

Nutrition Services District Questionnaire

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§
**School Health Policies and Practices Study 2012
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Nutrition Services District Questionnaire

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Special Instructions

NOTE: THROUGHOUT THIS QUESTIONNAIRE, TEXT THAT APPEARS IN ALL CAPITAL LETTERS WILL NOT BE READ ALOUD TO RESPONDENTS.

THIS QUESTIONNAIRE WILL BE ADMINISTERED USING COMPUTER ASSISTED TELEPHONE INTERVIEW TECHNOLOGY. THE INTERVIEWER WILL READ THE QUESTIONS ALOUD AND TYPE RESPONSES TO THE QUESTIONS INTO THE COMPUTER. THE INTERVIEW PROGRAM WILL 1) DISPLAY THE CORRECT TENSE OF VERBS, 2) PROVIDE ALTERNATE ANSWERS TO QUESTIONS (E.G., NOT APPLICABLE, “I DON’T KNOW”), 3) NAVIGATE COMPLEX SKIP PATTERNS, AND 4) PERFORM OTHER USEFUL FUNCTIONS. THE PROGRAMMING SPECIFICATIONS FOR THE INTERVIEW ARE NOT INCLUDED IN THIS PRINTED VERSION OF THE QUESTIONNAIRE.

1. This questionnaire focuses on your district’s policies and practices regarding nutrition services.
2. For the purposes of this questionnaire, “policy” means any law, rule, regulation, administrative order, or similar kind of mandate issued by the local school board or other local agency with authority over schools in your district. SHPPS is most interested in what is required by the district, not what is recommended or contained in non-binding guidance documents, unless the question specifically asks about recommendations.
3. If a district policy is worded in such a way that it requires schools to develop and adopt their own policies on a given topic, for the purpose of this questionnaire please consider it the same as a district-wide requirement.
4. Districts may sometimes grant policy exceptions or waivers, but please answer each question based on what is considered the general policy and standard practice.
5. Please do not consider school practices or policies when answering the questions. This information is gathered during data collection from schools across the country.

Menu Planning and Food Ordering

The first set of questions ask about the menu planning and food ordering process in your district.

1. Does your district nutrition services program have primary responsibility for planning the menus for meals at any schools in your district?
Yes.....1
No.....2 →SKIP TO Q5

2. Which one of the following menu planning techniques does your district use to plan the menus for school meals?
Traditional Food-based Menu Planning.....1
Enhanced Food-based Menu Planning2
Nutrient Standard Menu Planning or Assisted
Nutrient Standard Menu Planning.....3 →SKIP TO Q4
Some other approach.....4

3. Does your district typically or routinely use a computer to analyze the nutritional content of the school menus?
Yes.....1
No.....2 →SKIP TO Q5

4. When analyzing the nutritional content of foods served, is a weighted nutrient analysis used?
Yes.....1
No.....2

5. Does your district nutrition services program have primary responsibility for deciding which foods to order for any schools in your district?
Yes.....1
No.....2 →SKIP TO THE
INTRODUCTION TO Q8

6. Does your district purchase foods from local or regional growers?

Yes.....1

No.....2

7. Do your district's food procurement contracts specifically address...

Yes No

a.....Food safety?.....1 2

b.....Hazard Analysis and Critical Control Points (HACCP)?

1.....2

c.....Nutritional standards for a la carte foods?.....

.....2

d.....Preference for locally or regionally grown foods?

1.....2

e.....Cooking methods for precooked items,
for example baked instead of deep fried?.....1.....2

Food Preparation

The next questions ask about the food preparation process.

The first question asks about cooking food. Please think about the actual cooking of the food, not just the reheating of food that was previously prepared.

8. Does your district nutrition services program have primary responsibility for cooking foods for schools in your district, for example in a central kitchen?

Yes.....1

No.....2

→SKIP TO THE
INTRODUCTION TO Q14

The next questions ask about substituting one type of ingredient for another.

9. During the past 30 days, when preparing food for schools in your district, how often...

	Never	Rarely	Some- times	Almost Always or Always
a.....Were non-stick spray or pan liners used instead of grease or oil?.....	1.....	2.....	3.....	4.....
b.....Was vegetable oil used instead of shortening, butter, or margarine?.....	1.....	2.....	3.....	4.....
c.....Were part-skim or low-fat cheese used instead of regular cheese?.....	1.....	2.....	3.....	4.....
d.....Were skim, low-fat, soy, or nonfat dry milk used instead of whole milk?.....	1.....	2.....	3.....	4.....
e.....Were ground turkey or lean ground beef used instead of regular ground beef?.....	1.....	2.....	3.....	4.....
f.....Were cooked dried beans, canned beans, soy products, or other meat extenders used instead of meat?.....	1.....	2.....	3.....	4.....
g.....Were fresh or frozen vegetables used instead of canned?.....	1.....	2.....	3.....	4.....
h.....Were low-sodium canned vegetables used instead of regular canned vegetables?.....	1.....	2.....	3.....	4.....

(Q9 continued)

Food Preparation

	Never	Rarely	Some- times	Almost Always or Always
i.....Were other seasonings used instead of salt?.....	1.....	2.....	3.....	4
j.....Were low-fat or nonfat yogurt, mayonnaise, or sour cream used instead of regular mayonnaise, sour cream, or creamy salad dressings?.....	1.....	2.....	3.....	4

The next questions ask about reducing the amount of an ingredient rather than replacing it with another ingredient.

10. During the past 30 days, when preparing foods for schools in your district, how often was...

	Never	Rarely	Some- times	Almost Always or Always
a. The amount of sugar called for in recipes reduced or were low-sugar recipes used?.....	1.....	2.....	3.....	4
b.....The amount of fats and oils called for in recipes reduced or were low-fat recipes used?.....	1.....	2.....	3.....	4
c.....The amount of salt called for in recipes reduced or were low-sodium recipes used?.....	1.....	2.....	3.....	4

There are several ways to reduce fat when preparing meat and poultry. The next question asks about techniques that may have been used when preparing food for schools in your district.

11. During the past 30 days, how often was...

	Never	Rarely	Some- times	Almost Always or Always
a. Meat roasted, baked, or broiled rather than fried?.....	1.....	2.....	3.....	4.....
b. Meat or poultry roasted on a rack so fat would drain?.....	1.....	2.....	3.....	4.....
c. Fat drained from browned meat?.....	1.....	2.....	3.....	4.....
d. Fat trimmed from meat or lean meat used?.....	1.....	2.....	3.....	4.....
e. Skin removed from poultry or skinless poultry used?.....	1.....	2.....	3.....	4.....
f. Solid fat spooned from chilled meat or poultry broth?.....	1.....	2.....	3.....	4.....
g. Fat skimmed off warm broth, soup, stew, or gravy?.....	1.....	2.....	3.....	4.....

There are several ways to reduce fat when preparing vegetables. The next question asks about techniques that may have been used when preparing vegetables for schools in your district.

12. During the past 30 days, how often were...

	Never	Rarely	Some- times	Almost Always or Always
a. Potatoes boiled, mashed, or baked, rather than fried or deep fried?.....	1.....	2.....	3.....	4.....
b.....Other vegetables steamed or baked?.....	2.....	3.....	4.....	
c.....Vegetables prepared without using butter, margarine, or a cheese or creamy sauce?.....	1.....	2.....	3.....	4.....

HACCP-based recipes are those that include critical control points, such as cooking, and associated critical limits, such as time and temperature, in their directions. They are designed to reduce the risk of food contamination and bacterial growth that could lead to foodborne illness. For example, HACCP-based recipe directions might read, “Cook the chicken to at least 165 degrees Fahrenheit for at least 15 seconds.”

13. During the past 30 days, how often did your district use Hazard Analysis and Critical Control Points (HACCP) -based recipes?

- Never.....1
- Rarely.....2
- Sometimes.....3
- Almost always or always.....4

Collaboration

The next question asks about district participation in a farm-to-school program. A farm-to-school program connects schools and local farms, with the objectives of serving local and healthy foods in school cafeterias or classrooms while supporting small- and medium-sized local and regional farmers.

14. Does your district participate in a farm-to-school program?

Yes.....1

No.....2

The next questions ask about collaboration on nutrition services activities with other district-level staff and outside organizations.

15. During the past 12 months, have district-level nutrition services staff worked on school nutrition services activities with district-level...

	Yes	No	District does not have staff in this area
a.....Health education staff?.....1.....2 3			
b.....Physical education staff?...1.....2 3			
c.....Health services staff?.....1.....2 3			
d.....Mental health or social services staff?.....			
2.....3			

16. During the past 12 months, have district nutrition services staff worked on school nutrition services or nutrition activities with staff from...

	Yes	No
a.....A county cooperative extension office?.....		
.....2		
b.....A local health department?.....		
.....2		
c.....A local hospital?...1	2	
d.....A local mental health or social services agency?		
1.....2		
e.....Alliance for a Healthier Generation?.....		
.....2		
f.....A health organization, such as the American Heart Association or the American Cancer Society?.....1.....2		
g.....A food commodity organization, such as the Dairy Council or produce growers association?.....1.....2		
h.....A non-governmental organization promoting farm-to-school programs, such as the National Farm-to-School Network?.....1.....2		
i.....A local college or university?.....		
.....2		
j.....A local business?...1	2	
k.....A local youth organization, such as the Boys and Girls Clubs?		
1.....2		
l.....A local service club, such as the Rotary Club?		
1.....2		

Promotion

The next set of questions ask about activities that your district might do to promote school nutrition services among students and their families.

17. During the past 12 months, has your district provided...

- | | Yes | No |
|---|--------|----|
| a.....Menus to students?..... | 1 | 2 |
| b.....Students with information on the nutrition and caloric content of foods available to them?..... | 1..... | 2 |

18. During the past 12 months, has your district provided...

- | | Yes | No |
|---|--------|-------|
| a.....Menus to families of all students?..... | | |
| b.....Families of all the students with information on the nutrition and caloric content of foods available to students?..... | 1..... | 2 |
| c.....Families of all students with information on the school nutrition services program?..... | 1..... | 2 |

19. During the past 12 months, has your district provided ideas...

- | | Yes | No |
|--|--------|-------|
| a.....On how to involve school nutrition services staff in classrooms?..... | 1..... | 2 |
| b.....On how to use the cafeteria as a place where students might learn about food safety, food preparation, or other nutrition-related topics?..... | 1..... | 2 |
| c.....For nutrition-related special events?..... | | |

20. During the past 12 months, has your district provided assistance to schools in planning menus for students...

- | | Yes | No |
|--|--------|----|
| a.....With food allergies?..... | 1 | 2 |
| b.....With chronic health conditions that require dietary modification, such as diabetes?..... | 1..... | 2 |
| c.....Who are vegetarians?..... | 1 | 2 |

Evaluation

The next questions ask about different aspects of the school nutrition services program that might have been evaluated during the past two years.

21. During the past two years, has your district evaluated each of the following aspects of the nutrition services program?

	Yes	No	NA
a.....Staff compliance with government regulations and recommendations, such as requirement to serve milk?.....	1.....	2	
b.....The number of students participating in the nutrition services program.....	1.....	2	
c.....The nutritional quality of school meals.....		2	
d.....The amount of plate waste.....		2	
e.....Professional development or in-service programs for nutrition services staff.....	1.....	2.....	3
f.....Food safety procedures.....		2	

District Wellness Policy

The Child Nutrition and WIC Reauthorization Act of 2004 requires school districts participating in federally subsidized child nutrition programs (e.g., National School Lunch Program or School Breakfast Program) to establish a local wellness policy. The next questions ask about your district's wellness policy.

22. How often is your district's wellness policy reviewed or revised?

- Every year.....1
- Every 2 to 3 years.....2
- Every 4 to 5 years.....3
- More than every 5 years.....4
- As needed.....5
- Other time frame.....6
- Never.....7

23. Who is responsible for ensuring compliance with your district's wellness policy?

- No single individual is responsible.....1
- Superintendent.....2
- Assistant superintendent.....3
- Other district-level staff member.....4
- A school administrator.....5
- A school-level faculty or staff member.....6

24. What groups are involved in the review or revision of your district's wellness policy?
MARK ALL THAT APPLY.

- Students.....1
- Families.....2
- Representatives of the school food authority.....3
- School board members.....4
- School administrators.....5
- Community members.....6
- None of these.....7

25. How often is your district’s wellness policy evaluated or assessed? Such an evaluation or assessment might use the WellSAT, a state-or district-developed assessment tool, or another assessment tool.

- Every year.....1
- Every 2 to 3 years.....2
- Every 4 to 5 years.....3
- More than every 5 years.....4
- As needed.....5
- Other time frame.....6
- Never.....7 →SKIP TO Q27

26. The last time your district’s wellness policy was evaluated or assessed, did you make the results of the evaluation or assessment available to the public, for example by posting it on a Web site?

- Yes.....1
- No.....2

27. Does your district require schools to report on each of the following types of information regarding the implementation of local wellness policies?

- | | Yes | No |
|---|------------|-----------|
| a.....Rates of student participation in the school meal programs | | |
| 1..... | 1 | 2 |
| b.....Revenue from sales of food and beverages from school-sponsored fundraisers, vending machines, school stores, or a la carte lines in the school cafeteria..... | 1 | 2 |

Staffing and Professional Development

The next questions ask about about staffing and professional development for nutrition services staff.

28. Based on policies adopted by your district, what is the minimum level of education required for a newly hired district food service director (school food authority director)?

High school diploma or GED.....1
 Associate’s degree in nutrition
 or a related field.....2
 Undergraduate degree in nutrition
 or a related field.....3
 Graduate degree in nutrition
 or a related field.....4
 Specific education requirements
 are not described.....5

29. Based on policies adopted by your district, is a newly hired district food service director (school food authority director) required to have...

	Yes	No
a.....A Registered Dietitian (RD) credential from the American Dietetic Association?.....1.....2		
b.....A School Nutrition Specialist credential from the School Nutrition Association?.....1.....2		
c.....A School Nutrition Association certification? (Certification could include Level 1, Level 2, Level 3, or Trainer.).....1.....2		
d.....Successfully completed a school nutrition services training program provided or sponsored by the state?.....1.....2		
e.....A food safety certification?.....2		

30. Has your district adopted a policy stating that a newly hired district food service director (school food authority director) will be certified, licensed, or endorsed by the state?

Yes.....1
 No.....2

State does not certify, license, or endorse
district food service directors
(school food authority directors).....3

31. Has your district adopted a policy stating that each school will have someone to oversee or coordinate nutrition services at the school, such as a school food service manager?

Yes.....1

No.....2

32. Based on policies adopted by your district, what is the minimum level of education required for a newly hired school food service manager?

High school diploma or GED.....1

Associate's degree in nutrition
or a related field.....2

Undergraduate degree in nutrition
or a related field.....3

Graduate degree in nutrition
or a related field.....4

Specific education requirements
are not described.....5

33. Based on policies adopted by your district, is a newly hired school food service manager required to have...

Yes No

a.....A Registered Dietitian (RD) credential
from the American Dietetic Association?.....1.....2

b.....A School Nutrition Specialist credential
from the School Nutrition Association?.....1.....2

c.....A School Nutrition Association certification?
(Certification could include Level 1, Level 2,
Level 3, or Trainer.).....1.....2

d.....Successfully completed a school nutrition services
training program provided or sponsored by the state?.....1.....2

e.....A food safety certification?.....
.....2

34. Has your district adopted a policy stating that a newly hired school food service manager will be certified, licensed, or endorsed by the state?

Yes..... 1

No.....2

State does not certify, license, or endorse school food service managers.....3

The next questions are about professional development, which might include workshops, conferences, continuing education, graduate courses, or any other kind of in-service.

35. During the past two years, has your district provided funding for or offered professional development to nutrition services staff on...

	Yes	No
a.....Menu planning for healthy meals?.....		
.....	2	
b.....Cultural diversity in meal planning?.....		
.....	2	
c.....Implementing the Dietary Guidelines for Americans in school meals?.....	1.....	2
d.....Using the cafeteria for nutrition education?.....	1.....	2
e.....Nutrition services for students with special dietary needs?.....	1.....	2
f.....Selecting and ordering food?.....		2
g.....Healthy food preparation methods?.....		2
h.....Increasing the percentage of students participating in school meals?.....	1.....	2
i.....Making school meals more appealing?.....		2
j.....Customer service?.....	1	2
k.....Competitive food policies to create a healthy food environment?.....	1.....	2

Staffing and Professional Development

l.....	Financial management?.....		
		1	2
m.....	Personnel management?.....		
		1	2
n.....	Facility design and layout, including equipment selection?		
1.....		1	2
o.....	Food safety?.....	1	2
p.....	Procedures for handling severe food allergy reactions?		
1.....		1	2

(Q35continued)

		Yes	No
q.....	Food preparation methods for students with food allergies?		
1.....		1	2
r.....	Using Hazard Analysis and Critical Control Points (HACCP)?		
1.....		1	2
s.....	Procedures for responding to food recalls?		
		1	2
t.....	Personal safety for nutrition services staff?		
		1	2
u.....	Implementing local wellness policies?.....		
		1	2
v.....	Promoting locally or regionally grown produce?		
1.....		1	2
w.....	Sourcing foods locally or regionally?.....	1	2
		1	2
x.....	Using produce from school gardens?.....		
		1	2
y.....	Skills to prepare fresh fruits and vegetables?		
		1	2

Nutrition Services and Child Nutrition Requirements and Recommendations

The next section asks about nutrition services and child nutrition requirements and recommendations.

36. Has your district adopted a policy stating that schools will offer breakfast to students?
- Yes, all schools.....1
- Yes, some categories of schools,
such as those with a certain percentage
of students eligible for free or
reduced-price meals.....2
- No.....3
37. Has your district adopted a policy stating that schools will encourage breakfast consumption by allowing students to eat in locations other than the cafeteria, such as the school bus or classroom?
- Yes.....1
- No.....2
38. Does your district require or recommend a minimum amount of time students will be given to eat breakfast once they are seated?
- Require.....1
- Recommend.....2
- Neither.....3
39. Does your district require or recommend that schools offer students whole grain foods each day for breakfast?
- Require.....1
- Recommend.....2
- Neither.....3

Nutrition Services and Child Nutrition Requirements
and Recommendations

40. Has your district adopted a policy stating that schools will offer lunch to students?

Yes.....1

No.....2

41. Does your district require or recommend that schools offer students a choice between the following items each day for lunch?

Require Recommend Neither

a. 2 or more different entrees or main courses.....1.....2.....3

b.....2 or more different non-fried vegetables.....
2.....3

c.....2 or more different fruits or types
of 100% fruit juice.....1.....2.....3

42. Does your district require or recommend that schools offer a vegetarian entrée or main course each day for lunch?

Require.....1

Recommend.....2

Neither.....3

43. Does your district require or recommend that schools offer students whole grain foods each day for lunch?

Require.....1

Recommend.....2

Neither.....3

Nutrition Services and Child Nutrition Requirements and Recommendations

The next question asks about the availability of junk foods in schools. Junk foods are foods or beverages that have low nutrient density, that is, they provide calories primarily through fats or added sugars and have minimal amounts of vitamins and minerals.

44. Does your district require or recommend that schools be prohibited from offering junk foods...

	Require	Recommend	Neither
a. A la carte during breakfast or lunch periods?.....	1.....	2.....	3
d.....At student parties?.....	1.....	2	3
e.....In after-school or extended day programs?.....	1.....	2.....	3
f.....At staff meetings?.....	1.....	2	3
g.....At meetings attended by students' family members?.....	1.....	2.....	3
h.....In school stores, canteens, or snack bars?.....	1.....	2.....	3
i.....In vending machines?....	1.....	2	3
j.....At concession stands?....	1.....	2	3

45. Does your district require or recommend that schools make fruits or vegetables available to students whenever other food is offered or sold, for example at student parties or in school stores?

Require.....	1
Recommend.....	2
Neither.....	3

46. Does your district require or recommend that schools make whole grain foods available to students whenever other food is offered or sold, for example at student parties or in school stores?

Require.....	1
Recommend.....	2
Neither.....	3

Nutrition Services and Child Nutrition Requirements and Recommendations

47. Does your district require or recommend that schools make healthful beverages such as water or low-fat milk available to students whenever other beverages are offered or sold, for example at student parties or in school stores?
- Require.....1
Recommend.....2
Neither.....3
48. Does your district require or recommend that schools restrict the availability of deep fried foods?
- Require.....1
Recommend.....2
Neither.....3
49. Does your district require or recommend that schools restrict the times during the day that soda pop, sports drinks, or fruit drinks that are not 100% juice can be sold in any venue?
- Require.....1
Recommend.....2
Neither.....3
50. Does your district require or recommend that schools restrict the times during the day that junk foods can be sold in any venue?
- Require.....1
Recommend.....2
Neither.....3
51. Does your district require or recommend that schools prohibit junk foods from being sold for fundraising purposes?
- Require.....1
Recommend.....2
Neither.....3

Nutrition Services and Child Nutrition Requirements and Recommendations

52. Does your district require or recommend that schools prohibit brand-name fast foods, for example Pizza Hut or Taco Bell, from being offered as part of school meals or as a la carte items?

- Require.....1
- Recommend.....2
- Neither.....3

53. Does your district require or recommend that schools intentionally price nutritious foods such as fruits, vegetables, and whole grain foods at a lower cost than junk food?

- Require.....1
- Recommend.....2
- Neither.....3

54. Does your district require or recommend that schools intentionally price healthful beverages such as water at a lower cost than sugar-sweetened beverages?

- Require.....1
- Recommend.....2
- Neither.....3

55. Does your district require or recommend that schools have written plans for...

Require Recommend Neither

- a. Implementation of a risk-based approach to food safety, for example a HACCP-based program?.....1.....2.....3
- k.....Feeding students with severe food allergies?.....1.....2.....3

56. Does your district require or recommend that school nutrition services programs have a written plan for feeding students who rely on the school meal programs in the event of an unplanned school dismissal or school closure?

- Yes.....1
- No.....2

Nutrition Services and Child Nutrition Requirements
and Recommendations

57. Has your district adopted a policy prohibiting schools from using food or food coupons as a reward for good behavior or good academic performance?

Yes.....1 →SKIP TO Q59

No.....2

58. Does your district discourage schools from using food or food coupons as a reward for good behavior or good academic performance?

Yes.....1

No.....2

59. Has your district adopted a policy prohibiting schools from withholding food or restricting the types of foods available as a form of punishment?

Yes.....1 →SKIP TO Q61

No.....2

60. Does your district discourage schools from withholding food or restricting the types of foods available as a form of punishment?

Yes.....1

No.....2

District Food Service Director

61. Who operates the nutrition services program for the district?

School district.....1

Food service management company.....2

Other.....3

62. Currently, does someone in your district oversee or coordinate nutrition services, such as a district food service director (school food authority director)?

Yes.....1

No.....2

→ That is the last question.
Thank you very much for taking
the time to complete this
questionnaire.

63. Are you this person?

Yes.....1

No.....2

→ That is the last question.
Thank you very much for taking
the time to complete this
questionnaire.

64. Who do you work for?

MARK ALL THAT APPLY

School district.....1

Food service management company.....2

Other.....3

The last questions ask about your educational background.

65. Do you have an undergraduate degree?
- Yes.....1
- No.....2 →SKIP TO Q71
66. What did you major in?
MARK ALL THAT APPLY
- Business.....1
- Education.....2
- Food service administration
or management.....3
- Home economics or family
and consumer sciences.....4
- Nutrition or dietetics.....5
- Other (Specify).....6
67. Did you have an undergraduate minor?
- Yes.....1
- No.....2 →SKIP TO Q69
68. What did you minor in?
MARK ALL THAT APPLY
- Business.....1
- Education.....2
- Food service administration
or management.....3
- Home economics or family
and consumer sciences.....4
- Nutrition or dietetics.....5
- Other (Specify).....6

69. Do you have a graduate degree?
- Yes.....1
- No.....2 →SKIP TO Q71
70. In what area or areas?
MARK ALL THAT APPLY
- Business.....1
- Education.....2
- Food service administration
or management.....3
- Home economics or family
and consumer sciences.....4
- Nutrition or dietetics.....5
- Other (Specify).....6
71. Do you have a School Nutrition Specialist credential from the School Nutrition Association?
- Yes.....1
- No.....2
72. Do you have a School Nutrition Association certification? (Certification could include Level 1, Level 2, Level 3, or Trainer.)
- Yes.....1
- No.....2
73. Do you have a Registered Dietitian (RD) credential from the American Dietetic Association?
- Yes.....1
- No.....2
74. Are you a certified dietary manager?
- Yes.....1
- No.....2

75. Are you a certified food safety manager?

Yes.....1

No.....2

76. Do you have any other nutrition services certifications from a state agency or state-level professional group?

Yes (Specify).....1

No.....2

Thank you very much for taking the time to participate in this study.

If you would like more information about this study or would like clarification of any questions in this questionnaire, please call 800-287-1815.