

APPENDIX L

FREQUENTLY ASKED QUESTIONS FOR COMPETITIVE FOODS CHECKLIST

**School Nutrition Dietary
Assessment Study IV**

(OMB No.: 0584-0527)

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FREQUENTLY ASKED QUESTIONS

What if my school does not have any vending machines or other food sources?

It is important that we have a record of all the schools included in the study. Even if you have no vending machines or other food sources to report on, please complete each form by filling in the top part of the form with information about yourself and the school name, and checking off “No” in the box on the front page. Fax the entire form back to us at (609) 799-0005.

What if I can't complete these forms in the week you have specified?

Please call Annalee Kelly at (609) 799-3535 or email akelly@mathematica-mpr.com to let us know when we should expect the returned forms.

What if a food item could be counted or checked in more than one category?

It is important not to count or check the same item in more than one place on the forms. Try to determine which category most closely describes the item and use that one. If you are unsure how to classify an item, put it in one of the ‘other’ spaces and specify what the item is.

What if I can't tell which category to put a food or beverage in?

Some items might not clearly fit into one of the listed categories, especially if you can't see the label. In these cases, use one of the ‘other’ spaces and specify what the item is.

What exactly should be counted in vending machines?

We are interested in knowing how many different selections can be made from a vending machine, even if some of those selections are for the same item. So, for a vending machine where you can see the items offered, you should count the “slots” holding the items. If the same cookies are in three different slots, each would be counted separately, since there are three different selections that will each get you cookies. Your counts should be based on the item that is in the *front* position of a slot. Do not count items behind the front position of a slot, regardless of whether these items are the same or different from what is in the front position. If a slot has no items at all or no item in the front position, it should be counted as empty.

For vending machines where you cannot see the items or their slots, you should count the buttons used to select the items instead. Each button should be counted separately, even if more than one button purchases the same item. If a button is marked as sold-out, it should be counted the same as an empty slot, and not counted on the form as an available item.

What if there is more than one of the same vending machine?

It is important that *every* vending machine available to students during the school day be reported separately. Some machines may be identical. But others may have subtle differences. For instance, one may be inside the cafeteria, while the other is just outside the cafeteria. Or one “Coke machine” might have two juice selections while another has only one and an empty slot.

What if a vending machine is out of order, is awaiting restocking, or has some other unusual circumstance?

Please call Annalee Kelly at (609) 799-3535 or email akelly@mathematica-mpr.com to explain the situation and we will instruct you on how to proceed.

How can I tell the difference between a school store, snack bar, food cart/kiosk and fundraiser?

School Store: Sells pre-prepared or packaged food and beverages, as well as non-food items (like school supplies), but does not prepare or heat food; could be anywhere in the school, including within the cafeteria (or eating and seating area), but would still be run separately from the regular school food service.

Snack Bar: Prepares and/or heats foods to order (for example, sandwiches, hot dogs, French fries, etc.) separate from the regular cafeteria or food service area; located outside of the cafeteria (or eating and seating area); may include cafes, canteens, or concession stands.

Food Cart/Kiosk: Sells only pre-prepared or packaged food and beverages; does not prepare or heat foods to order or sell non-food items; located outside of the school cafeteria (or eating and seating area).

Fundraiser: Includes special sales such as bake sales, candy drives, or special pizza day to raise money for charity, field trips, band uniforms, or sending school teams to competitions.

If you are unsure of how to categorize a food or beverage source, please call Annalee Kelly at (609) 799-3535.

What if there is more than one food cart, snack bar, school store, or fundraiser?

In these situations, the form should be completed to include all items available from a given type of source, for example, all the items available from any of the food carts.

What if there was a recent fundraiser or bake sale, or one is coming up soon?

Only food sources that are available on the day you complete the forms should be included. Recent or future sources should not be included on the form.

Where will my check be sent?

Your check will be sent to your attention at the school. Please note that it does take several weeks to process after we receive your completed forms. If for some reason you want your check sent to a different location, please contact us with that information.

Who can I contact if I have other questions about these forms?

If you have any questions about completing or returning the forms, please call Annalee Kelly at (609) 799-3535 or email akelly@mathematica-mpr.com.