
APPENDIX K
TRAINING MODULE FOR SCHOOL LIAISON WHO WILL COMPLETE COMPETITIVE FOODS
CHECKLIST

School Nutrition Dietary Assessment Study IV
(OMB No.: 0584-0527)

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School Nutrition Dietary Assessment Study (SNDA-IV) Training

If you have any questions, call us toll free at (xxx) xxx-xxxx or
email akelly@mathematica-mpr.com

Your Role

- **Complete two forms for your school about:**
 - ◆ **Vending machines**
 - ◆ **Other sources of foods and beverages**
- **Complete both forms within one week of receiving this e-mail**
- **Fax completed forms back to Mathematica**

Goals Of This Training

- Introduce the two data collection forms
- Clarify the types of information to be collected
- Provide guidance about how to complete the forms



Please have the forms in front of you as you go through the rest of this document!

Vending Machine Form

Vending Machine Form

- **Collects information about every machine available to students during the school day (including before or after school), including:**
 - ◆ **Location**
 - ◆ **Type of machine**
 - ◆ **Capacity/size of machine**
 - ◆ **Contents (types of items available)**
- **Separate sections for:**
 - ◆ **Beverage machines**
 - ◆ **Snack machines**

Filling in the Form

Each column should contain information for only one vending machine

3. Capacity/Size → Count and enter the number of buttons <u>OR</u> front slots for each beverage machine						
If slots are not visible:	Enter # of selection buttons (not sold out)	6 5	6	6	6	6
	Enter # of buttons that are sold out	7 1	7	7	7	7
	Total # of buttons (available + sold out)	8 6	8	8	8	8
If slots are visible:	Enter # of front slots that are filled	9	9	9	9	9
	Enter # of front slots that are empty	10	10	10	10	10
	Total # of front slots (filled + empty)	11	11	11	11	11
4. Beverages → Enter the number of front slots/buttons for each item						
	Diet carbonated soft drink (diet soda/pop)	12 2	12	12	12	12
	Regular carbonated soft drink (regular soda/pop)	13 3	13	13	13	13
	Juice (100% fruit or vegetable juice)	14	14	14	14	14

Vending Machine Locations

For each machine, choose only ONE location:



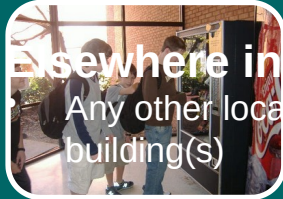
In Cafeteria

Includes the entire cafeteria area, including the serving lines and the seating/eating area



Outside but Near (within 20 feet) Cafeteria or Seating/Eating Area

Adjacent to the cafeteria area (within 20 feet) but outside of the cafeteria walls



Elsewhere in School Building(s)

Any other location that is accessible to students and inside the walls of the school building(s)



Outside School Building(s) but on School Grounds

Areas on school grounds, but outside of the walls of the building(s)

Vending Machine Type

(Use only for combination beverage and snack machines)

A. BEVERAGE MACHINES

1. **Machine Type** → Check here if machine contains beverages **AND** snacks

Beverage
Machine 1

1

2. **Location** → Check only one location for each beverage machine

In cafeteria (including seating/eating area)

2

Outside but near (within 20 feet) cafeteria or seating/eating area

3

Elsewhere in school building(s)

4

Outside school building(s), but on school grounds

5

Step 1:

In Section A (Beverage Machines), check the box for “Machine Type” to indicate that the machine includes both beverages and snacks. Then record information about the beverages in the machine.

Step 2:

In Section B (Snack Machines), check the box for “Machine Type” to indicate that the machine includes both beverages and snacks. Then record information about the snacks in the machine.

B. SNACK MACHINES

1. **Machine Type** → Check here if this is a continuation of a machine that also includes beverages

Snack
Machine 1

1

2. **Location** → Check only one location for each snack machine

In cafeteria (including seating/eating area)

2

Outside but near (within 20 feet) cafeteria or seating/eating area

3

Elsewhere in school building(s)

4

Outside school building(s), but on school grounds

5

Vending Machine Capacity/Size: If Slots Are Not Visible

are not visible, enter the number
of buttons **THAT ARE NOT SOLD OUT**

3. Capacity/Size → Count and enter the number of buttons <u>OR</u> front slots for each beverage machine		
If slots are not visible:	Enter # of selection buttons (not sold out)	6 8
	Enter # of buttons that are sold out	7 0
	Total # of buttons (available + sold out)	8 8
If slots are visible:	Enter # of front slots that are filled	9
	Enter # of front slots that are empty	10
	Total # of front slots (filled + empty)	11

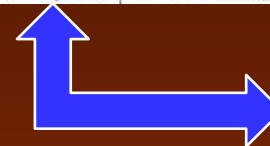


This machine has eight buttons.
None are sold out.

Vending Machine Capacity/Size: If Slots Are Visible

- Count the number of front slots that are filled
- Count the number of front slots that are empty
- Total the number of filled and empty slots

3. Capacity/Size → Count and enter the number of front slots <u>OR</u> buttons for each snack machine																
If slots are not visible:	Enter # of selection buttons (not sold out)	6			6			6			6			6		
	Enter # of buttons that are sold out	7			7			7			7			7		
	Total # of buttons (available + sold out)	8			8			8			8			8		
If slots are visible:	Enter # of front slots that are filled	9		9			9			9			9			
	Enter # of front slots that are empty	10			10			10			10			10		
	Total # of front slots (filled + empty)	11			11			11			11			11		



This machine has nine front slots. None of the front slots are empty.



Vending Machine Contents

- Record the number of slots (or buttons) dedicated to each type of food or beverage
- For machines with visible slots, base your counts on the item in the front slot
- If you observe any items that are not on the list, record them on the lines marked “Other (Specify)”

6. Other Foods →	Enter the number of front slots/buttons for each item	
Yogurt		36
Cheese		37
Frozen fruit bars/popsicles		38
Milkshakes/smoothies/yogurt drinks		39
Low-fat/reduced-fat ice cream/frozen yogurt/sherbet		40
Regular ice cream/frozen yogurt/sherbet		41
Dried fruit		42
Canned fruit		43
Fresh fruit		44
Vegetables		45
Other (Specify) <u>Jello</u>		46 <u>1</u>

Example #1 - Beverages

4. Beverages → Enter the number of front slots/buttons for each item

Diet carbonated soft drink (diet soda/pop)

Regular carbonated soft drink (regular soda/pop)

Juice (100% fruit or vegetable juice)

Juice drinks and other sweetened drinks (such as cranberry drink, fruit blends, Hi-C, lemonade, punch, iced tea)

Energy and sports drinks (such as Gatorade, PowerAde, Red Bull, vitamin water)

Bottled water (plain, flavored, or sparkling)

Hot or cold chocolate drinks (such as yoo-hoo; NOT chocolate milk)

Flavored milk (such as chocolate, strawberry)

Whole or reduced fat (2%) white milk

Low-fat (1%) white milk

Fat-free/skim white milk

Other (Specify) _____

Other (Specify) _____

12	
13	4
14	1
15	
16	
17	1
18	
19	
20	
21	
22	
23	
24	



Example #2 - Snacks

4. Snacks	→ Enter the number of front slots/buttons for each item
Low-fat /reduced-fat/baked chips (such as corn, potato, puffed cheese, tortilla, or snack mixes)	12 1
Regular chips (such as corn, potato, puffed cheese, tortilla, or snack mixes)	13 3
Pretzels	14 1
Popcorn	15
Cracker sandwiches with cheese or peanut butter	16
Other types of crackers (including animal crackers)	17
Low-fat /reduced-fat granola, cereal, or energy bars	18
Regular granola, cereal, or energy bars	19
Crispy rice bars/treats	20
Candy	21 3
Gum	22
Nuts and/or seeds (such as almonds, peanuts, sunflower seeds or trail mix)	23
Fruit snacks (such as Fruit Roll-Ups or fruit leather)	24
Meat snacks (such as jerky or pork rinds)	25
Other (specify) _____	26



Other Sources of Foods/Beverages Form

Other Sources of Foods/Beverages Form

- Documents the availability of:
 - ◆ School stores
 - ◆ Snack bars outside the cafeteria
 - ◆ Food carts/kiosks outside the cafeteria
 - ◆ Fundraisers
 - ◆ Other sources
- For each available source, documents:
 - ◆ Location(s)
 - ◆ Types of items available

Other Sources of Foods/Beverages Form

- Do NOT include foods or beverages from these sources on this form:
 - ◆ Vending machines
 - ◆ Cafeteria
 - ◆ Kiosks, tables or other venues used to distribute free fruits and vegetables through USDA's Fresh Fruit and Vegetable Program
 - We will alert you if your school participates in this program

Filling in the Form

Note that the column headings on this form refer to specific types of food sources, not individual vending machines

	School Store	Snack Bar	Food Cart/Kiosk	Fundraiser	Other (Specify)
	Sells items in addition to foods/beverages; does not prepare or heat food	Sells only foods/beverages; prepares/heats some foods	Sells only foods/beverages; does not prepare or heat foods to order	Bake sale, candy drive, special pizza day, etc.	
3. Snacks → Check items available from each source					
Low-fat /reduced-fat/baked chips (such as corn, potato, puffed cheese, tortilla, or snack mixes)	18 <input checked="" type="checkbox"/>	18 <input type="checkbox"/>	18 <input type="checkbox"/>	18 <input type="checkbox"/>	18 <input type="checkbox"/>
Regular chips (such as corn, potato, puffed cheese, tortilla, or snack mixes)	19 <input checked="" type="checkbox"/>	19 <input type="checkbox"/>			19 <input type="checkbox"/>
Pretzels	20 <input checked="" type="checkbox"/>				20 <input type="checkbox"/>
Popcorn	21 <input type="checkbox"/>	21 <input type="checkbox"/>			21 <input type="checkbox"/>
Cracker sandwiches with cheese or peanut butter	22 <input checked="" type="checkbox"/>	22 <input type="checkbox"/>			22 <input type="checkbox"/>
Other types of crackers (including animal crackers)	23 <input type="checkbox"/>	23 <input type="checkbox"/>	23 <input type="checkbox"/>	23 <input type="checkbox"/>	23 <input type="checkbox"/>

Also note that you do not need to enter counts, simply check the box if the item is available

Other Food Source Locations



School Store

- Sells other items in addition to food and beverages
- Does not prepare or heat food
- May be located in the cafeteria



Snack Bar

- Sells only food and beverages
- Prepares or heats some foods
- Includes canteens and cafes
- Located outside of the cafeteria



Food Cart/Kiosk

- Contains only food and beverages
- Does not prepare or heat foods to order
- Contains already prepared and pre-packaged food
- Located outside of the cafeteria



Fundraisers

- Includes bake sales, candy drives, or other sales that raise money for special school needs or charity
- May be sold inside of the cafeteria

Before You Return Your Forms

B. SNACK MACHINES

1. Machine Type → Check here if this is a continuation of a machine that also includes beverages

2. Location → Check only one location for each snack machine

In cafeteria (including seating/eating area)

Outside but near (within 20 feet) cafeteria or seating/eating area

Elsewhere in school building(s)

Outside school building(s), but on school grounds

3. Capacity/Size → Count and enter the number of front slots OR buttons for each snack machine

If slots are not visible:

Enter # of selection buttons (not sold out) 6 |

Enter # of buttons that are sold out 7 |

Total # of buttons (available + sold out) 8 |

If slots are visible:

Enter # of front slots that are filled 9 |

Enter # of front slots that are empty 10 |

Total # of front slots (filled + empty) 11 | 10

4. Snacks → Enter the number of front slots/buttons for each item

Low-fat /reduced-fat/baked chips (such as corn, potato, puffed cheese, tortilla, or snack mixes) 12 |

Regular chips (such as corn, potato, puffed cheese, tortilla, or snack mixes) 13 | 3

Pretzels 14 | 1

Popcorn 15 |

Cracker sandwiches with cheese or peanut butter 16 | 1

Other types of crackers 17 |

Low-fat /reduced-fat granola 18 |

Regular granola, cereal, 19 |

Crispy rice bars/treats 20 |

Candy 21 | 2

Gum 22 | 1

Nuts and/or seeds (such as almonds, peanuts, sunflower seeds or trail mix) 23 |

Fruit snacks (such as Fruit Roll-Ups or fruit leather) 24 |

Meat snacks (such as jerky or pork rinds) 25 |

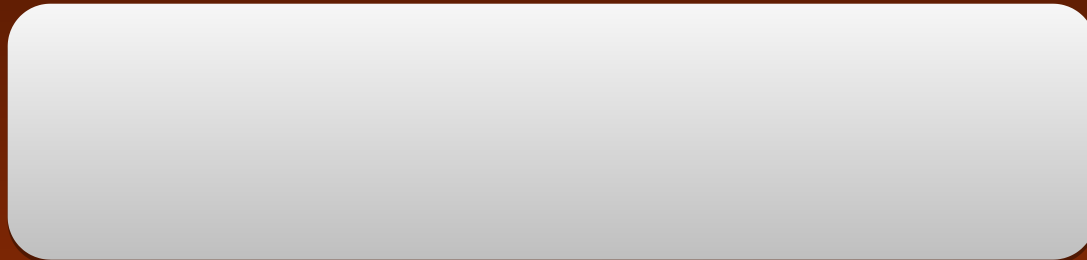
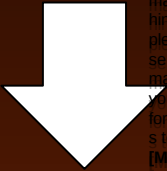
Other (specify) Jello 26 | 1

$3+1+1+2+1+1=9$

- ✓ Carefully review all of your entries on both forms to be sure they are complete and accurate
- ✓ Check that the sum of ALL items in each vending machine matches your entry for the “# of selection buttons (not sold out)” or your entry for the “# of front slots that are filled”
- ✓ Be sure you have filled in your name and other important contact information

Returning Your Completed Forms

If you did not have access to a fax machine, please mail your forms to:
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Thank you very much!

Please allow 4 weeks from the date we receive your forms to receive your payment