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U.S. Department of Agriculture

Food and Nutrition Service

**Special Nutrition Program Operations Study**

**SN-OPS**

**State Child Nutrition Director**

**Survey SY 2012–13**

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 number. The valid OMB control number for this information collection is 0584-0562. The time required to compete this information collection is estimated to average 2 hours 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.

This survey is being conducted for the Food and Nutrition Service, U.S. Department of Agriculture as part

of a study of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) as well as other USDA food programs throughout the country. **All responses will be treated in strict confidence; no names will be used in our reports, and only aggregated results will be reported.**

Section 305 of the Healthy, Hunger-Free Kids Act of 2010 states that “States, State educational agencies,

local educational agencies, schools, institutions, facilities, and contractors participating in programs authorized under this Act and the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.) shall cooperate with officials and contractors acting on behalf of the Secretary, in the conduct of evaluations and studies under those Acts.”

Public reporting burden for this collection of information is estimated to average 2 hours per respondent,

including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.**

Send comments regarding this burden estimate or any other aspect of this collection of information,

including suggestions for reducing this burden to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Research and Analysis, Room 1014, Alexandria, VA 22302. Attn: Mr. John Endahl.

**We thank you for your cooperation and participation**

**in this very important study.**

•

**ii**

**USDA**

**Special Nutrition Program Operations Study (SN-OPS)**

State

**Name and address of person filling out**

**this survey if other than the Child Nutrition Director**

**Contact information for the Child Nutrition Director**

•

**Special Nutrition Program Operations Study (SN-OPS)**

**USDA**

**1**

Email

Extension

Telephone

( )

ZIP Code

State

City

Address

Name

Email

Extension

Telephone

( )

ZIP Code

State

City

Address

Name

Date

/ /

**Instructions**

• Please answer all questions.

• Unless you see the words CHECK ALL THAT APPLY after a question, please check only one answer for each question.

• If you have any questions about the study or about completing this survey, please contact Laura Prinslow, Westat survey manager, at 1-800-937-8281 ext. 2437 or by email: LauraPrinslow@westat.com

**A**

SECTION

**Policy**

**A1.**

Does your state have school wellness policies that SFAs can use to develop local wellness policies

that meet the Federal requirements?

**A2.**

Are the local school wellness policies in your state stricter than the Federal requirements?

**A3.**

Has your state set a state-wide priority for establishing healthy school environments and

implementing local wellness policy?

**A4.**

Has your state developed a communication plan to ensure consistent communication and updates

around local school wellness policy requirements?

**A5.**

Has your state established a method of accountability so that LEAs/districts follow through with

local school wellness policy implementation?

•

**2**

**USDA**

**Special Nutrition Program Operations Study (SN-OPS)**

1

Yes

2

No

1

Yes

2

No

1

Yes

2

No

1

Yes

2

No

3

Don’t know

1

Yes

2

No

**A6.**

Has your state committed resources to providing technical assistance to LEAs/districts on local

school wellness policies?

**A7.**

Has your state partnered with any of the following to help deliver consistent messages, provide

resources, and support local school wellness policies?

**A8.**

To implement local school wellness policies has your state provided standards and guidelines for:

**A9.**

Does your state have a method of reporting on the school nutrition environment and making

information available to the public on:

•

**Special Nutrition Program Operations Study (SN-OPS)**

**USDA**

**3**

**Yes**

**No**

1. Food safety inspections

1

2

1. Local school wellness policies

1

2

1. Meal program participation

1

2

1. Nutritional quality of program meals

1

2

**Yes**

**No**

1. Healthy, food fundraisers

1

2

1. Healthy, non-food fundraisers (e.g., walk-a-thons)

1

2

1. Incentives

1

2

**Yes**

**No**

1. State health departments

1

2

1. Community-based health organizations

1

2

1. Cooperative Extensions

1

2

1. Hospitals

1

2

1

Yes

2

No

**A10.**

Since developing a local school wellness policy, which of the following best describes the impact

of the policy on:

**B**

SECTION

**Resources and Finances**

**B1.**

Does your state provide a subsidy for breakfasts or lunches to SFAs? If yes, how is the subsidy

provided, and what was the total amount of subsidies given to all SFAs in your state during 2011-12?

**Meal**

•

**4**

**USDA**

**Special Nutrition Program Operations Study (SN-OPS)**

1. Breakfast

1

Yes

1

Per-meal reimbursement

2

No

2

Annual lump sum

3

Supplement to cover specific costs

4

Based on a percentage of low-income students

Other

5

(SPECIFY)

1. Lunch

1

Yes

1

Per-meal reimbursement

2

No

2

Annual lump sum

3

Supplement to cover specific costs

4

Based on a percentage of low-income students

Other

5

(SPECIFY)

$

$

**B1a. Does your state provide a subsidy?**

**B1b. If YES, how is the subsidy provided?**

(CHECK ONLY ONE)

**B1c. What was the total amount of these subsidies given to all SFAs during 2011-12?**

**Increased**

**Decreased**

**No Impact**

**Don’t know**

1. Nutrition quality

1

2

3

4

1. Physical activity

1

2

3

4

1. Other school-based activities to promote student wellness

1

2

3

4

**B2.**

Does your state provide financial or personnel support for any of the following school food

service operations at the SFA level?

**B3.**

How many full-time equivalent (FTE) state agency staff are responsible for conducting monitoring

of school meal operations?

**Number of FTE State Staff**

**B4.**

How adequate is this staffing for monitoring program operations?

**B5.**

Has your state been able to fully-use all of your State Administrative Expense (SAE) funds provided to administer the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Special Milk Program (SMP)?

•

**Special Nutrition Program Operations Study (SN-OPS)**

**USDA**

**5**

**Yes**

**No**

1. NSLP

1

2

1. SBP

1

2

1

Adequate

2

Somewhat adequate

3

Not adequate

**Yes**

**No**

1. Reimbursable meal preparation (including food purchase and labor)

1

2

1. Non-reimbursable meal preparation

1

2

1. Equipment

1

2

1. Preparing claims

1

2

1. Storage

1

2

1. Contracted services

1

2

1. Overhead/indirect costs

1

2

1. Other

(SPECIFY)

1

2

**B6.**

Have any of the following challenges impeded your state’s ability to fully-use all Federal funds?

**B7.**

Did any of the following actions impact your state’s ability to fully-use Federal funds?

**B8.**

Is your state currently using contracted staff for any of the following functions?

•

**6**

**USDA**

**Special Nutrition Program Operations Study (SN-OPS)**

**Yes**

**No**

**Don’t know**

1. Monitoring

1

2

3

1. Technical assistance

1

2

3

1. Claims processing

1

2

3

1. Nutrition education

1

2

3

1. Other

(SPECIFY)

1

2

3

**Yes**

**No**

1. Hiring freezes

1

2

1. Work furloughs

1

2

1. Travel restrictions

1

2

1. Work shutdowns

1

2

1. Other

(SPECIFY)

1

2

**Yes**

**No**

1. Union agreements

1

2

1. State policy

1

2

1. State legislation

1

2

1. Governor mandates

1

2

1. Other

(SPECIFY)

1

2

**C**

SECTION

**Operational Procedures**

**C1.**

How many SFAs have schools that are operating the NSLP and/or SBP under each of the

following provisions?

**C2.**

How many schools in the state are operating the NSLP and/or SBP under each of the

following provisions?

•

**Special Nutrition Program Operations Study (SN-OPS)**

**USDA**

**7**

**Provision 1**

**Provision 2**

**Provision 3**

**Community Eligibility Option (CEO)**

Number of schools operating NSLP only under

Number of schools operating SBP only under

Number of schools operating both NSLP and SBP under

**Provision 1**

**Provision 2**

**Provision 3**

**Community Eligibility Option (CEO)**

Number of SFAs with schools operating NSLP only under

Number of SFAs with schools operating SBP only under

Number of SFAs with schools operating both NSLP and SBP under

**C3.**

In your state, how many SFAs and schools are using Food Service Management Companies

(FSMC)? Indicate how many are using the national companies listed below.

**C4.**

Does your state have any charter schools?

**C4a.**

Charter schools include those independent or part of an SFA. How many charter schools

are currently operating in your state?

**Number of charter schools**

**C4b.**

How many of these charter schools are participating in the NSLP and SBP programs?

•

**8**

**USDA**

**Special Nutrition Program Operations Study (SN-OPS)**

**NSLP**

**only**

**SBP**

**only**

**Both NSLP and SBP**

Number of charter schools participating in

1

Yes

2

No

(SKIP TO QUESTION C5)

**SFAs**

**Schools**

1. Number using national companies

Aramark

Chartwells

Preferred Meal Systems

Sodexo

Other national companies

1. Number using regional companies (i.e., within multi-state area)
2. Number using local companies
3. **Total number using Food Services Management Companies**

**C4c.**

For purposes of school food operations, how many of these charter schools are considered

to be separate SFAs or part of a larger SFA?

**C5.**

Does the state allow SFAs to order from the full list of USDA Foods?

**C5a.**

If no, how does the state obtain feedback from SFAs regarding which USDA Foods to offer?

**C6.**

How do SFAs submit their requests for specific quantities of USDA Foods?

**C7.**

How often can SFAs order USDA Foods?

•

**Special Nutrition Program Operations Study (SN-OPS)**

**USDA**

**9**

1

Once a year

2

Twice a year

3

More than twice a year

**Yes**

**No**

1. Web based supply chain management system food requisition (WBSCM)

1

2

1. SFA ordering food system

1

2

1. Allocation dumping system

1

2

1. Other

(SPECIFY)

1

2

**Yes**

**No**

1. Survey all SFA directors

1

2

1. Utilize advisory council consisting of SFA directors

1

2

1. Obtain feedback from SFA directors at annual state distribution meetings

1

2

1. Other

(SPECIFY)

1

2

1

Yes (SKIP TO QUESTION C6)

2

No

**Separate SFA**

**Part of larger SFA**

Number of charter schools

**C8.**

How does the state reallocate unused entitlement at the end of the School Year?

SECTION **D**

**Training and Technical Assistance**

**D1.**

For which of the following specific topic areas does your state agency provide training and

technical assistance? How frequently is training provided?

•

**10**

**USDA**

**Special Nutrition Program Operations Study (SN-OPS)**

**Topic areas**

**Does your state provide?**

**If YES, how frequently? (CHECK ONLY ONE)**

1. Food Safety Plans based on Hazard Analysis and Critical

1

Yes

1

Every two years

2

Annually

3

Semi-annually

Control Point (HACCP) Principles

2

No

4

Quarterly

5

Monthly

6

Only when requested

1. Other food sanitation and safety

1

Yes

1

Every two years

2

Annually

3

Semi-annually

2

No

4

Quarterly

5

Monthly

6

Only when requested

1. Food purchasing

1

Yes

1

Every two years

2

Annually

3

Semi-annually

2

No

4

Quarterly

5

Monthly

6

Only when requested

1

Reallocate to SFAs by request

2

Reallocate to all SFAs based on percentage of total meals

3

No reallocation or carry forward into the next School Year

Other

4

(SPECIFY)

•

**Special Nutrition Program Operations Study (SN-OPS)**

**USDA**

**11**

**Topic areas**

**Does your state provide?**

**If YES, how frequently? (CHECK ONLY ONE)**

1. Menu planning

1

Yes

1

Every two years

2

Annually

3

Semi-annually

2

No

4

Quarterly

5

Monthly

6

Only when requested

1. Food preparation

1

Yes

1

Every two years

2

Annually

3

Semi-annually

2

No

4

Quarterly

5

Monthly

6

Only when requested

1. Contracting procedures

1

Yes

1

Every two years

2

Annually

3

Semi-annually

2

No

4

Quarterly

5

Monthly

6

Only when requested

1. Recordkeeping

1

Yes

1

Every two years

2

Annually

3

Semi-annually

2

No

4

Quarterly

5

Monthly

6

Only when requested

1. Merchandising

1

Yes

1

Every two years

2

Annually

3

Semi-annually

2

No

4

Quarterly

5

Monthly

6

Only when requested

•

**12**

**USDA**

**Special Nutrition Program Operations Study (SN-OPS)**

**Topic areas**

**Does your state provide?**

**If YES, how frequently? (CHECK ONLY ONE)**

1. Program regulations

1

Yes

1

Every two years

2

Annually

3

Semi-annually

and procedures

2

No

4

Quarterly

5

Monthly

6

Only when requested

1. Ordering and using

1

Yes

1

Every two years

2

Annually

3

Semi-annually

USDA Foods

2

No

4

Quarterly

5

Monthly

6

Only when requested

1. Local school wellness

1

Yes

1

Every two years

2

Annually

3

Semi-annually

policy development and

implementation

2

No

4

Quarterly

5

Monthly

6

Only when requested

1. Local school wellness policy

1

Yes

1

Every two years

2

Annually

3

Semi-annually

monitoring, assessment,

and evaluation

2

No

4

Quarterly

5

Monthly

6

Only when requested

**D2.**

How does your state agency provide technical assistance?

•

**Special Nutrition Program Operations Study (SN-OPS)**

**USDA**

**13**

**Yes**

**No**

1. Through written materials (e.g., manuals)

1

2

1. Through workshops or courses

1

2

1. Through National Food Service Management Institute (NFSMI) workshops or courses

1

2

1. Through discussions during program reviews

1

2

1. Through on-line training materials

1

2

1. Through webinars

1

2

1. Other

(SPECIFY)

1

2

**Topic areas**

**Does your state provide?**

**If YES, how frequently? (CHECK ONLY ONE)**

1. Nutrition

1

Yes

1

Every two years

2

Annually

3

Semi-annually

2

No

4

Quarterly

5

Monthly

6

Only when requested

1. Marketing options for

1

Yes

1

Every two years

2

Annually

3

Semi-annually

healthy food

2

No

4

Quarterly

5

Monthly

6

Only when requested

1. Other

1

Yes

1

Every two years

2

Annually

3

Semi-annually

(Specify)

2

No

4

Quarterly

5

Monthly

6

Only when requested

**D3.**

Have the topic areas available for training changed over the last year?

**D4.**

Has the number of training sessions available *decreased*?

**D4a.**

Why has the number of training sessions available through your state agency *decreased*

over the last year?

**D5.**

Were any new training topics offered this year?

•

**14**

**USDA**

**Special Nutrition Program Operations Study (SN-OPS)**

1

Yes

2

No

(GO TO D6)

1

Budgetary constraints

2

Decreased funds for training

3

Staffing cuts

4

Insufficient number of trained staff

5

Change in state policy or Federal policy

6

Result of program audit

Other

7

(SPECIFY)

1

Yes

2

No

(GO TO D5)

1

More topic areas

2

Fewer topic areas

3

Replaced some with newer topic areas

4

No changes in topic areas

**D5a.**

What new training topics did your state agency offer this year that were not

provided previously?

**D6.**

Were any training topics eliminated this year?

•

**Special Nutrition Program Operations Study (SN-OPS)**

**USDA**

**15**

1

Yes

2

No

(GO TO D7)

**Yes**

**No**

1. New meal pattern requirements

1

2

1. Food Safety Plans based on HACCP Principles

1

2

1. Other food sanitation and safety

1

2

1. Food purchasing

1

2

1. Menu planning

1

2

1. Food preparation

1

2

1. Contracting procedures

1

2

1. Recordkeeping

1

2

1. Reporting

1

2

1. Merchandising

1

2

1. Program regulations and procedures

1

2

1. Use of USDA Foods

1

2

1. Nutrition

1

2

1. Marketing options for healthy food

1

2

1. Local school wellness policy development and implementation

1

2

1. Local school wellness policy monitoring, assessment, and evaluation

1

2

1. Other

(SPECIFY)

1

2

**D6a.**

What training topics did your state agency eliminate this year that were offered in

previous years?

**D7.**

Who within the state agency is responsible for providing training and technical assistance to

SFA personnel?

**Thank you for your participation in this very important survey.**

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**16**

**USDA**

**Special Nutrition Program Operations Study (SN-OPS)**

1

State Child Nutrition Director

2

Child Nutrition Office staff

Other

3

(SPECIFY)

**Yes**

**No**

1. Food Safety Plans based on HACCP Principles

1

2

1. Other food sanitation and safety

1

2

1. Food purchasing

1

2

1. Menu planning

1

2

1. Food preparation

1

2

1. Contracting procedures

1

2

1. Recordkeeping

1

2

1. Reporting

1

2

1. Merchandising

1

2

1. Program regulations and procedures

1

2

1. Use of USDA Foods

1

2

1. Nutrition

1

2

1. Marketing options for healthy food

1

2

1. Local school wellness policy development and implementation

1

2

1. Local school wellness policy monitoring, assessment, and evaluation

1

2

1. Other

(SPECIFY)

1

2