(e) OMB #: 0584-xxxx Expiration Date: xx/xx/20xx

I. INTRODUCTION

ALL

This survey is designed to help us estimate the cost of certifying students for free or reduced price meals in both districts that are part of the Direct Certification with Medicaid (DC-M) demonstration and those that are serving as the control group for the evaluation. For this round of the survey, we are asking you to respond for the entire 2012-2013 school year, **as best you can**; the timing of the demonstration was such that we could not collect the data earlier. We divide the year into two periods: (1) July-September 2012, and (2) October 2012-June 2013. For the **first period**, we will ask you to **estimate time or dollars spent on various tasks for the entire period** (three months); for the **second period**, we will ask you to **estimate time spent during a typical month.** We make this distinction because certification activities tend to be focused during the July to September period in many districts. During the 2013-2014 school year, we will collect data bimonthly, in order to improve data quality.

This survey is to be completed by the food service program director or a designated member of staff who has knowledge of certification procedures. One or more staff in your district may complete the survey; please circulate the survey among appropriate staff, if necessary, to obtain all responses. In some districts, one staff member may be able to complete the entire survey. In other districts, multiple staff may complete sections. During the survey, we will ask about the following key topics:

- The matching method, steps and individuals involved in conducting <u>direct certification</u> in your district, including the number of hours spent on different tasks
- The steps and individuals involved in the certification by application process in your district, including the number of hours spent on different tasks
- Salary and benefit levels for relevant categories of staff

<u>Click here to print this survey</u>. You may find it helpful to gather this information before starting the survey, but **you will be able to save your progress and return at a later time if you need to.** At the end of the survey, you will also be able to return to specific sections and provide responses to missing questions.

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 control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 48 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

A. DIRECT CERTIFICATION

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| А | ᆫ | L |

meals in the National School Lunch Program (NSLP) based on data provided by the State or local public Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations

Direct certification is the process whereby school officials determine a child's eligibility for free school assistance office about participation in the Supplemental Nutrition Assistance Program (SNAP), (FDPIR), or Medicaid (for districts participating in the Direct Certification – Medicaid demonstration). Direct certification can be implemented at the State or district level. **A1**. With State-level matching, a State agency (usually Child Nutrition) is responsible for a system that matches a list of children in NSLP schools with a list of children in SNAP households (and/or a list of children in other qualifying programs) using a common identifier or identifiers. Did your State conduct matching at the State level for direct certification in 2012-2013? Var NO RESPONSE......M ALL A2. With district-level matching, districts are responsible for matching a list of children enrolled in their schools with a list of children in SNAP households (and/or in other qualifying programs) using a common identifier or identifiers. Districts may use manual methods or their own computer systems. Did your district conduct matching at the district level for direct certification in 2012-2013? Var A1 = 1 AND A2 = 1 A3. Which entity performed matching for direct certification first? Var Select one only NO RESPONSE......M

| A1 N | E 1 AND A2 NE 1 | | | |
|------------------|--|------------------------|---|----------|
| A4. ar | How was direct certification conducted | l in your district? | | |
| | Select one only | | | |
| | O Direct certification was not used | | 1 | |
| | O Other (specify) | | 2 | GO TO B1 |
| | Specify | (STRING (NUM)) | | |
| | NO RESPONSE | | M | GO TO B1 |
| A4 = | 1 | | | |
| A5. | Why was direct certification not condu | cted in your district? | | |
| | | (FIELD DESCRIPTION) | G | 60 TO C1 |
| | (STRING (NUM)) | | | |
| | NO RESPONSE | | M | GO TO C |
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B. DIRECT CERTIFICATION PROCESS ALL The next questions are about the direct certification process in your district. B1. Which levels of staff were involved with the direct certification process? Var Select all that apply □ District food service director......1 □ Superintendent......2 □ Business manager......3 Student database administrator......4 □ Database or programming staff......5 □ District-level food service clerical or administrative staff.......6 ☐ Response Option Other (SPECIFY)......98 (STRING (NUM)) □ Response Option Other (SPECIFY)......99 Specify (STRING (NUM)) NO RESPONSE......M **ALL B2.** Who was responsible for overseeing the direct certification process in your district during the 2012-2013 school year? Var Select one only O Business manager......3 O Response Option Other (SPECIFY).......99 Specify (STRING (NUM)) NO RESPONSE......M

PROGRAMMER BOX B2

ASK B3 OR B3A FOR FIRST RESPONSE SELECTED AT B1, THEN ASK FOLLOW UP QUESTION B4 IF APPLICABLE. THEN ASK B3 OR B3A FOR SECOND RESPONSE SELECTED AT B1, THEN ASK FOLLOW UP QUESTION B4 IF APPLICABLE. CONTINUE LOOP UNTIL B3 OR B3A (AND FOLLOW UP) HAS BEEN ASKED FOR EACH RESPONSE SELECTED AT B1, THEN GO TO C1.

A2 = 1 AND (A1 = 0 OR A3 = 2) AND B1 NE M

B3. In which steps was [JOB TITLE FROM B1] involved?

Var

| Select | all | that | apply | • |
|--------|-----|------|-------|---|
|--------|-----|------|-------|---|

| | Receiving or downloading files from the State Agency of children receiving SNAP, TANF, FDPIR, and/or Medicaid | 1 |
|----|---|----|
| | Updating match specifications, developing programming to implement them, and testing and refining programs | 2 |
| | Extracting relevant student data from district files | 3 |
| | Updating database to include new fields or change previous fields | 4 |
| | Running district-level matching of student data and SNAP, TANF, FDPIR, and/or Medicaid data and identifying matches | 5 |
| | Researching close or partial matches | 6 |
| | Reviewing remaining lists of SNAP, TANF, FDPIR and other Medicaid eligibles manually to identify additional matches, including siblings of matched students | 7 |
| | Merging direct certification results to point-of-sale and/or main student databases or other approaches to making information available to cashiers | 8 |
| | Making sure all state and federal regulations are followed | 9 |
| | Response Option Other (SPECIFY) | 98 |
| Sp | ecify (STRING (NUM)) | |
| | Response Option Other (SPECIFY) | 99 |
| Sp | ecify (STRING (NUM)) | |
| | NO RESPONSE | M |

PROGRAMMER BOX B3 ASK B4 FOR EACH RESPONSE SELECTED AT B3.

B3A. In which steps was [JOB TITLE FROM B1] involved?

Var

| Se | elect all that apply | |
|----|---|----|
| | Uploading student enrollment files to the state system for matching | 1 |
| | Receiving file of matches from the state and reviewing | 2 |
| | Researching close or partial matches | 3 |
| | Reviewing remaining lists of SNAP, TANF, FDPIR and other Medicaid eligibles manually to identify additional matches, including siblings of matched students | 4 |
| | Merging direct certification results to point-of-sale and/or main student databases or other approaches to making information available to cashiers | 5 |
| | | |
| | Communications with State Agency | 6 |
| | Making sure all state and federal regulations are followed | 7 |
| | Response Option Other (SPECIFY) | 98 |
| Sp | pecify (STRING (NUM)) | |
| | Response Option Other (SPECIFY) | 99 |
| Sp | pecify (STRING (NUM)) | |
| | NO RESPONSE | М |

PROGRAMMER BOX B3A
ASK B4 FOR EACH RESPONSE SELECTED AT B3A.

| (B3 NE | E 0 OR B | A NE 0) AND (B3 NE M OR B3A NE M) |
|----------------|----------|--|
| B4. | How ma | ny hours did the [JOB TITLE FROM B1] spend on [TASK FROM B3 AND/OR B3A] duri september? How many hours in a typical month during the rest of the year? Please management time. (Your best estimate is fine.) |
| | | a. Total hours in July-September period |
| | | b. Typical Monthly Hours After October 1 |
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| ALL | | | |
|------------|--|------------------|------------|
| Next, | we ask about the certification by application process in your district do 2013. | uring school | year 2012 |
| C1. | Who was responsible for overseeing the certification by application during the 2012-2013 school year? | process in yo | ur distric |
| | Select one only | | |
| | O District food service director | 1 | |
| | O Superintendent | 2 | |
| | O Business manager | 3 | |
| | O Student database administrator | 4 | |
| | Response Option Other (SPECIFY) | 99 | |
| | Specify (STRING (NUM)) | | |
| | NO RESPONSE | M | GO TO C |
| C1 NI | E M | | |
| C2. | What were the main duties of the [RESPONSE FROM C1] in overseei | | |
| | AALIUT MELE TIIE IIIUTII UUTIES OI TIIE [KESPONSE LKOM CT] III OVEISEEN | ng the certific | ation by |
| | application process? | ng the certific | ation by |
| /ar | | ng the certific | cation by |
| /ar | | ng the certific | cation by |
| /ar | application process? Select all that apply □ Supervising district-level steps | 1 | cation by |
| /ar | application process? Select all that apply | 1 | cation by |
| /ar | application process? Select all that apply □ Supervising district-level steps | 1 | cation by |
| /ar | application process? Select all that apply □ Supervising district-level steps □ Working with principals who supervise school-level steps | 123 | cation by |
| Var | application process? Select all that apply □ Supervising district-level steps □ Working with principals who supervise school-level steps □ Supervising school-level steps directly | 1 2 3 | cation by |
| Var | application process? Select all that apply □ Supervising district-level steps □ Working with principals who supervise school-level steps □ Supervising school-level steps directly □ Making sure all state and federal regulations are followed | 1 2 3 | cation by |
| /ar | application process? Select all that apply □ Supervising district-level steps | 1 2 3 4 | cation by |
| Var | application process? Select all that apply □ Supervising district-level steps □ Working with principals who supervise school-level steps □ Supervising school-level steps directly □ Making sure all state and federal regulations are followed □ Response Option Other (SPECIFY) Specify (STRING (NUM)) | 1 2 3 4 | cation by |
| /ar | application process? Select all that apply □ Supervising district-level steps □ Working with principals who supervise school-level steps □ Supervising school-level steps directly □ Making sure all state and federal regulations are followed □ Response Option Other (SPECIFY) Specify (STRING (NUM)) | 1 2 3 4 | cation by |
| | Select all that apply Supervising district-level steps | 13499 | |
| ALL C3. | application process? Select all that apply □ Supervising district-level steps | 13499 | |
| ALL C3. | application process? Select all that apply Supervising district-level steps Working with principals who supervise school-level steps Supervising school-level steps directly Making sure all state and federal regulations are followed Response Option Other (SPECIFY) Specify (STRING (NUM)) NO RESPONSE Was most of the work involved with certification by application done district level? | 13499 | |
| ALL C3. | Select all that apply Supervising district-level steps | 1 | |
| ALL C3. | Select all that apply Supervising district-level steps | 1 | |
| ALL | Select all that apply Supervising district-level steps | | |

| ALL | | |
|-------------------|---|---------------------------------------|
| C4. ⁄ar | Did your district have a web-based application process? | |
| | O Yes | |
| | O No0 | GO TO C1 |
| | NO RESPONSEN | GO TO C1 |
| C4 = | 1 | |
| C5. Var | How long has the web-based application process been in place? | |
| | YEARS AND/OR MONTHS | |
| | (RANGE NUMBER RANGE) (RANGE NUMBER RANGE) | |
| | NO RESPONSE | I |
| C4 = | 1 | |
| C6. | What percentage of applications was received through the web-based process? | · · · · · · · · · · · · · · · · · · · |
| Var | | |
| | % | |
| | (RANGE NUMBER RANGE) | |
| | O Don't knowD | |
| | NO RESPONSE | 1 |
| | NO NEOL ONSE | |
| C4 = | 1 | |
| C7. | Who managed the web-based application site? Please include work on developing | g and testing th |
| Var | site. | |
| | Select one only | |
| | O District staff manages1 | |
| | O Contractor manages2 | |
| | O District and contractor manage jointly3 | |
| | O Response Option Other (SPECIFY)9 | |
| | Specify (STRING (NUM)) | |
| | | |
| | NO RESPONSE | I |

| C7 = 2 | 2 OR C7 = 3 | |
|-----------------------|--|-------------------|
| C8. <i>Var</i> | How much money was paid to the contractor each period for managing the web application site? (Your best estimate is fine.) | o-based |
| | DOLLARS | |
| | a. Cost in July-September 2012 | |
| | b. Average Monthly Cost After October 1, 2012 | |
| | NO RESPONSE | 1 |
| C7=1 | OR C7=3 | |
| C9. | Who at the district worked on managing the web-based application site? Please developing and testing the site. | e include work on |
| Var | Select all that apply | |
| | □ District food service director1 | |
| | □ Superintendent2 | |
| | □ Business manager3 | |
| | □ Student database administrator4 | |
| | □ Database or programming staff5 | |
| | ☐ District-level food service clerical or administrative staff6 | |
| | □ District-level communications department7 | |
| | ☐ Other district-level clerical or administrative staff | |
| | □ Response Option Other (SPECIFY)9 | 8 |
| | Specify (STRING (NUM)) | |
| | □ Response Option Other (SPECIFY)9 | 9 |
| | Specify (STRING (NUM)) | |
| | □ Not applicable | GO TO C11 |
| | NO RESPONSE | |
| | | |

| each period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September Typical Month post October 1 District food service director Superintendent Superintendent Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | FILL RESPONSE OPTIONS (A-H) FROM RESPONSES SELECTED AT C9 FILL RESPONSE OPTIONS I AND J FROM C9oth_specify; IF C9oth_specify IS EMPTY, FILL The other staff member you mentioned C10. How many hours did the following people spend managing the web-based application is each period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September post October 1 District food service director Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] | FILL RESPONSE OPTIONS (A-H) FROM RESPONSES SELECTED AT C9 FILL RESPONSE OPTIONS I AND J FROM C9oth_specify; IF C9oth_specify IS EMPTY, FILL The other staff member you mentioned C10. How many hours did the following people spend managing the web-based applications each period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September post October 1 District food service director Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member] | FILL RESPONSE OPTIONS (A-H) FROM RESPONSES SELECTED AT C9 FILL RESPONSE OPTIONS I AND J FROM C9oth_specify; IF C9oth_specify IS EMPTY, FILL The other staff member you mentioned C10. How many hours did the following people spend managing the web-based application seach period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September post October 1 District food service director Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member] | FILL RESPONSE OPTIONS (A-H) FROM RESPONSES SELECTED AT C9 FILL RESPONSE OPTIONS I AND J FROM C9oth_specify; IF C9oth_specify IS EMPTY, FILL The other staff member you mentioned C10. How many hours did the following people spend managing the web-based application seach period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September Dost October 1 District food service director Superintendent Business manager Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | | |
|--|---|--|--|---|---|---------------------|
| FILL RESPONSE OPTIONS I AND J FROM C9oth_specify; IF C9oth_specify IS EMPTY, FILL The other staff member you mentioned C10. How many hours did the following people spend managing the web-based application seach period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-Specify Month post October 1 a. District food service director Business manager d. Student database administrator b. Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] | FILL RESPONSE OPTIONS I AND J FROM C9oth_specify; IF C9oth_specify IS EMPTY, FILL The other staff member you mentioned C10. How many hours did the following people spend managing the web-based application seach period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-Spetember post October 1 District food service director Business manager Student database administrator District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] | FILL RESPONSE OPTIONS I AND J FROM C9oth_specify; IF C9oth_specify IS EMPTY, FILL The other staff member you mentioned C10. How many hours did the following people spend managing the web-based application seach period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-specify Month post October 1 District food service director Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | FILL RESPONSE OPTIONS I AND J FROM C9oth_specify; IF C9oth_specify IS EMPTY, FILL The other staff member you mentioned C10. How many hours did the following people spend managing the web-based application seach period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-specify Month post October 1 District food service director Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | FILL RESPONSE OPTIONS I AND J FROM C9oth_specify; IF C9oth_specify IS EMPTY, FILL The other staff member you mentioned C10. How many hours did the following people spend managing the web-based application seach period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-specify Month post October 1 District food service director Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | | |
| C10. How many hours did the following people spend managing the web-based application seach period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September Typical Month post October 1 District food service director Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] | C10. How many hours did the following people spend managing the web-based application seach period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September District food service director Superintendent Student database administrator Database or programming staff District-level food service clerical or administrative staff Citer district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] | C10. How many hours did the following people spend managing the web-based application seach period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September District food service director Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member] [Fill from C9oth_specify /The other staff member] | C10. How many hours did the following people spend managing the web-based application seach period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September District food service director Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member] [Fill from C9oth_specify /The other staff member] | C10. How many hours did the following people spend managing the web-based application seach period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September District food service director Superintendent Student database administrator Database or programming staff District-level food service clerical or administrative staff [Fill from C9oth_specify /The other staff member] [Fill from C9oth_specify /The other staff member] | | |
| C10. How many hours did the following people spend managing the web-based application is each period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September District food service director District food service director Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | C10. How many hours did the following people spend managing the web-based application seach period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September Ploat October 1 District food service director Superintendent Business manager Student database administrator District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | C10. How many hours did the following people spend managing the web-based application seach period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September Hours in Typical Month post October 1 | C10. How many hours did the following people spend managing the web-based application seach period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September Hours in Typical Month post October 1 | C10. How many hours did the following people spend managing the web-based application seach period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September Hours in Typical Month post October 1 District food service director Superintendent Superintendent District-level database administrator District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | - · | • |
| each period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September District food service director District food service director Superintendent Substitution of the staff of the staff member of the site. Each period? Please include management time, as well as time spent developing and testing time.) Hours in Typical Month post October 1 Typical Month post October 1 Superintendent District food service director Database administrator District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] | each period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September District food service director District food service director Superintendent Substitution of the staff of the staff member of the site. Each period? Please include management time, as well as time spent developing and testing time.) Hours in Typical Month post October 1 Typical Month post October 1 Superintendent District food service director Database administrator District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] | each period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September District food service director Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member] | each period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September District food service director Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member] | each period? Please include management time, as well as time spent developing and testing the site. (Your best estimate is fine.) Hours in July-September District food service director Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member] | IF C9oth_specify IS EMPTY, FILL The other staff me | mber you mentioned |
| July-September Typical Month post October 1 a. District food service director D. Superintendent D. Business manager D. Student database administrator D. Database or programming staff District-level food service clerical or administrative staff D. District-level communications department D. Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | July-September Typical Month post October 1 District food service director Superintendent Superintendent Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | July-September Typical Month post October 1 District food service director Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | July-September Typical Month post October 1 District food service director Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | July-September Typical Month post October 1 District food service director Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | each period? Please include management t | |
| Database or programming staff District-level food service clerical or administrative staff District-level communications department District-level clerical or administrative staff District-level communications department District-level clerical or administrative staff Fill from C9oth_specify /The other staff member you mentioned] Fill from C9oth_specify /The other staff member | Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | . Superintendent . Business manager . Student database administrator . Database or programming staff . District-level food service clerical or administrative staff . District-level communications department . Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | . Superintendent . Business manager . Student database administrator . Database or programming staff District-level food service clerical or administrative staff . District-level communications department . Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | Business manager Business manager Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | | July- Typical Month |
| c. Business manager d. Student database administrator e. Database or programming staff d. District-level food service clerical or administrative staff g. District-level communications department d. Other district-level clerical or administrative staff l. [Fill from C9oth_specify /The other staff member you mentioned] l. [Fill from C9oth_specify /The other staff member | Business manager I. Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department District-level clerical or administrative staff Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | Business manager Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | a. District food service director | |
| d. Student database administrator e. Database or programming staff District-level food service clerical or administrative staff g. District-level communications department n. Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | I. Student database administrator E. Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | . Student database administrator . Database or programming staff District-level food service clerical or administrative staff . District-level communications department . Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | . Student database administrator . Database or programming staff District-level food service clerical or administrative staff . District-level communications department . Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | o. Superintendent | |
| e. Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | e. Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | c. Business manager | |
| District-level food service clerical or administrative staff District-level communications department District-level communications department District-level clerical or administrative staff Fill from C9oth_specify /The other staff member you mentioned Fill from C9oth_specify /The other staff member | District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | I. Student database administrator | |
| staff g. District-level communications department n. Other district-level clerical or administrative staff . [Fill from C9oth_specify /The other staff member you mentioned] . [Fill from C9oth_specify /The other staff member | staff g. District-level communications department n. Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | staff District-level communications department Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | e. Database or programming staff | |
| n. Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | n. Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | . Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | . Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | I. Other district-level clerical or administrative staff [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member] | | |
| . [Fill from C9oth_specify /The other staff member you mentioned] . [Fill from C9oth_specify /The other staff member | [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | [Fill from C9oth_specify /The other staff member you mentioned] [Fill from C9oth_specify /The other staff member | g. District-level communications department | |
| you mentioned] [Fill from C9oth_specify /The other staff member | you mentioned] [Fill from C9oth_specify /The other staff member | you mentioned] [Fill from C9oth_specify /The other staff member | you mentioned] [Fill from C9oth_specify /The other staff member [Fill from C9oth_speci | you mentioned] [Fill from C9oth_specify /The other staff member | n. Other district-level clerical or administrative staff | |
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| ALL | | | |
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| C11. | Wa | s there need to update the content of the application forms for the 2012-2013 s | chool |
| | O | Yes1 | |
| | \mathbf{C} | No0 | |
| | | NO RESPONSEM | |
| \LL | | | |
| C12. | Wa | s there need for any new translation of the application forms for the 2012-2013 | schoo |
| | O | Yes1 | |
| | O | No0 | |
| | | NO RESPONSEM | |
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| C11=1 | 2=1, FILL and translations | | |
|-------|---|---|----------------|
| C13. | Who coordinated or worked on revising th | ne content of the application form [and | translations]? |
| | Select all that apply | | |
| | ☐ District food service director | 1 | |
| | □ Superintendent | 2 | |
| | ☐ Business manager | 3 | |
| | ☐ Student database administrator | 4 | |
| | □ Database or programming staff | 5 | |
| | ☐ District-level food service clerical or adm | inistrative staff6 | |
| | ☐ District-level communications departmen | ıt7 | |
| | ☐ Other district-level clerical or administrati | ive staff8 | |
| | □ Principals | 9 | |
| | ☐ School secretaries or administrative staff | f10 | |
| | ☐ Other school-level staff | 11 | |
| | Specify | (STRING (NUM)) | |
| | ☐ Response Option Other (SPECIFY) | 98 | |
| | Specify | (STRING (NUM)) | |
| | ☐ Response Option Other (SPECIFY) | 99 | |
| | Specify | (STRING (NUM)) | |
| | □ Not applicable | N | GO TO C15 |
| | NO DESPONSE | M | GO TO C15 |
| | NO KESFONSE | IVI | GO 10 C13 |
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| _ | C12=1, FILL and translations | | | | | |
|----|---|--------------------------------|-----|--|----|--|
| F | LL RESPONSE OPTIONS (A-J) FROM RESPONSE | S SELECTED A | TC | :13 | | |
| | ILL RESPONSE OPTION K FROM C13oth_specify; | | | | | |
| | C13oth_specify IS EMPTY, FILL The other school | | ıbe | r you mention | ed | |
| | ILL RESPONSE OPTIONS L AND M FROM C13oth_ | | | | | |
| IF | C13oth_specify IS EMPTY, FILL The other staff m | ember you men | tio | ned | | |
| С | 14. How many hours did the following people s form [and translations] each period? Please is fine.) | | | | | |
| | | Hours in July- September | | Hours in Typical Month ost October 1 | | |
| ì. | District food service director | | | | | |
|). | Superintendent | | | | | |
| Э. | Business manager | | | | | |
| i. | Student database administrator | | | | | |
| €. | Database or programming staff | | | | | |
| | District-level food service clerical or administrative staff | | | | | |
| J. | District-level communications department | | | | | |
| ٦. | Other district-level clerical or administrative staff | | | | | |
| i. | Principals | | | | | |
| | School secretaries or administrative staff | | | | | |
| K. | [Fill from C13oth_specify/ The other school-level staff member you mentioned] | | | | | |
| | [Fill from C13oth_specify /The other staff member you mentioned] | | | | | |
| | [Fill from C13oth_specify /The other staff member you mentioned] | | | | | |

| ALL | | |
|------------------------|---|-----------|
| C15. | Are hardcopy application forms printed by district or school staff each year? | |
| Var | | |
| | O Yes | |
| | O No | GO TO C18 |
| | NO RESPONSEM | GO TO C18 |
| C15 = | 1 | |
| C16. <i>Var</i> | Who coordinated or worked on printing hardcopy application forms? | |
| | Select all that apply | |
| | □ District food service director1 | |
| | □ Superintendent2 | |
| | □ Business manager3 | |
| | □ Student database administrator4 | |
| | □ Database or programming staff5 | |
| | □ District-level food service clerical or administrative staff6 | |
| | □ District-level communications department7 | |
| | ☐ Other district-level clerical or administrative staff | |
| | □ Principals9 | |
| | □ School secretaries or administrative staff10 | |
| | Other school-level staff | <u> </u> |
| | Specify (STRING (NUM)) | |
| | □ Response Option Other (SPECIFY)98 | 3 |
| | Specify (STRING (NUM)) | |
| | Response Option Other (SPECIFY) |) |
| | Specify (STRING (NUM)) | |
| | □ Not applicableN | GO TO C18 |
| | NO RESPONSEM | GO TO C18 |
| | | |
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| - | 16 NE M AND C16 NE N | |
|----|---|---|
| | | S SELECTED AT C16 |
| | LL RESPONSE OPTIONS (A-J) FROM RESPONSE | S SELECTED AT C10 |
| | LL RESPONSE OPTION K FROM C16oth_specify; C16oth_specify IS EMPTY, FILL The other school- | lovel staff member you mentioned |
| | LL RESPONSE OPTIONS L AND M FROM C16oth | <u> </u> |
| | C16oth_specify IS EMPTY, FILL The other staff m | - 1 |
| | 17. How many hours did the following people s | · |
| | | Hours in July- September Hours in Typical Month post October 1 |
| a. | District food service director | |
| b. | Superintendent | |
| C. | Business manager | |
| d. | Student database administrator | |
| e. | Database or programming staff | |
| f. | District-level food service clerical or administrative staff | |
| g. | District-level communications department | |
| h. | Other district-level clerical or administrative staff | |
| i. | Principals | |
| j. | School secretaries or administrative staff | |
| k. | [Fill from C16oth_specify/ The other school-level staff member you mentioned] | |
| l. | [Fill from C16oth_specify /The other staff member you mentioned] | |
| | [Fill from C16oth specify /The other staff member | |

| ALL | |
|--------------------|--|
| C18. ⁄ar | How many hardcopy application forms were printed last year (SY 2012-2013)? Your best estimate is fine. |
| | (FIELD DESCRIPTION) (RANGE NUMBER RANGE) NO RESPONSE |
| C15 = | 1 |
| C19. | What was the cost of the supplies used to print hardcopy application forms last year? |
| Var | \$ (FIELD DESCRIPTION) (RANGE NUMBER RANGE) NO RESPONSE |
| C15 N | E 1 |
| C20. /ar | If forms were printed by a vendor, what was the cost of printing hardcopy application forms year? |
| | \$ (FIELD DESCRIPTION) (RANGE NUMBER RANGE) |
| | O Not printed by a vendorN |
| | NO RESPONSEM |
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| | ext questions are about parent outreach regarding applications. | | |
|--------------------|--|--|-------------|
| C21. ⁄ar | How did your district let parents or guardians know about the online appli | ication p | rocess? |
| | Select all that apply | | |
| | ☐ Letters mailed to parents or guardians | 1 | |
| | ☐ Emails to parents or guardians | 2 | |
| | □ School district website | 3 | |
| | □ Public service announcements | 4 | |
| | ☐ At school registration | 5 | |
| | □ Response Option Other (SPECIFY) | 99 | |
| | Specify (STRING (NUM)) | | |
| | NO RESPONSE | M | |
| | | | |
| ALL | | | |
| C22. | Who worked on letting parents or guardians know about the application p | rocess f | for free or |
| - | reduced-price school meals (online or on paper)? | | |
| 'ar | | | |
| | Select all that apply | | |
| | □ District food service director | 1 | |
| | | | |
| | □ Superintendent | | |
| | □ Superintendent □ Business manager | | |
| | · | 3 | |
| | □ Business manager | 3 4 | |
| | □ Business manager □ Student database administrator | 3 4 5 | |
| | □ Business manager □ Student database administrator □ Database or programming staff | 3 4 5 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff | 3 4 5 6 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department | 3 4 5 6 7 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff | 3 4 5 6 7 8 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff □ Principals | 3 4 5 6 7 8 9 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff □ Principals □ School secretaries or administrative staff | 3 4 5 6 7 8 9 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff □ Principals □ School secretaries or administrative staff □ Other school-level staff | 3 4 5 6 7 8 9 10 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff □ Principals □ Other school-level staff Specify (STRING (NUM)) | 3 4 5 6 7 8 9 10 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff □ Principals □ Other school-level staff Specify (STRING (NUM)) □ Response Option Other (SPECIFY) | 3 5 6 7 8 9 10 11 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff □ Principals □ School secretaries or administrative staff □ Other school-level staff Specify | 3 5 6 7 8 9 10 11 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff □ Principals □ School secretaries or administrative staff □ Other school-level staff Specify | 3 4 5 6 9 10 11 | GO TO (|

| _ | 2 NE M AND C22 NE N | | |
|---|---|--------------------------------|---|
| F | L RESPONSE OPTIONS (A-J) FROM RESPONSE | S SELECTED A | T C22 |
| F | L RESPONSE OPTION K FROM C22oth_specify; | | |
| F | C22oth_specify IS EMPTY, FILL The other school | -level staff mem | nber you mentio |
| = | L RESPONSE OPTIONS L AND M FROM C22oth_ | _specify; | |
| F | C22oth_specify IS EMPTY, FILL The other staff m | nember you mei | ntioned |
| С | 3. How many hours did the following people s the application process each period? Pleas is fine.) | | |
| | | Hours in July- September | Hours in Typical Month post October 1 |
| | District food service director | | |
| | Superintendent | | |
| | Business manager | | |
| | Student database administrator | | |
| | Database or programming staff | | |
| | District-level food service clerical or administrative staff | | |
| | District-level communications department | | |
| (| Other district-level clerical or administrative staff | | |
| | Principals | | |
| | School secretaries or administrative staff | | |
| | [Fill from C22oth_specify/ The other school-level staff member you mentioned] | | |
| | [Fill from C22oth_specify /The other staff member you mentioned] | | |
| | [Fill from C22oth_specify /The other staff member you mentioned] | | |

| ALL C24. | How were hardcopy application forms distributed? | | |
|----------|--|---------------------------------------|---------|
| | Select all that apply | | |
| | ☐ Picked up at school registration and/or school offices | 1 | |
| | Available to print from district website | | |
| | ☐ Mailed to parents or guardians | | |
| | Sent home with students | | |
| | D Selit nome with students | 4 | |
| | ☐ Response Option Other (SPECIFY) | 99 | |
| | Specify (STRING (NUM)) | | |
| | NO RESPONSE | M | |
| | | | |
| ALL | | | |
| | title constant or mailing application forms to parants or quardians and/s | li-suihuu | |
| C25. | Who worked on mailing application forms to parents or guardians and/o application forms to schools to send home with students? |)r aistribui | ing |
| √ar | The same of | | |
| vai | | | |
| vai | Select all that apply | | |
| vai | Select all that apply □ District food service director | 1 | |
| vai | | | |
| vai | □ District food service director | 2 | |
| vai | □ District food service director □ Superintendent | 3 | |
| vai | □ District food service director □ Superintendent □ Business manager □ Student database administrator | 2 3 | |
| va | □ District food service director □ Superintendent □ Business manager □ Student database administrator | 2 3 4 5 | |
| ve | □ District food service director □ Superintendent □ Business manager □ Student database administrator □ Database or programming staff | 2 4 5 | |
| ven | □ District food service director □ Superintendent □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff | 2 4 5 6 | |
| va | □ District food service director □ Superintendent □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff | 2 4 5 6 7 | |
| vai | □ District food service director. □ Superintendent. □ Business manager. □ Student database administrator. □ Database or programming staff. □ District-level food service clerical or administrative staff. □ District-level communications department. □ Other district-level clerical or administrative staff. □ Principals. | 2 4 5 6 7 8 | |
| va | □ District food service director □ Superintendent □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff □ Principals □ School secretaries or administrative staff | 2 4 5 6 7 8 9 | |
| vai | □ District food service director □ Superintendent □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff □ Principals □ School secretaries or administrative staff □ Other school-level staff | 2 4 5 6 7 8 9 | |
| va | □ District food service director. □ Superintendent. □ Business manager. □ Student database administrator. □ Database or programming staff. □ District-level food service clerical or administrative staff. □ District-level communications department. □ Other district-level clerical or administrative staff. □ Principals. □ School secretaries or administrative staff. □ Other school-level staff Specify (STRING (NUM)) | 2 4 5 6 7 8 9 11 | |
| var | □ District food service director. □ Superintendent. □ Business manager. □ Student database administrator. □ Database or programming staff. □ District-level food service clerical or administrative staff. □ District-level communications department. □ Other district-level clerical or administrative staff. □ Principals. □ School secretaries or administrative staff. □ Other school-level staff Specify (STRING (NUM)) □ Response Option Other (SPECIFY). | 2 4 5 6 7 8 9 11 | |
| vai | □ District food service director. □ Superintendent. □ Business manager. □ Database or programming staff. □ District-level food service clerical or administrative staff. □ District-level communications department. □ Other district-level clerical or administrative staff. □ Principals. □ School secretaries or administrative staff. □ Other school-level staff Specify (STRING (NUM)) □ Response Option Other (SPECIFY). Specify (STRING (NUM)) | 234567891112 | |
| V | □ District food service director. □ Superintendent. □ Business manager. □ Student database administrator. □ Database or programming staff. □ District-level food service clerical or administrative staff. □ District-level communications department. □ Other district-level clerical or administrative staff. □ Principals. □ School secretaries or administrative staff. □ Other school-level staff Specify (STRING (NUM)) □ Response Option Other (SPECIFY). Specify (STRING (NUM)) □ Response Option Other (SPECIFY). | 234567891112 | |
| vai | □ District food service director. □ Superintendent. □ Business manager. □ Database or programming staff. □ District-level food service clerical or administrative staff. □ District-level communications department. □ Other district-level clerical or administrative staff. □ Principals. □ School secretaries or administrative staff. □ Other school-level staff Specify (STRING (NUM)) □ Response Option Other (SPECIFY). Specify (STRING (NUM)) | 234567891112 | GO TO O |

| | 25 NE M AND C25 NE N | | |
|------------|--|--------------------------------|---|
| F | ILL RESPONSE OPTIONS (A-J) FROM RESPONSE | S SELECTED A | T C25 |
| F | ILL RESPONSE OPTION K FROM C25oth_specify; | | |
| | C25oth_specify IS EMPTY, FILL The other school- | | ber you mentioned |
| | ILL RESPONSE OPTIONS L AND M FROM C25oth_ | | |
| IF | C25oth_specify IS EMPTY, FILL The other staff me | ember you men | tioned |
| С | 26. How many hours did the following people s guardians and/or distributing application fo each period? Please include management to | rms to schools | to send home with stude |
| | | Hours in July- September | Hours in Typical Month post October 1 |
| ત્રે. | District food service director | | |
| ο. | Superintendent | | |
| : . | Business manager | | |
| d. | Student database administrator | | |
| Э. | Database or programming staff | | |
| | District-level food service clerical or administrative staff | | |
| J. | District-level communications department | | |
| ١. | Other district-level clerical or administrative staff | | |
| | Principals | | |
| | School secretaries or administrative staff | | |
| ζ. | [Fill from C25oth_specify/The other school-level staff member you mentioned] | | |
| • | [Fill from C25oth_specify/The other staff member you mentioned] | | |
| | [Fill from C25oth_specify/The other staff member you mentioned] | | |

| GO TO |
|-------|
| GO TO |
| |

| Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff Principals School secretaries or administrative staff | F | 27 NE M AND C27 NE N ILL RESPONSE OPTIONS (A-J) FROM RESPONSES | S SELECTED AT C27 |
|--|------------|---|---------------------------------|
| FILL RESPONSE OPTIONS L AND M FROM C27oth_specify; IF C27oth_specify IS EMPTY, FILL The other staff member you mentioned C28. How many hours did the following people spend answering calls about the application process each period? Please include management time. (Your best estimate is fine.) Hours in July-September Hours in Typical Month post October 1 District food service director Hours in Typical Month post October 1 Superintendent Superintendent Superintendent Substitution Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff Principals School secretaries or administrative staff Fill from C27oth_specify/ The other staff member you mentioned] [Fill from C27oth_specify/ The other staff member you mentioned] [Fill from C27oth_specify/ The other staff member you mentioned] [Fill from C27oth_specify/ The other staff member you mentioned] [Fill from C27oth_specify/ The other staff member you mentioned] [Fill from C27oth_specify/ The other staff member you mentioned] [Fill from C27oth_specify/ The other staff member Fill from C27oth_specify/ The other staff member [Fill from C27oth_specify/ The othe | F | ILL RESPONSE OPTION K FROM C27oth_specify; | |
| F C27oth_specify IS EMPTY, FILL The other staff member you mentioned C28. How many hours did the following people spend answering calls about the application process each period? Please include management time. (Your best estimate is fine.) Hours in July-Spicial Month post October 1 District food service director Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff Principals School secretaries or administrative staff [Fill from C27oth_specify/ The other staff member you mentioned] [Fill from C27oth_specify/ The other staff member you mentioned] [Fill from C27oth_specify/ The other staff member you mentioned] | IF | C27oth_specify IS EMPTY, FILL The other school- | evel staff member you mentioned |
| C28. How many hours did the following people spend answering calls about the application process each period? Please include management time. (Your best estimate is fine.) Hours in July-September Hours in Typical Month post October 1 | F | ILL RESPONSE OPTIONS L AND M FROM C27oth_s | specify; |
| process each period? Please include management time. (Your best estimate is fine.) Hours in July-September Typical Month post October 1 | IF | C27oth_specify IS EMPTY, FILL The other staff me | ember you mentioned |
| District food service director Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff Principals School secretaries or administrative staff [Fill from C27oth_specify/ The other staff member you mentioned] [Fill from C27oth_specify/ The other staff member you mentioned] | С | | |
| Superintendent Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff Principals School secretaries or administrative staff [Fill from C27oth_specify/ The other staff member you mentioned] [Fill from C27oth_specify/The other staff member you mentioned] | | | July- Typical Month |
| Business manager Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff Principals School secretaries or administrative staff [Fill from C27oth_specify/ The other school-level staff member you mentioned] [Fill from C27oth_specify/The other staff member you mentioned] [Fill from C27oth_specify/The other staff member you mentioned] | l. | District food service director | |
| Student database administrator Database or programming staff District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff Principals School secretaries or administrative staff [Fill from C27oth_specify/ The other school-level staff member you mentioned] [Fill from C27oth_specify/The other staff member you mentioned] [Fill from C27oth_specify/The other staff member you mentioned] |). | Superintendent | |
| District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff Principals School secretaries or administrative staff [Fill from C27oth_specify/ The other school-level staff member you mentioned] [Fill from C27oth_specify/ The other staff member you mentioned] | : . | Business manager | |
| District-level food service clerical or administrative staff District-level communications department Other district-level clerical or administrative staff Principals School secretaries or administrative staff [Fill from C27oth_specify/ The other school-level staff member you mentioned] [Fill from C27oth_specify /The other staff member you mentioned] [Fill from C27oth_specify /The other staff member in the communication is staff | ١. | Student database administrator | |
| staff District-level communications department Other district-level clerical or administrative staff Principals School secretaries or administrative staff [Fill from C27oth_specify/ The other school-level staff member you mentioned] [Fill from C27oth_specify /The other staff member you mentioned] [Fill from C27oth_specify /The other staff member In [Fill from C27oth_specify /The other staff member In [Fill from C27oth_specify /The other staff member In [Fill from C27oth_specify /The other staff member | ١. | Database or programming staff | |
| Other district-level clerical or administrative staff Principals School secretaries or administrative staff [Fill from C27oth_specify/ The other school-level staff member you mentioned] [Fill from C27oth_specify /The other staff member you mentioned] [Fill from C27oth_specify /The other staff member [Fill from C27oth_specify /The other staff member] | | | |
| Principals School secretaries or administrative staff [Fill from C27oth_specify/ The other school-level staff member you mentioned] [Fill from C27oth_specify /The other staff member you mentioned] I. [Fill from C27oth_specify /The other staff member] | | District-level communications department | |
| School secretaries or administrative staff [Fill from C27oth_specify/ The other school-level staff member you mentioned] [Fill from C27oth_specify /The other staff member you mentioned] a. [Fill from C27oth_specify /The other staff member] | ۱. | Other district-level clerical or administrative staff | |
| [Fill from C27oth_specify/ The other school-level staff member you mentioned] [Fill from C27oth_specify /The other staff member you mentioned] I. [Fill from C27oth_specify /The other staff member | | Principals | |
| staff member you mentioned] [Fill from C27oth_specify /The other staff member you mentioned] I. [Fill from C27oth_specify /The other staff member] | | School secretaries or administrative staff | |
| you mentioned] I. [Fill from C27oth_specify /The other staff member | | | |
| | | | |
| | ١. | | |

| The ne | ext questions are about the submission and processing of applicatio | ns in your district |
|----------------------|---|--------------------------------|
| C29. | How often were applications submitted online processed? | |
| /ar | | |
| | Select one only | |
| | On a rolling basis as they are submitted | 1 |
| | O Daily | 2 |
| | O More than once a week | 3 |
| | Once a week | 4 |
| | Once every two weeks | 5 |
| | O Response Option Other (SPECIFY) | 99 |
| | Specify (STRING (NUM)) | |
| | | |
| | NO RESPONSE | M |
| ALL | NO RESPONSE | M |
| ALL | | |
| C30. | Were paper forms returned to the child's school or to a central office | |
| C30. | | |
| C30. | Were paper forms returned to the child's school or to a central office | ce? |
| C30. | Were paper forms returned to the child's school or to a central office. Select one only | ce? |
| C30. | Were paper forms returned to the child's school or to a central office. Select one only Child's school | ce? 1 |
| C30. | Were paper forms returned to the child's school or to a central office Select one only Child's school Central office | ce? 1 2 |
| | Were paper forms returned to the child's school or to a central office Select one only Child's school Central office Both child's school and central office | ce? 1 2 |
| C30. Var | Were paper forms returned to the child's school or to a central office Select one only Child's school Central office Both child's school and central office | ce?123M |
| C30. Var | Were paper forms returned to the child's school or to a central office Select one only Child's school | ce? 1 2 3 |
| C30. /ar ALL C31. | Were paper forms returned to the child's school or to a central office Select one only Child's school | ce?123M |
| C30. /ar ALL C31. | Were paper forms returned to the child's school or to a central office Select one only Child's school | ce?123M o return application1 |

| C32. | Who collected the hardcopy applicatio | n forms at the school level? | |
|--|---|--|----------|
| /ar | | | |
| | Select all that apply | | |
| | | 1 | |
| | | taff2 | |
| | | 3 | |
| | | 4 | |
| | Specify | (STRING (NUM)) | |
| | , | 98 | } |
| | Specify | (STRING (NUM)) | |
| | ☐ Response Option Other (SPECIFY) | 99 | |
| | Specify | (STRING (NUM)) | |
| | □ Not applicable | N | GO TO C3 |
| | NO RESPONSE | M | GO TO C3 |
| C30 V | | | |
| C30 I | NE 2 AND C32 NE M AND C32 NE N | | |
| | NE 2 AND C32 NE M AND C32 NE N RESPONSE OPTIONS A AND B FROM RE | SPONSES SELECTED AT C32 | |
| FILL I | | | |
| FILL I | RESPONSE OPTIONS A AND B FROM RE | cify; | |
| FILL I | RESPONSE OPTIONS A AND B FROM RERESPONSE OPTION C FROM C32oth_spe | cify; hool-level staff member you mentioned | |
| FILL I FILL I IF C3 FILL I | RESPONSE OPTIONS A AND B FROM RERESPONSE OPTION C FROM C32oth_spe 2oth_specify IS EMPTY, FILL The other sc | cify; hool-level staff member you mentioned 2oth_specify; | |
| FILL I FILL I IF C3 FILL I IF C3 | RESPONSE OPTIONS A AND B FROM REPORTED RESPONSE OPTION C FROM C320th_specify IS EMPTY, FILL The other screen cases of the specify IS EMPTY, FILL The other states of the specify IS EMPTY, FILL The other states of the states of | cify; hool-level staff member you mentioned 2oth_specify; aff member you mentioned ple spend collecting hardcopy application | n forms |
| FILL I FILL I IF C3 FILL I IF C3 | RESPONSE OPTIONS A AND B FROM REPORTED RESPONSE OPTION C FROM C32oth_specify IS EMPTY, FILL The other screen can be seen as a second can be seen as a | cify; hool-level staff member you mentioned 2oth_specify; aff member you mentioned ple spend collecting hardcopy application ent time. (Your best estimate is fine.) | n forms |
| FILL I FILL I IF C3 | RESPONSE OPTIONS A AND B FROM REPORTED RESPONSE OPTION C FROM C32oth_specify IS EMPTY, FILL The other screen can be seen as a second can be seen as a | cify; hool-level staff member you mentioned 2oth_specify; aff member you mentioned ple spend collecting hardcopy application | n forms |
| FILL I FILL I IF C3 FILL I IF C3 | RESPONSE OPTIONS A AND B FROM REPORTED RESPONSE OPTION C FROM C32oth_specify IS EMPTY, FILL The other screen can be seen as a second can be seen as a | cify; hool-level staff member you mentioned 2oth_specify; aff member you mentioned ple spend collecting hardcopy application ent time. (Your best estimate is fine.) Hours in Hours in | n forms |
| FILL I FILL I IF C3 FILL I IF C3 C33. | RESPONSE OPTIONS A AND B FROM REPORTED RESPONSE OPTION C FROM C32oth_specify IS EMPTY, FILL The other screen can be seen as a second can be seen as a | cify; hool-level staff member you mentioned 2oth_specify; aff member you mentioned ple spend collecting hardcopy application ent time. (Your best estimate is fine.) Hours in July- Typical Month | n forms |
| FILL I IF C3 FILL I IF C3 C33. | RESPONSE OPTIONS A AND B FROM RE- RESPONSE OPTION C FROM C32oth_spe 2oth_specify IS EMPTY, FILL The other sc RESPONSE OPTIONS D AND E FROM C33 32oth_specify IS EMPTY, FILL The other st How many hours did the following peo each period? Please include managem | cify; hool-level staff member you mentioned 2oth_specify; aff member you mentioned ple spend collecting hardcopy application ent time. (Your best estimate is fine.) Hours in July- Typical Month | n forms |
| FILL I FILL I IF C3 FILL I IF C3 C33. | RESPONSE OPTIONS A AND B FROM REPORTED RESPONSE OPTION C FROM C320th_specify IS EMPTY, FILL The other screen response options does not be a second response options of the following peoper of the period? Please include managements. | cify; hool-level staff member you mentioned 2oth_specify; aff member you mentioned ple spend collecting hardcopy application ent time. (Your best estimate is fine.) Hours in July- Typical Month | n forms |
| FILL I FILL I IF C3 FILL I IF C3 C33. C33. | RESPONSE OPTIONS A AND B FROM RE RESPONSE OPTION C FROM C32oth_spe 2oth_specify IS EMPTY, FILL The other sc RESPONSE OPTIONS D AND E FROM C33 32oth_specify IS EMPTY, FILL The other st How many hours did the following peo each period? Please include managem ncipals hool secretaries or administrative staff | cify; hool-level staff member you mentioned 2oth_specify; aff member you mentioned ple spend collecting hardcopy application ent time. (Your best estimate is fine.) Hours in | n forms |
| FILL I FILL I IF C3 FILL I IF C3 C33. C33. C33. | RESPONSE OPTIONS A AND B FROM RE RESPONSE OPTION C FROM C32oth_spe 2oth_specify IS EMPTY, FILL The other sc RESPONSE OPTIONS D AND E FROM C33 32oth_specify IS EMPTY, FILL The other st How many hours did the following peo each period? Please include managem ncipals hool secretaries or administrative staff hool-level food service staff II from C32oth_specify/The other school-level | cify; hool-level staff member you mentioned 2oth_specify; aff member you mentioned ple spend collecting hardcopy application ent time. (Your best estimate is fine.) Hours in Hours in Typical Month post October 1 | n forms |

| 4. | We | re hardcopy applications logged in or processed at the school level? | |
|-----|---------|---|----------|
| | 0 | Yes1 | |
| | • | No | |
| 0 N | E 2 | | |
| 35. | Did | each school keep originals or copies of the hardcopy applications it received | ? |
| | O | Yes1 | |
| | O | No0 | |
| | | NO RESPONSEM | |
| 0 N | E 2 | | |
| 6. | | o logged or copied forms (as applicable) and then sent the hardcopy application trict office? | on forms |
| | | | |
| | | | |
| | Sel | ect all that apply | |
| | Sel | ect all that apply Principals1 | |
| | _ | Principals | |
| | | Principals | |
| | □ □ Spe | Principals | |
| | Spe | Principals | |
| | □ □ Spe | Principals | GO TO (|
| | Spe | Principals | |
| | Spe | Principals | GO TO G |
| | Spe | Principals | |

F.28

| C30 I | NE 2 AND C36 NE M AND C36 NE N | | | | |
|--|---|--------------------------------|---------------------------------------|--|--|
| | | CEC CELECTE | DAT C26 | | |
| FILL RESPONSE OPTIONS A AND B FROM RESPONSES SELECTED AT C36 FILL RESPONSE OPTION C FROM C36oth_specify; | | | | | |
| | | | | | |
| IF C36oth_specify IS EMPTY, FILL The other school-level staff member you mentioned | | | | | |
| FILL RESPONSE OPTIONS D AND E FROM C36oth_specify; | | | | | |
| IF C3 | 6oth_specify IS EMPTY, FILL The other staff me | mber you men | tioned | | |
| C37. | How many hours did the following people sp sending hardcopy application forms to the d management time. (Your best estimate is fine.) | listrict office e | | | |
| | | Hours in July- September | Hours in Typical Month post October 1 | | |
| a. Pri | ncipals | | | | |
| b. Sc | hool secretaries or administrative staff | | | | |
| c. Sc | hool-level food service staff | | | | |
| | Il from C36oth_specify/The other school-level off member you mentioned] | | | | |
| | Il from C36oth_specify/The other staff member u mentioned] | | | | |
| | II from C36oth_specify/The other staff member u mentioned] | | | | |
| C30 N | NE 2 | | | | |
| C38. Var | How often were hardcopy application forms | sent to the dis | strict office? | | |
| | Select one only | | | | |
| | O Daily | | 1 | | |
| | O 2 -4 times a week | | | | |
| | O Once a week | | | | |
| | Once every two weeks | | | | |
| | Kept at school level | | | | |
| | · | | | | |
| | Response Option Other (SPECIFY) | | 99 | | |
| | | TRING (NUM)) | | | |
| | | | | | |

| ALL | | | |
|---------------------------|--|--------------|-----------|
| C39. <i>Var</i> | Who worked on logging and tracking hardcopy application forms at the <u>distri</u> | <u>ct</u> le | evel? |
| | Select all that apply | | |
| | □ District food service director | .1 | |
| | □ Superintendent | .2 | |
| | □ Business manager | .3 | |
| | □ Student database administrator | .4 | |
| | □ Database or programming staff | .5 | |
| | ☐ District-level food service clerical or administrative staff | .6 | |
| | □ District-level communications department | .7 | |
| | ☐ Other district-level clerical or administrative staff | .8 | |
| | □ Response Option Other (SPECIFY) | .98 | |
| | Specify (STRING (NUM)) | | |
| | □ Response Option Other (SPECIFY) | .99 | |
| | Specify (STRING (NUM)) | | |
| | □ Not applicable | . N | GO TO C41 |
| | NO RESPONSE | . M | GO TO C41 |
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| C39 NE | | C CELECTED A | T C20 |
|-----------------|---|--------------------------------|---------------------------------------|
| | SPONSE OPTIONS (A-H) FROM RESPONSE | | 1 C39 |
| | SPONSE OPTIONS I AND J FROM C39oth_sp th_specify IS EMPTY, FILL The other staff me | • , | ionod |
| | | | |
| | How many hours did the following people s the district level each period? Please includ | | |
| | | 11 | Harris In |
| | | Hours in July- September | Hours in Typical Month post October 1 |
| a. Distric | ct food service director | | |
| o. Supe | rintendent | | |
| c. Busin | ess manager | | |
| d. Stude | ent database administrator | | |
| e. Datab | pase or programming staff | | |
| f. Distric | ct-level food service clerical or administrative | | |
| g. Distric | ct-level communications department | | |
| n. Other | district-level clerical or administrative staff | | |
| | om C39oth_specify/The other staff member nentioned] | | |
| - | om C39oth_specify/The other staff member nentioned] | | |
| C30 NE | 2 | | |
| C41. \ | Were hardcopy application forms checked f | or completenes | s at the school level or at th |
| l Var | level? | | |
| | Select one only | | |
| (| O School level | | 1 |
| (| O District level | | 2 |
| (| O Both school level and district level | | 3 |
| | NO RESPONSE | | M |

| ALL | | | |
|------|---|-------|----------------|
| C42. | Who worked on checking hardcopy application forms for completeness and missing information? | colle | cting critical |
| Var | | | |
| | Select all that apply | | |
| | □ District food service director | 1 | |
| | □ Superintendent | 2 | |
| | □ Business manager | 3 | |
| | □ Student database administrator | 4 | |
| | □ Database or programming staff | 5 | |
| | ☐ District-level food service clerical or administrative staff | 6 | |
| | ☐ District-level communications department | 7 | |
| | ☐ Other district-level clerical or administrative staff | 8 | |
| | □ Principals | 9 | |
| | □ School secretaries or administrative staff | 10 | |
| | □ School-level food service staff | 11 | |
| | ☐ Other school-level staff | 12 | |
| | Specify (STRING (NUM)) | | |
| | Response Option Other (SPECIFY) | 98 | |
| | Specify (STRING (NUM)) | | |
| | □ Response Option Other (SPECIFY) | 99 | |
| | Specify (STRING (NUM)) | | |
| | □ Not applicable | N | GO TO C44 |
| | NO RESPONSE | M | GO TO C44 |
| | | | |
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| F | ILL RESPONSE OPTIONS (A-J) FROM RESPONSE | S SELECTED AT C42 |
|------------|--|--|
| F | LL RESPONSE OPTION K FROM C42oth_specify; | |
| IF | C42oth_specify IS EMPTY, FILL The other school - | level staff member you mentioned |
| | LL RESPONSE OPTIONS L AND M FROM C42oth_ | |
| IF | C42oth_specify IS EMPTY, FILL The other staff m | ember you mentioned |
| С | 43. How many hours did the following people s completeness and/or collecting critical mis management time. (Your best estimate is fine | sing information each period? Please inclu |
| | | Hours in Hours in Typical Month September post October 1 |
| a. | District food service director | |
| Э. | Superintendent | |
| С. | Business manager | |
| d. | Student database administrator | |
| €. | Database or programming staff | |
| | District-level food service clerical/administrative staff | |
|] . | District-level communications department | |
| ٦. | Other district-level clerical or administrative staff | |
| | Principals | |
| | School secretaries or administrative staff | |
| ⟨. | School-level food service staff | |
| | [Fill from C42oth_specify/The other school-level staff member you mentioned] | |
| n. | [Fill from C42oth_specify/The other staff member you mentioned] | |
| ٦. | [Fill from C42oth_specify/The other staff member you mentioned] | |

| ALL | | |
|--------------------|--|-------------------------|
| C44. /ar | How is critical missing information from a hardcopy application (suc | h as a signature) obtai |
| | Select all that apply | |
| | ☐ Letters mailed to parents or guardians | 1 |
| | □ Letters sent home with students | 2 |
| | ☐ Telephone calls or text messages to parents or guardians | 3 |
| | ☐ E-mail to parents or guardians | 4 |
| | □ Visits to students' homes | 5 |
| | ☐ Response Option Other (SPECIFY) | 99 |
| | Specify (STRING (NUM)) | |
| | NO RESPONSE | M |
| | | |
| ALL | | |
| C45. | For "complete" applications, was there an automated process in plac certification status? | ce to determine studen |
| ⁄ar | estimodism status | |
| | O Yes, fully automated process in place | 1 |
| | O Yes, partly automated process in place with some manual steps | 2 |
| | O No automated process in place | 0 |
| | NO RESPONSE | M |
| | | |
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| | o reviewed "complete" applications ews of initial determination. | s to determine certification status? I | Please i | nclude inter |
|------|---|--|----------|--------------|
| 1001 | one of miliar determination | | | |
| Sele | ect all that apply | | | |
| | Automated review process | | 1 | |
| | District food service director | | 2 | |
| | Superintendent | | 3 | |
| | Business manager | | 4 | |
| | Student database administrator | | 5 | |
| | Database or programming staff | | 6 | |
| | District-level food service clerical or a | administrative staff | 7 | |
| | District-level communications departr | nent | 8 | |
| | Other district-level clerical or administ | trative staff | 9 | |
| | Principals | | 10 | |
| | School secretaries or administrative s | staff | 11 | |
| | Other school-level staff | | 12 | |
| Spe | cify | (STRING (NUM)) | | |
| | Response Option Other (SPECIFY) | | 98 | |
| Spe | cify | (STRING (NUM)) | | |
| | Response Option Other (SPECIFY) | | 99 | |
| Spe | cify | (STRING (NUM)) | | |
| | Not applicable | | N | GO TO C4 |
| | NO RESPONSE | | M | GO TO C4 |
| | | | | |

| F | LL RESPONSE OPTION K FROM C46oth_specify; | | | |
|---|---|---|--|--|
| IF C46oth_specify IS EMPTY, FILL The other school-level staff member you mentioned | | | | |
| | LL RESPONSE OPTIONS L AND M FROM C46oth_ | - ' - | | |
| IF | C46oth_specify IS EMPTY, FILL The other staff m | nember you mentioned | | |
| С | 47. How many hours did the following people s determine certification status each period? spent on internal reviews of initial determin | Please include management time and time | | |
| | | Hours in July- September post October 1 | | |
| ā. | District food service director | | | |
|). | Superintendent | | | |
| Э. | Business manager | | | |
| d. | Student database administrator | | | |
| Э. | Database or programming staff | | | |
| | District-level food service clerical or administrative staff | | | |
| g. | District-level communications department | | | |
| ١. | Other district-level clerical or administrative staff | | | |
| | Principals | | | |
| | School secretaries or administrative staff | | | |
| ζ. | [Fill from C45oth_specify/The other school-level staff member you mentioned] | | | |
| | [Fill from C45oth_specify/The other staff member you mentioned] | | | |
| n. | [Fill from C45oth_specify/The other staff member you mentioned] | | | |

| A 1 1 | | |
|--------------------|---|-------------|
| ALL | | |
| C48. ⁄ar | For how long are hardcopy application forms stored? | |
| | Select all that apply | |
| | □ Stored electronically | 1 |
| | □ Less than one year | 2 |
| | ☐ Between one year and three years | 3 |
| | ☐ Between three years and five years | 4 |
| | □ Longer than five years | 5 |
| | □ Response Option Other (SPECIFY) | 99 |
| | Specify (STRING (NUM)) | |
| | NO RESPONSE | M |
| | | |
| | | |
| ALL | | |
| | Are hardcopy application forms stored at the school level or the district le | vel? |
| C49. /ar | Are hardcopy application forms stored at the school level or the district le | vel? |
| C49. ⁄ar | | |
| C49. ⁄ar | Select one only | 1 |
| C49. /ar | Select one only O Stored at the school level only | 1 2 |
| C49. /ar | Select one only Stored at the school level only Stored at the district level only | 1 2 3 |
| C49. /ar | Select one only Stored at the school level only Stored at the district level only Stored at both the school level and the district level | 1 2 3 |
| C49. /ar | Select one only Stored at the school level only Stored at the district level only Stored at both the school level and the district level | 1 2 3 |
| C49. /ar | Select one only Stored at the school level only Stored at the district level only Stored at both the school level and the district level | 1 2 3 |
| C49. /ar | Select one only Stored at the school level only Stored at the district level only Stored at both the school level and the district level | 1 2 3 |
| C49. /ar | Select one only Stored at the school level only Stored at the district level only Stored at both the school level and the district level | 1 2 3 |
| C49. /ar | Select one only Stored at the school level only Stored at the district level only Stored at both the school level and the district level | 1 2 3 |
| C49. /ar | Select one only Stored at the school level only Stored at the district level only Stored at both the school level and the district level | 1 2 3 |
| C49. /ar | Select one only Stored at the school level only Stored at the district level only Stored at both the school level and the district level | 1 2 3 |
| C49. /ar | Select one only Stored at the school level only Stored at the district level only Stored at both the school level and the district level | 1 2 3 |
| C49. /ar | Select one only Stored at the school level only Stored at the district level only Stored at both the school level and the district level | 1 2 3 |
| C49. /ar | Select one only Stored at the school level only Stored at the district level only Stored at both the school level and the district level | 1 2 3 |
| C49. /ar | Select one only Stored at the school level only Stored at the district level only Stored at both the school level and the district level | 1 2 3 |
| C49. /ar | Select one only Stored at the school level only Stored at the district level only Stored at both the school level and the district level | 1 2 3 |

*D. NOTIFICATION OF CERTIFICATION STATUS

ALL

The remaining questions are about students certified through the application process, as well as those who were directly certified.

D1. Who worked on maintaining required documentation of certification status? *Var*

| Sel | ect all that apply | | |
|-----|---|-------------------|----------|
| | District food service director | 1 | |
| | Superintendent | 2 | |
| | Business manager | 3 | |
| | Student database administrator | 4 | |
| | Database or programming staff | 5 | |
| | District-level food service clerical or admir | nistrative staff6 | |
| | District-level communications department | 7 | |
| | Other district-level clerical or administrative | ve staff8 | |
| | Principals | 9 | |
| | School secretaries or administrative staff. | 10 | |
| | School-level food service staff | 11 | |
| | Other school-level staff | 12 | |
| Spe | ecify (| STRING (NUM)) | |
| | Response Option Other (SPECIFY) | 98 | |
| Spe | ecify (| STRING (NUM)) | |
| | Response Option Other (SPECIFY) | 99 | |
| Spe | ecify (| STRING (NUM)) | |
| | Not applicable | N | GO TO D3 |
| | NO RESPONSE | M | GO TO D3 |

| F | ILL RESPONSE OPTIONS (A-J) FROM RESPONSE | S SELECTED AT D1 |
|----|---|---|
| F | LL RESPONSE OPTION K FROM D1oth_specify; | |
| IF | D1oth_specify IS EMPTY, FILL The other school-I | evel staff member you mentioned |
| F | LL RESPONSE OPTIONS L AND M FROM D1oth_s | specify; |
| IF | D1oth_specify IS EMPTY, FILL The other staff me | mber you mentioned |
| D | | spend maintaining required documentation of clude management time. (Your best estimate is |
| | | Hours in Hours in July- Typical Month September post October 1 |
| ì. | District food service director | |
|). | Superintendent | |
| ٥. | Business manager | |
| d. | Student database administrator | |
| €. | Database or programming staff | |
| | District-level food service clerical or administrative staff | |
|]. | District-level communications department | |
| ۱. | Other district-level clerical or administrative staff | |
| , | Principals | |
| | School secretaries or administrative staff | |
| ζ. | School-level food service staff | |
| | [Fill from D1oth_specify/The other school-level staff member you mentioned] | |
| n. | [Fill from D1oth_specify/The other staff member you mentioned] | |
| ١. | [Fill from D1oth_specify/The other staff member you mentioned] | |

| Select all that apply ☐ District food service director | |
|---|------|
| □ Superintendent □ Business manager | |
| □ Business manager | 2 |
| | |
| □ Student database administrator | 3 |
| | 4 |
| □ Database or programming staff | 5 |
| $\hfill \square$ District-level food service clerical or administrative staff | 6 |
| □ District-level communications department | 7 |
| ☐ Other district-level clerical or administrative staff | 8 |
| □ Principals | 9 |
| □ School secretaries or administrative staff | 10 |
| □ Other school-level staff | 11 |
| Specify (STRING (NUM)) | |
| □ Response Option Other (SPECIFY) | 98 |
| Specify (STRING (NUM)) | |
| □ Response Option Other (SPECIFY) | 99 |
| Specify (STRING (NUM)) | |
| □ Not applicable | N GO |
| NO RESPONSE | M GO |

| FILL RESPONSE OPTIONS (A-J) FROM RESPONSES SELECTED AT D3 FILL RESPONSE OPTION K FROM D3oth_specify; IF D3oth_specify IS EMPTY, FILL The other school-level staff member you mentioned FILL RESPONSE OPTIONS L AND M FROM D3oth_specify; IF D3oth_specify IS EMPTY, FILL The other staff member you mentioned D4. How many hours did the following people spend drafting or updating notification letter each period? Please include management time. (Your best estimate is fine.) Hours in July-spetiment in Typical Month post October 1 a. District food service director b. Superintendent c. Business manager d. Student database administrator e. Database or programming staff f. District-level food service clerical or administrative staff g. District-level communications department h. Other district-level clerical or administrative staff i. Principals j. School secretaries or administrative staff k. [Fill from D3oth_specify/The other staff member you mentioned] II. [Fill from D3oth_specify/The other staff member you mentioned] II. [Fill from D3oth_specify/The other staff member you mentioned] III. [Fill from D3oth_specify/The other staff member you mentioned] | Г | 3 NE M AND D3 NE N | | | | |
|--|-------------|---|---------------------|--|--|--|
| FILL RESPONSE OPTION K FROM D3oth_specify; IF D3oth_specify IS EMPTY, FILL The other school-level staff member you mentioned FILL RESPONSE OPTIONS L AND M FROM D3oth_specify; IF D3oth_specify IS EMPTY, FILL The other staff member you mentioned D4. How many hours did the following people spend drafting or updating notification lett each period? Please include management time. (Your best estimate is fine.) Hours in July-specify Month September a. District food service director b. Superintendent c. Business manager d. Student database administrator e. Database or programming staff f. District-level food service clerical or administrative staff g. District-level communications department h. Other district-level clerical or administrative staff i. Principals j. School secretaries or administrative staff k. [Fill from D3oth_specify/ The other staff member you mentioned] m. [Fill from D3oth_specify/ The other staff member you mentioned] m. [Fill from D3oth_specify/ The other staff member you mentioned] m. [Fill from D3oth_specify/ The other staff member [Fill from D3oth_specify/ The other staff member Fill from D3oth_specify/ The other staff member | | | | | | |
| IF D3oth_specify IS EMPTY, FILL The other school-level staff member you mentioned FILL RESPONSE OPTIONS L AND M FROM D3oth_specify; IF D3oth_specify IS EMPTY, FILL The other staff member you mentioned D4. How many hours did the following people spend drafting or updating notification lett each period? Please include management time. (Your best estimate is fine.) Hours in July- Specify IN Hours in July- post October 1 a. District food service director b. Superintendent c. Business manager d. Student database administrator e. Database or programming staff f. District-level food service clerical or administrative staff g. District-level communications department n. Other district-level clerical or administrative staff Frincipals School secretaries or administrative staff (IFill from D3oth_specify/ The other staff member you mentioned] II. [Fill from D3oth_specify/ The other staff member you mentioned] III. [Fill from D3oth_specify/ The other staff member you mentioned] | | | | | | |
| D4. How many hours did the following people spend drafting or updating notification lett each period? Please include management time. (Your best estimate is fine.) Hours in July-September | <u> </u> | | | | | |
| D4. How many hours did the following people spend drafting or updating notification lett each period? Please include management time. (Your best estimate is fine.) Hours in July-September Hours in Typical Month post October 1 | | | | | | |
| each period? Please include management time. (Your best estimate is fine.) Hours in July-September District food service director | — · · · · · | | | | | |
| July-September Typical Month post October 1 a. District food service director b. Superintendent c. Business manager d. Student database administrator e. Database or programming staff f. District-level food service clerical or administrative staff g. District-level communications department n. Other district-level clerical or administrative staff Principals School secretaries or administrative staff (a. [Fill from D3oth_specify/ The other school-level staff member you mentioned] m. [Fill from D3oth_specify /The other staff member | y y | | | | | |
| D. Superintendent D. Business manager D. Student database administrator D. Database or programming staff District-level food service clerical or administrative staff District-level communications department D. Other district-level clerical or administrative staff Principals School secretaries or administrative staff District-level clerical or administrative staff Find principals Fill from D3oth_specify/ The other staff member you mentioned] The programming staff and p | | | July- Typical Month | | | |
| Business manager d. Student database administrator e. Database or programming staff District-level food service clerical or administrative staff g. District-level communications department n. Other district-level clerical or administrative staff Principals School secretaries or administrative staff G. [Fill from D3oth_specify/ The other school-level staff member you mentioned] I. [Fill from D3oth_specify/The other staff member you mentioned] II. [Fill from D3oth_specify/The other staff member you mentioned] | a . | District food service director | | | | |
| d. Student database administrator e. Database or programming staff f. District-level food service clerical or administrative staff g. District-level communications department n. Other district-level clerical or administrative staff Principals School secretaries or administrative staff k. [Fill from D3oth_specify/ The other school-level staff member you mentioned] [Fill from D3oth_specify /The other staff member you mentioned] m. [Fill from D3oth_specify /The other staff member District-level clerical or administrative staff |). | Superintendent | | | | |
| e. Database or programming staff f. District-level food service clerical or administrative staff g. District-level communications department h. Other district-level clerical or administrative staff i. Principals j. School secretaries or administrative staff k. [Fill from D3oth_specify/ The other school-level staff member you mentioned] j. [Fill from D3oth_specify/The other staff member you mentioned] m. [Fill from D3oth_specify/The other staff member m. [Fill from D3oth_specify/The other staff member |) . | Business manager | | | | |
| f. District-level food service clerical or administrative staff g. District-level communications department n. Other district-level clerical or administrative staff Principals School secretaries or administrative staff k. [Fill from D3oth_specify/ The other school-level staff member you mentioned] [Fill from D3oth_specify /The other staff member you mentioned] m. [Fill from D3oth_specify /The other staff member m. [Fill from D3oth_specify /The other staff member | l. | Student database administrator | | | | |
| staff g. District-level communications department h. Other district-level clerical or administrative staff i. Principals j. School secretaries or administrative staff k. [Fill from D3oth_specify/ The other school-level staff member you mentioned] l. [Fill from D3oth_specify /The other staff member you mentioned] m. [Fill from D3oth_specify /The other staff member | €. | Database or programming staff | | | | |
| h. Other district-level clerical or administrative staff i. Principals i. School secretaries or administrative staff k. [Fill from D3oth_specify/ The other school-level staff member you mentioned] l. [Fill from D3oth_specify /The other staff member you mentioned] m. [Fill from D3oth_specify /The other staff member m. [Fill from D3oth_specify /The other staff member | | | | | | |
| . Principals . School secretaries or administrative staff k. [Fill from D3oth_specify/ The other school-level staff member you mentioned] . [Fill from D3oth_specify /The other staff member you mentioned] m. [Fill from D3oth_specify /The other staff member | j. | District-level communications department | | | | |
| School secretaries or administrative staff Example 1. School secretaries or administrative staff School secretaries or administrative staff Example 2. School secretaries or administrative staff | ١. | Other district-level clerical or administrative staff | | | | |
| c. [Fill from D3oth_specify/ The other school-level staff member you mentioned] . [Fill from D3oth_specify /The other staff member you mentioned] m. [Fill from D3oth_specify /The other staff member | | Principals | | | | |
| staff member you mentioned] . [Fill from D3oth_specify /The other staff member you mentioned] m. [Fill from D3oth_specify /The other staff member | | School secretaries or administrative staff | | | | |
| you mentioned] m. [Fill from D3oth_specify /The other staff member | ζ. | | | | | |
| | | | | | | |
|) ··· | n. | [Fill from D3oth_specify /The other staff member you mentioned] | | | | |

| Who works on printing or copying the lostatus? | etters sent to notify parents or guardians o | of ce |
|--|--|-------|
| Select all that apply | | |
| ☐ District food service director | 1 | |
| □ Superintendent | 2 | |
| ☐ Business manager | 3 | |
| ☐ Student database administrator | 4 | |
| □ Database or programming staff | 5 | |
| ☐ District-level food service clerical or ad | dministrative staff6 | |
| ☐ District-level communications departm | ent7 | |
| ☐ Other district-level clerical or administr | rative staff8 | |
| □ Principals | 9 | |
| ☐ School secretaries or administrative st | aff10 | |
| ☐ Other school-level staff | 11 | |
| Specify | (STRING (NUM)) | |
| Response Option Other (SPECIFY) | 98 | |
| Specify | (STRING (NUM)) | |
| ☐ Response Option Other (SPECIFY) | 99 | |
| Specify | (STRING (NUM)) | |
| □ Not applicable | N | G |
| NO RESPONSE | M | G |
| • • | M | |

| FIL IF I | D5oth_specify IS EMPTY, FILL The other school-l ock L RESPONSE OPTIONS L AND M FROM D5oth_s D5oth_specify IS EMPTY_FILL The other staff me l | <u> </u> | | | | |
|-------------|---|---|--|--|--|--|
| IF I | | specify; | | | | |
| | ISOTO SOCCITY IS ENIPLY FILL INDICTOR STATE MAI | - | | | | |
| | F D5oth_specify IS EMPTY, FILL The other staff member you mentioned O6. How many hours did the following people spend printing or copying notificat each period? Please include management time. (Your best estimate is fine.) | | | | | |
| | , ° | Hours in July- September Dost October 1 | | | | |
| | District food service director | | | | | |
| | Superintendent | | | | | |
| | Business manager | | | | | |
| • | Student database administrator | | | | | |
| | Database or programming staff | | | | | |
| | District-level food service clerical or administrative staff | | | | | |
| | District-level communications department | | | | | |
| | Other district-level clerical or administrative staff | | | | | |
| | Principals | | | | | |
| | School secretaries or administrative staff | | | | | |
| | [Fill from D5oth_specify/ The other school-level staff member you mentioned] | | | | | |
| | [Fill from D5oth_specify /The other staff member you mentioned] | | | | | |
| | [Fill from D5oth_specify /The other staff member you mentioned] | | | | | |

| ALL D7. | In the past three months, how much money was spent on postage or oth certification-related activities? Please include costs of mailing application guardians, business reply envelopes, letters to parents or guardians not certification status, and any other postage or delivery costs. | ons to pai | rents or |
|-------------------|--|--------------------------|----------|
| ar | AMOUNIT | | |
| | AMOUNT \$ | | |
| | a. Costs in July-September 2012 | | |
| | b. Average Monthly Cost After October, 2012 1 | | |
| | NO RESPONSE | M | |
| | | | |
| \LL | | | |
|)8. r | Who responds to questions about certification decisions? | | |
| | Select all that apply | | |
| | □ District food service director | 1 | |
| | □ Superintendent | 2 | |
| | □ Business manager | 3 | |
| | □ Student database administrator | 4 | |
| | □ Database or programming staff | 5 | |
| | □ District-level food service clerical or administrative staff | 6 | |
| | ☐ District-level communications department | 7 | |
| | District-level confiniunications department | | |
| | ☐ Other district-level clerical or administrative staff | | |
| | | 8 | |
| | □ Other district-level clerical or administrative staff | 8 9 | |
| | ☐ Other district-level clerical or administrative staff | 8 9 10 | |
| | □ Other district-level clerical or administrative staff □ Principals □ School secretaries or administrative staff | 8 9 10 | |
| | □ Other district-level clerical or administrative staff. □ Principals. □ School secretaries or administrative staff. □ Other school-level staff | 8 9 10 | |
| | □ Other district-level clerical or administrative staff. □ Principals. □ School secretaries or administrative staff. □ Other school-level staff Specify (STRING (NUM)) | 8 9 10 | |
| | □ Other district-level clerical or administrative staff. □ Principals. □ School secretaries or administrative staff. □ Other school-level staff Specify (STRING (NUM)) □ Response Option Other (SPECIFY). | 8 9 10 11 | |
| | □ Other district-level clerical or administrative staff. □ Principals. □ School secretaries or administrative staff. □ Other school-level staff Specify (STRING (NUM)) □ Response Option Other (SPECIFY). Specify (STRING (NUM)) | 8 9 10 11 | |
| | □ Other district-level clerical or administrative staff. □ Principals. □ School secretaries or administrative staff. □ Other school-level staff Specify (STRING (NUM)) □ Response Option Other (SPECIFY). Specify (STRING (NUM)) □ Response Option Other (SPECIFY). | 8 9 10 11 98 | GO TO E |

| =IL | D8oth_specify IS EMPTY, FILL The other school-le | evel staff member you mentioned | | | |
|--|---|--|--|--|--|
| | L DECDONCE ODTIONS LAND MEDOM DOoth o | | | | |
| F | FILL RESPONSE OPTIONS L AND M FROM D8oth_specify; | | | | |
| IF D8oth_specify IS EMPTY, FILL The other staff member you mentioned | | | | | |
|) 9. | How many hours did the following people s certification decisions each period? Please is fine.) | | | | |
| | | Hours in Hours in July- Typical Month September post October 1 | | | |
| ı | District food service director | | | | |
| | Superintendent | | | | |
| ı | Business manager | | | | |
| , | Student database administrator | | | | |
| ı | Database or programming staff | | | | |
| | District-level food service clerical or administrative staff | | | | |
| ı | District-level communications department | | | | |
| (| Other district-level clerical or administrative staff | | | | |
| l | Principals | | | | |
| , | School secretaries or administrative staff | | | | |
| | [Fill from D8oth_specify/ The other school-level staff member you mentioned] | | | | |
| | [Fill from D8oth_specify /The other staff member you mentioned] | | | | |
| | [Fill from D8oth_specify /The other staff member you mentioned] | | | | |

| D10. ′ar | How were certification results made available to school food service | cashiers? | |
|--------------------|---|---------------------------------------|--|
| | Select one only | | |
| | O Transmitted through an automated process | 1 | |
| | O Lists printed and distributed | 2 | |
| | O | | |
| | O Response Option Other (SPECIFY) | 99 | |
| | Specify (STRING (NUM)) | | |
| | NO RESPONSE | M | |
| ALL | | | |
| D11. | Who coordinated or worked on making certification results available cashiers? Please include entering certification status into electronic printed lists. | | |
| 'ar | F | | |
| | Select all that apply | | |
| | □ District food service director | 1 | |
| | | | |
| | □ Superintendent | 2 | |
| | □ Superintendent □ Business manager | | |
| | · | 3 | |
| | □ Business manager | 3 4 | |
| | □ Business manager □ Student database administrator | 3 4 5 | |
| | □ Business manager □ Student database administrator □ Database or programming staff | 3 4 5 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff | 3 5 6 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department | 3 5 6 7 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff | 3 5 6 7 8 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff □ Principals | 3 5 6 7 8 9 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff □ Principals □ School secretaries or administrative staff | 3 4 5 6 7 8 9 10 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff □ Principals □ School secretaries or administrative staff □ School-level food service staff | 3 4 5 6 7 8 9 10 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff □ Principals □ School secretaries or administrative staff □ School-level food service staff □ Other school-level staff | 34567891011 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff □ Principals □ School secretaries or administrative staff □ School-level food service staff □ Other school-level staff Specify (STRING (NUM)) | 34567891011 | |
| | □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff □ Principals □ School secretaries or administrative staff □ School-level food service staff □ Other school-level staff Specify (STRING (NUM)) □ Response Option Other (SPECIFY) | 345689101112 | |
| | □ Business manager. □ Student database administrator. □ Database or programming staff. □ District-level food service clerical or administrative staff. □ District-level communications department. □ Other district-level clerical or administrative staff. □ Principals. □ School secretaries or administrative staff. □ School-level food service staff. □ Other school-level staff Specify (STRING (NUM)) Specify (STRING (NUM)) | 345689101112 | |

| | 11 NE M AND D11 NE N ILL RESPONSE OPTIONS (A-J) FROM RESPONSES | S SELECTED A | T D11 | | |
|------------|--|--------------------------------|------------------------------------|-----------------|--|
| | ILL RESPONSE OPTION K FROM D11oth_specify; | | | | |
| IF | D11oth_specify IS EMPTY, FILL The other school- | level staff mem | ber you me | entioned | |
| F | FILL RESPONSE OPTIONS L AND M FROM D11oth_specify; | | | | |
| IF | D11oth_specify IS EMPTY, FILL The other staff me | ember you men | tioned | | |
| D | 12. How many hours did the following people s school food service cashiers each period? I spent entering certification status into elect printed lists (Your best estimate is fine.) | Please include | manageme | nt time and tin | |
| | | Hours in July- September | Hours i Typical M post Octob | onth | |
| ι. | District food service director | | | | |
|). | Superintendent | | | | |
|) . | Business manager | | | | |
| ۱. | Student database administrator | | | | |
| €. | Database or programming staff | | | | |
| | District-level food service clerical or administrative staff | | | | |
| J. | District-level communications department | | | | |
| ١. | Other district-level clerical or administrative staff | | | | |
| | Principals | | | | |
| | School secretaries or administrative staff | | | | |
| ζ. | School-level food service staff | | | | |
| | [Fill from D11oth_specify/ The other school-level staff member you mentioned] | | | | |
| n. | [Fill from D11oth_specify /The other staff member you mentioned] | | | | |
| ١. | [Fill from D11oth_specify /The other staff member you mentioned] | | | | |

E. STAFF SALARIES

- E1. Each of the staff categories that you have indicated were involved in certification activities are listed below.
- E1a. Please enter the *average* salary or hourly rate (do not include fringe benefit costs) that employees in each category were paid in SY 2012-2013.
- E1b. (For each response at E1) Is that per hour, per week, biweekly, bimonthly, per month or per year?

| E1. Staffing Position (Fill with staff categories at Q) | E1a. Pay Rate (dollars) | E1b. Basis Paid (select from list) |
|---|-------------------------------|---|
| 1 (STRING (NUM)) | 1 (STRING (NUM)) | 1 1 per hour 2 per week 3 biweekly 4 bimonthly 5 per month 6 per year |
| 2 | 2 | 2 |
| 3 | 3 | 3 |
| 4 | 4 | 4 |
| 5 | 5 | 5 |
| 6 | 6 | 6 |
| 7 | 7 | 7 |
| 8 | 8 | 8 |
| 9 | 9 | 9 |
| 10 | 10 | 10 |

E2. [For each response at E1] Are fringe benefits calculated as a percentage (such as 50 percent of salary), or some other way?

If as a percentage, go to E2a. If some other way, go to E2b.

- E2a. Please enter the rate.
- E2b. If fringe benefits are not calculated as a percentage, but as an amount or some other way, please enter the dollar amount.

| E1. Staffing Position (Fill with staff categories at Q) | E2. Fringe Benefit | E2a. Fringe Benefit Percentage | E2b. Calculated another way (Enter dollar amount): |
|--|-----------------------|-----------------------------------|---|
| 1 (STRING (NUM)) | 1 1 | 1 PERCENTAGE | OTHER SPECIFY |
| | 2 | 2 | |
| | 3 | 3 | |
| | 4 | 4 | |
| | 5 | 5 | |
| | 6 | 6 | |
| | 7 | 7 | |
| | 8 | 8 | |
| | 9 | 9 | |
| | 10 | 10 | |