTY LEVEL)?

(5A)	WOULD YOU HAVE APPLIED FOR ELIGIBILITY HAD THE 50% (BEEN THE REQUIREMENT?	CRITERION
	No (If no) (5b) Why not? Yes <i>GO TO OQ5c</i> Don't know <i>GO TO Q6</i>	GO TO Q6
(5C)	WHAT ALTERNATIVE METHOD FOR DETERMINING ELIGIBILITYOU HAVE USED?	Y COULD
	 Open GO TO 5d Enrolled-income applications collected GO TO6 Enrolled, eligibility provided by school or other child nutroprogram GO TO 6 Residential camp GO TO 6 National Youth Sports Program GO TO 6 Migrant site GO TO 6 	rition
(5D)	WHAT TYPE OF "OPEN" CRITERION WOULD YOU HAVE USED	?
	School data Housing data Census track/block Children's eligibility area	

6. HOW DID YOU LEARN ABOUT THE SFSP?

	Way learned about SFSP
Direct mailings from sponsors	
Local newspaper	
Newsletters	
Outreach by others in the community	
Presentations by sponsors	
Flyers posted in the community	
Word of mouth	
Other (Specify)	
Other (Specify)	

7. HOW DID YOU GO ABOUT ESTABLISHING YOUR SFSP SITES?

	 We had an existing program that served children and our sponsor approached us about becoming an SFSP site. We had an existing program that served children and we approached our sponsor about becoming an SFSP site. This was a new site instituted because of the SFSP. Other (Specify)
8.	PLEASE DESCRIBE ANY OBSTACLES TO OPENING YOUR SITE?

ATTENDANCE

9.	WHAT IS/WAS THE AVERAGE NUMBER OF CHILDREN YOU SERVED EACH DAY? 2004 2005 2006
10.	WHAT IS THE LOWEST NUMBER OF CHILDREN YOU SERVED ON ANY ONE DAY IN 2006?
11.	WHAT IS THE HIGHEST NUMBER OF CHILDREN YOU SERVED ON ANY ONE DAY IN 2006?
	(11A) WHAT DO YOU DO IF MORE CHILDREN THAN YOU PLAN FOR SHOW UP?
12.	DID THE SAME CHILDREN COME EVERYDAY? OR DID DIFFERENT CHILDREN COME EVERY DAY?

	2006	2005	2004
Mostly the same children			
Mostly different children			

13. HOW MANY CHILDREN OF DIFFERENT AGES ATTENDED YOUR SFSP IN EACH OF THE FOLLOWING YEARS?

Age	2006	2005	2004
Less than 5 years			
5-8 years			
9-12 years			
13-15 years			
16-18 years			

14. HOW MANY GIRLS AND BOYS ATTENDED THE SFSP? [NOTE: in the pilot test, half of those responding will be offered the option of entering percents, and half the option of entering numbers and make our decision regarding which should be used in the surveys based on their completion rates and feedback.]

Gender	2006	2005	2004
Girls			
Boys			

15. HOW MANY CHILDREN OF DIFFERENT RACES/ETHNICITIES ATTENDED THE SFSP?

Race/Ethnicity	2006	2005	2004
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Hispanic or Latino			
DK			

16. HOW MANY MIGRANT CHILDREN ATTEND YOUR SFSP?

	2006	2005	2004
Migrant children			

Ask only if migrants attended the SFSP.

(16A)	WHAT TYPE OF MIGRANTS DO YOU SERVE? (CHECK ALL THAT APPLY.)
	Traditional migrants who move from place to place, following the crops
	Migrants that work year-round, e.g., chicken and fish processing plant migrants
	Seasonal farm workers who stay for a full season, e.g., summer,

but return to a home base in winter (e.g., Texas)

17. DO YOU HAVE DIFFICULTY EITHER "GETTING THE WORD OUT" OR GETTING CHILDREN OF DIFFERENT AGES TO ATTEND THE SFSP?

Age	Getting the word out	Getting children to Attend	Why?
Less than 5 years			
5-8 years			
9-12 years			
13-15 years			
16-18 years			

(17A) WHAT ABOUT BY GENDER? IS IT HARDER TO GET THE WORD OUT TO BOYS OR GIRLS TO ATTEND THE SFSP?

Age	Getting the word out	Getting children to Attend	Why?
Girls			
Boys			

(17B) WHAT ABOUT BY RACE/ETHNICITY? IS IT HARDER TO GET THE WORD OUT TO CHILDREN OF SOME RACIAL/ETHNIC GROUPS?

Race/Ethnicity	Getting the word out	Getting children to Attend	Why?
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Hispanic or Latino			

(17C)	SOME SITES REPORT THAT THE FOLLOWING CHILDREN ARE ALSO
	DIFFICULT TO REACH. DO YOU HAVE DIFFICULTY EITHER "GETTING
	THE WORD OUT" OR GETTING ANY OF THE FOLLOWING CHILDREN TO
	ATTEND THE SFSP? WHAT ABOUT ANY OTHER CHILDREN?

Hard-to-reach children	Getting the word out	Getting children to Attend	Why?
Home-schooled			
Special needs			
Children with disabilities			
Migrant children			
Other (Specify)			
Other (Specify)			

18. FOLLOWING ARE SOME MARKETING TECHNIQUES USED BY SITES TO RECRUIT CHILDREN TO THE SFSP. PLEASE SPECIFY THE EFFECTIVENESS OF ANY OF THESE EFFORTS IN RECRUITING CHILDREN ON A SCALE OF 1-5, WITH 1 BEING THE MOST EFFECTIVE AND 5 BEING THE LEAST EFFECTIVE METHOD. CHECK NA, IF YOU DID NOT USE A SPECIFIC TECHNIQUE.

Children Recruitment Techniques		Effectiveness				NA
		2	3	4	5	INA
Direct mailings						
Local newspaper						
Newsletters						
Outreach by others in the community						
Presentations to local non-profits						
Posting flyers throughout community						
Word of mouth						
Other (Specify)						
Other (Specify)						

The following will be displayed only if respondent checks off 1-5 for Direct Mailings, i.e., it will not be displayed if respondent selects "NA."

(18A)	WHERE DO YOU SEND YOUR DIRECT MAILINGS?
	To churches To families To schools
	To daycare centers To other groups (Specify To other groups (Specify)

	To other groups (Specify)
	owing will be displayed only if respondent checks off 1-5 for Local aper, i.e., it will not be displayed if respondent selects "NA."
(18B)	HOW DID YOU USE LOCAL NEWSPAPERS?
	Article in newspaper Advertisement Press releases Other (Specify) Other (Specify)
	owing will be displayed only if respondent checks off 1-5 for tters, i.e., it will not be displayed if respondent selects "NA."
(18C)	WHAT TYPES OF NEWSLETTERS DID YOU USE?
	School district Churches Food bank Other (Specify) Other (Specify)
	lowing will be displayed only if respondent checks off 1-5 for Outreachers in the community, i.e., it will not be displayed if respondent selects
(18D)	WHO TOOK PART IN THESE OUTREACH EFFORTS?
	Churches Private partners Public partners Other (Specify) Other (Specify)

SFSP ENHANCEMENTS

19. FOLLOWING IS A LIST OF SOME THINGS THAT SITES HAVE USED TO ENHANCE THEIR SFSP AND THEREBY LOWER COST AND/OR ATTRACT AND RETAIN CHILDREN TO THE PROGRAM. PLEASE CHECK THOSE THAT YOUR SITE HAS USED AND NOTE WHICH HAVE BEEN THE MOST USEFUL.

	Used by Sites	Most Useful
Federal transportation grant		
State-provided marketing materials		
Incentives from local produce purveyors		
WIC marketing		
Free commodities from the USDA		
Reaching out to federal title programs early in summer at elementary school		
Large banners announcing the program		
Money for special events to draw out the children		
State grant money to sponsors/sites to experiment with new techniques to reach children		
State campaign to introduce the program		
Other (Specify)		
Other (Specify)		
Other (Specify)		

(19A)	ARE THERE ANY OTHER THINGS THAT YOU HAVE <u>NOT</u> TRIED, BUT THAT YOU THINK MIGHT HELP?

OTHER ACTIVITIES

20. WHICH OF THE FOLLOWING ACTIVITIES WERE AVAILABLE AT YOUR SFSP SITE, AND HOW IMPORTANT WERE THEY?

	Year Importance for Getting Children to Take Part in SFSP						
Activities	2006	2005	2004	Very Impor- tant	Some- what Impor- tant	Not Very Impor -tant	Very Unim- portant
Unstructured playground							
Structured playground							
Swimming pool							
Playing fields (e.g.,							
baseball)							
Day camp							
Music							
Arts and crafts							
Academics							
Sports							
Other							
(Specify)							
Other							
(Specify)							
Other							
(Specify)							
Other							
(Specify)							

(20A)	FOR EACH ACTIVITY NOT CHECKED IN 2006, BUT CHECKED IN EITHER 2005 OR 2005 (20A) WHY DID YOU DROP THIS ACTIVITY?

MEALS

21. ABOUT HOW MANY CHILDREN, ON AVERAGE, RECEIVED THESE MEALS EACH DAY?

Type Meal	2006	2005	2004
Breakfast			
Lunch			
Dinner			
Morning snack			
Afternoon			
snack			

22. WHAT TYPE OF MEALS DID YOU SERVE?

Type Meal	2006	2005	2004
Hot			
Cold			
Both hot and			
cold			

23. DID YOU MAKE ANY SUBSTANTIVE CHANGES TO YOUR MENUS IN THESE YEARS?

Menu Changes	2006	2005	2004
Yes			
No			

(23A)	IF "YES" TO ANY YEAR, SHOW THE YEAR THAT CHANGES MADE, AND IN WHAT WAYS CHANGES WERE MADE	WERE

24. PLEASE IDENTIFY WHETHER YOUR LUNCHES AND DINNERS WERE MOSTLY "LIGHT" OR MOSTLY "FULL" BY PLACING AN "X" IN THE APPROPRIATE CATEGORY. IF YOU DID NOT SERVE LUNCH OR DINNER FOR ANY OF THESE YEARS, SELECT NA.

[An example of a "light meal" might be a ham sandwich, an apple, juice or milk.]

[An example of a "full meal" might be turkey with gravy, mashed potatoes, peas, juice or milk, desert.]

	2006			2005			2004		
	Light Meal s	Full Meal s	NA	Light Meal s	Full Meals	NA	Light Meal s	Full Meal s	NA
Breakfas t									
Lunch									
Dinner									

	(24A)	IF THERE WERE ANY CHANGES FROM EITHER 2005 TO 2006 OR FROM 2004 TO 2005 WHY DID YOU MAKE THE CHANGES?
25.	_	IMPORTANT DO YOU THINK THE ACTUAL MEAL WAS IN GETTING DREN TO TAKE PART IN THE SFSP?
	_	Very important Somewhat important Not very important

TRANSPORTATION

26.	HOW SITE?	DO THE CHILDREN WHO ATTEND YOUR PROGRAM GET TO THE
		% are driven by a parent or relative % are driven by a non-related person % walk to the site on their own % walk to the site with someone older % ride a bicycle % ride a bus % don't know
	(26A)	IF ANYTHING OTHER THAN 0% IS ENTERED FOR "RIDE A BUS" (26A) WHO OPERATES THE BUS?
		The siteA partner organizationPublic transportation
27.	PLEA	SE ESTIMATE THE NUMBER OF CHILDREN WHO LIVE
		Within 1 mile of the SFSP 1-5 miles 5-10 miles More than 5 miles DK
28.		IMPORTANT DO YOU THINK THE DISTANCE FROM HOME TO THE WAS IN GETTING CHILDREN TO TAKE PART IN THE SFSP?
		Very important Somewhat important Not very important Very unimportant
29.	THE ADDI	OFTEN DO YOU COMMUNICATE WITH OTHERS INVOLVED WITH SFSP DURING THE SUMMER SEASON? DO YOU THINK THAT TIONAL WITH ANY OF THE FOLLOWING DURING THE SUMMER SON WOULD MAKE YOUR SFSP STRONGER?

		Amount of Communication							
	Every	Once a	Once	Once a	Never	more			
	Day	week	or	summe		communic			
			Twice a Month	r		ation help?			
			_			(yes or no)			
With your sponsor									
With other									
sponsors									
With other site									
directors									
With site monitors									
With state									
program staff									
With USDA									

(29A) HOW OFTEN DO YOU COMMUNICATE WITH OTHERS INVOLVED WITH THE SFSP **PRIOR TO THE SUMMER SEASON**? DO YOU THINK THAT ADDITIONAL COMMUNICATION WITH ANY OF THE FOLLOWING **PRIOR TO THE SUMMER SEASON** WOULD MAKE YOUR SFSP STRONGER?

		Amount of Co	mmunication	ı
	Never	Occasionally	Often (5	Would more
		(Less than 5	times or	communicat
		times)	more)	ion help?
				(yes or no)
With your sponsor				
With other sponsors				
With site directors				
With site monitors				
With state program staff				
With USDA				

30. FOLLOWING ARE SOME CONCERNS SITES REPORT ABOUT THE SFSP. PLEASE SPECIFY HOW PROBLEMATIC EACH OF THE FOLLOWING WAS FOR YOU. USE A 1-5 SCALE, WITH 1 BEING THE MOST PROBLEMATIC, 5 THE LEAST PROBLEMATIC. SELECT NA IF THIS WAS NOT A CONCERN FOR YOU.

Concerns/Problems	1	2	3	4	5	NA
Reimbursement/administrative fees						
SFSP application requirements						
SFSP reporting requirements						
Lack of vehicles to move food.						
Lack of equipment to move food.						
Little freedom in terms of what we serve at						
meals						
SFSP monitoring requirements						
40% requirement only lasts for 2 years						
Lack of staff						
Staff turnover						
Staff training						
Food preparation						
Extensive administrative or operational						
regulations						
Requirement for summer-long menus						

(The following will be displayed only if respondent checks off 1-5 for reimbursement/ administrative fees, i.e., it will not be displayed if respondent selects "NA.")

(30A)	IN WHAT WAYS WERE REIMBURSEMENT/ADMINISTRATIVE FEES A PROBLEM?
	 Are too low and do not cover actual expenses Only reimburse 2% for second servings Does not cover transportation costs needed to reach distant areas Does not provide enough reimbursement for paperwork Does not provide enough money to pay staff wages Other (specify)

PARTNERS

31.	DO YO	OU NOW/DID YOU EVER HAVE ANY <u>LOCAL</u> PARTNERS?		
	No			
	Yes			
32.	DO YO	OU NOW/DID YOU EVER HAVE ANY NON-LOCAL PARTNERS?		
	No			
	Yes			
	(Spans	ors who answer "No" to Q30 and Q31 will skip to Q35.)		
	(Spoils	ors who answer No to Q50 and Q51 will skip to Q55.)		
22 /	DE TUE	RE ANY PARTNERS (LOCAL OR NON-LOCAL) THAT YOU		
33. F		ABORATED WITH PRIOR TO 2005, BUT WHOM YOU DO NOT		
	COLLABORATE WITH NOW?			
	No	(5)		
	Yes	s (f yes)		
	(33A)	WHO ARE THEY?		
	(33B)	WHY DO YOU NO LONGER COLLABORATE WITH THEM?		

(The following questions will only be shown if the site was active during the relevant time periods. Sites active in 2005 and 2006 will see both parts of Q34. Sites active in 2006, but not in 2005, will only see "Importance in 2006.")

34. SPECIFY THE IMPORTANCE OF EACH PARTNER'S CONTRIBUTION TO YOUR SFSP IN 2006, ADDING ADDITIONAL CONTRIBUTIONS IF THEY ARE NOT LISTED. ENTER "1" FOR THE MOST IMPORTANT CONTRIBUTION FOR THAT PARTNER, "2" FOR THE 2ND MOST IMPORTANT CONTRIBUTION, ETC. NOTE WHETHER PARTNER ACTIVITIES/SUPPORT INCREASED OR DECREASED FROM 2005 TO

2006. ENTER NA IF YOUR PARTNERS WERE NOT INVOLVED IN SOME OF THESE ACTIVITIES.

	Importance	Change in Activities/Support between 2005 and 2006			
Partner Activities/Support	in 2006	Increase d in 2006	No change in 2006	Decrease d in 2006	
Volunteer time					
Raise funds					
Recruit sites					
Take part in general marketing					
Outreach to sites					
Outreach to children and families					
Other (specify)			·		
Other (specify)					
Other (specify)					

(Sites active in 2004 and 2005 will see both parts of Q34a. Sites active in 2005, but not 2004, will only see "Importance in 2005.")

(34A) SPECIFY THE IMPORTANCE OF EACH PARTNER'S CONTRIBUTION TO YOUR SFSP IN **2005**, ADDING ADDITIONAL CONTRIBUTIONS IF THEY ARE NOT LISTED. ENTER "1" FOR THE MOST IMPORTANT CONTRIBUTION FOR THAT PARTNER, "2" FOR THE 2ND MOST IMPORTANT CONTRIBUTION, ETC. NOTE WHETHER PARTNER ACTIVITIES/SUPPORT INCREASED OR DECREASED FROM 2004 TO 2005. **ENTER NA IF YOUR PARTNERS WERE NOT INVOLVED IN SOME OF THESE ACTIVITIES.**

	Importanc	Change in Activities/Support between 2005 and 2006			
Partner Activities/Support	e in 2005	Increase d in 2005	No change in 2005	Decrease d in 2005	
Volunteer time					
Raise funds					
Recruit sites					
Take part in general marketing					
Outreach to sites					
Outreach to children and families					
Other (specify)					
Other (specify)					
Other (specify)					

(Sites active in 2004 will see Q34b.)

(34B) SPECIFY THE IMPORTANCE OF EACH PARTNER'S CONTRIBUTION TO YOUR SFSP IN **2004**, ADDING ADDITIONAL CONTRIBUTIONS IF THEY ARE NOT LISTED. ENTER "1" FOR THE MOST IMPORTANT CONTRIBUTION FOR THAT PARTNER, "2" FOR THE 2ND MOST IMPORTANT CONTRIBUTION, ETC.

Partner Activities/Support	Importance in 2004
Volunteer time	
Raise funds	
Recruit sites	
SFSP Marketing	
Outreach to sites	
Outreach to children and families	
Other (specify)	
Other (specify)	

3 5.	No Yes (If yes) (35a) What do you do?					
36.	PLEASE PROVIDE SU INVOLVED	GGESTIONS FOR IN	GETTING COMMUN THE	ITY MEMBERS SFSP?		
37.	HOW MUCH OF THE OSFSP WAS NOT COVE EDUCATION SFSP FU PROVIDE PERCENTS AMOUNTS.	ERED BY THE PENINDING? IN THE F	NNSYLVANIA DEPAR PILOT, HALF WILL B	TMENT OF E ASKED TO		
	2005 2006					

38.		OU HAVE A BUDGET FOR MARKET I CHILDREN IN YOUR AREA?	ING TH	E SFSP	TO FAMIL	.IES
	No	o es (If yes, GO TO Q38A)				
	(38A)	HOW MUCH DID YOU ALLOCATE FO HALF WILL BE ASKED TO PROVIDE F ASKED TO PROVIDE DOLLAR AMOU 2004 2005 2006	PERCEN [®]			
39.		CH OF THE FOLLOWING CONTRIBUTE KETING EFFORTS? CHECK ALL THA	_	_		_
		Funding Sources for Marketing Costs	2006	2005	2004	
		My organization Partners (Specify) Partners (Specify) Individuals Other (specify)				
	*(39a	(If more than one funding source w show this source.) Which of the fun funds for your marketing efforts?				
40.	COM		JNDING	FROM	PRIVATE	
	Ye	es				

STAFF

41. THINKING ABOUT ALL OF THE PEOPLE, INCLUDING YOURSELF, WORKING TO ADMINISTER THE SUMMER FOOD SERVICE PROGRAM (SFSP), HOW MUCH TIME IS SPENT ON SFSP ACTIVITIES. IS THIS PAID TIME OR VOLUNTEER? USE THE FOLLOWING EXAMPLE AS A GUIDE.

	Amount	t of time		
Staff Position	During	Rest of	Paid	Volunteer
	Summer	Year		
Director	3/4 time	1 /4 time	✓	
Assistant	Full time	10 % time	✓	
Driver (to deliver food to sites)	1/2 time	No time		✓

42.	ARE YOU AWARE OF ANY OTHER PROGRAMS THAT OFFER SUMMER
	FOOD PROGRAMS FOR CHILDREN IN YOUR AREA, OTHER THAN THE
	SFSP?

	No Yes (If yes)
(42A)	APPROXIMATELY HOW MANY CHILDREN ATTEND THESE OTHER PROGRAMS EACH SUMMER?
(42B)	WHO DO THESE PROGRAMS TARGET? (E.G., ARE THEY ELEMENTARY AGE? MIGRANTS? DO THEY PROVIDE SPECIAL ARTS PROGRAMS? SPORTS PROGRAMS? RELIGIOUS PROGRAMS?)
(42C)	WHY DO YOU THINK THESE CHILDREN ATTEND THOSE PROGRAMS RATHER THAN THE SFSP?

Position:

Date: ____/2006