

**SEBTC EVALUATION
July 2011 Site Visits
SFSP Sponsor Interview**

INTRODUCTION

My name is [X], from [Abt Associates/Mathematica Policy Research].

As you may know, Abt and Mathematica are working together to evaluate the Summer EBT for Children demonstrations for the Food and Nutrition Service of USDA. My colleagues and I are visiting each of the five sites and collecting information from a wide range of stakeholders involved in the demonstration in order to learn about the process of implementation, the challenges you encountered, and lessons learned. I want to start by thanking you for taking time to speak with us today. Your perspective and insights on these issues are very helpful.

For stakeholders not receiving grant funds: Your participation is voluntary, and your responses will be kept confidential to the extent provided by law. You may refuse to answer any question and may stop the interview at any time.

Our reports to FNS will describe the range of responses expressed by staff, and may list the names of agencies and partners who contributed information, but we will not quote you or anyone by name or title. However, because of the relatively small number of organizations participating in the study, there is a possibility that a response could be correctly attributed to you.

I expect our conversation will take approximately [XX] minutes.

[OPTIONAL IF INTERVIEWER CHOOSES TO RECORD:] I want to be sure I am keeping track of everything you are saying. May I record our discussion so that I can listen to it later when I write up my notes? No one outside of our research team will have access to the recording. [IF YES:] Thank you. It will be helpful if you speak up, speak clearly, and speak one at a time. [IF NO:] That's no problem. I'll take notes as you talk, but I may sometimes need to ask you to slow down or repeat so that I can get all the information.

First, do you have any questions for me about the project in general or what we will be discussing today?

A. BACKGROUND ON RESPONDENT [Respondents not from SFA]

- A.1 What organization do you work for?
- A.2 What is your position? What are your day-to-day responsibilities?
- A.3 What are your responsibilities with regard to the Summer Food Service Program (SFSP)?

B. LOCAL CONTEXT

Food environment.

- B.1 How long has your organization sponsored the SFSP?
- B.2 How many sites are you operating in summer 2011? Where are your sites typically located? (for example, community centers, parks, playgrounds) Are all of your sites open sites?
- B.3 When do your sites operate? (From mm/dd/yy to mm/dd/yy or number of weeks) (If timing varies ask for most typical)
- B.4 Is food prepared at the site, prepared by [SPONSOR NAME] and delivered to the site, obtained from the school food service, or obtained from another vendor? (This may vary by site)
- B.5 What meals/snacks are served?
- B.6 How many children do you serve on a typical day?

C. DEMONSTRATION PLANNING AND THE APPLICATION PROCESS

The planning process and issues addressed. [SPONSORS OTHER THAN SFAS]

- C.1 Were you or anyone from your organization involved in the planning process for the [SEBTC PROGRAM NAME] grant?
 - [If so, probe:]
 - How did you become involved?
 - What was your role?
 - When did you become involved?
 - [If not, probe:]
 - How did you hear about the program?
 - When did you become involved?

D. SFSP SPONSOR PERCEPTIONS OF SEBTC

- D.1 Do you believe the [SEBTC PROGRAM NAME] has affected SFSP participation at your sites?
 - [If so, probe:]
 - In what ways?
 - Did you plan for/expect changes in participation?
 - [If not, probe:]
 - Did you plan for/expect changes in participation?
- D.2 Is [SEBTC PROGRAM NAME] likely to improve the food security of children in [TARGET AREA]? Why or why not?
- D.3 What aspects of the [SEBTC PROGRAM NAME] do you think will be most helpful? Least helpful?

D.4 Have children or parents attending your SFSP sites [in TARGET AREA] asked questions or made comments about [SEBTC PROGRAM NAME]?

[Probe:]

- Were they aware of the demonstration?
- What opinions, if any, do they express about it if they are participating?
- What views, if any, have you heard from those who wanted to participate but were not selected?

D.5 If [SEBTC PROGRAM NAME] continues next year, will you make any changes in your SFSP operations because of it?

E. SFSP SPONSOR ROLE IN OUTREACH

E.1 Did [GRANTEE/PARTNER] provide you with any training about [SEBTC PROGRAM NAME]? Did they provide any written materials you could share with parents who had questions?

E.2 Would additional material or training have been useful?

[If so, probe:]

- What types of additional information would you have liked?

F. SUCCESSES, CHALLENGES, AND SOLUTIONS

Successes.

F.1 Thus far, what have been the greatest successes of [SEBTC PROGRAM NAME]??

F.2 What factors contributed significantly to this success?

F.3 What, if anything, could be done differently to improve the planning process or the initiation of the program?

Challenges.

F.4 Thus far, what have been the biggest challenges to meeting the goals of the demonstration?

F.5 Have these challenges been resolved? If so, how? If not, why?

F.6 What could [STATE] have done differently in the early phases of implementation to meet its goals more effectively?

CLOSING

Is there anything you think is important for the FNS to know about the [STATE]'s [SEBTC PROGRAM NAME] demonstration that we did not ask about?

Thank you for your time and helpful feedback. The information you have shared will be valuable to our team as we look across states and localities for themes and ideas that we can share with FNS.

Are there any questions you have for me before we finish?

END OF INTERVIEW