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Nutrition Services District Questionnaire

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Nutrition Services District Questionnaire

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

THIS QUESTIONNAIRE WILL BE ADMINISTERED USING COMPUTER ASSISTED TELEPHONE INTERVIEW TECHNOLOGY. THE INTERVIEWER WILL READ THE QUESTIONS ALOUD AND TYPE RESPONSES TO THE QUESTIONS INTO THE COMPUTER. THE INTERVIEW PROGRAM WILL 1) DISPLAY THE CORRECT TENSE OF VERBS, 2) PROVIDE ALTERNATE ANSWERS TO QUESTIONS (E.G., NOT APPLICABLE, "I DON'T KNOW"), 3) NAVIGATE COMPLEX SKIP PATTERNS, AND 4) PERFORM OTHER USEFUL FUNCTIONS. COMMENTS APPEARING IN THE MARGIN REPRESENT ADDITIONAL CLARIFICATION ON THE QUESTION OR THE SPECIFIC TERMINOLOGY USED. THIS TEXT WILL APPEAR ON-SCREEN UNDER THE MAIN QUESTION TEXT. THE PROGRAMMING SPECIFICATIONS FOR THE INTERVIEW ARE NOT INCLUDED IN THIS PRINTED VERSION OF THE QUESTIONNAIRE.

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

Menu Planning and Food Ordering

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

1.	Does your district nutrition services program have primary responsibility for planning the menus for meals at any schools in your district?
	Yes1
	No2 →SKIP TO Q5
2.	Which one of the following menu planning techniques does your district use to plan the menus for school meals?
	Traditional Food-based Menu Planning1
	Enhanced Food-based Menu Planning2
	Nutrient Standard Menu Planning or Assisted Nutrient Standard Menu Planning
	Some other approach4
3.	Does your district typically or routinely use a computer to analyze the nutritional content of the school menus?
	Yes1
	No2 →SKIP TO Q5
4.	When analyzing the nutritional content of foods served, is a weighted nutrient analysis used?
	Yes1
	No2
5.	Does your district nutrition services program have primary responsibility for deciding which foods to order for any schools in your district?
	Yes1
	No2 →SKIP TO THE INTRODUCTION TO Q8
6.	Does your district purchase foods from local or regional growers or producers?
	Yes1
	No2

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

		Yes	No
a.	Food safety?1 2		
b.	Hazard Analysis and Critical Control Points (HACCP)?	1 2	
c.	Nutritional standards for a la carte foods? 1 2		
d.	Preference for locally or regionally grown foods? 1	2	
e.	Cooking methods for precooked items, for example baked instead of deep fried? 1 2		

Food Preparation

The next questions ask about the food preparation process.

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

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

Yes1	
No2	\rightarrow SKIP TO THE
	INTRODUCTION TO Q14

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

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

	Never	Rarely	Some- times	5
aWere non-stick instead of grease or oil?			3	4
bWas vegetal shortening, butter, or margarine?			3	4
cWere part-skin instead of regular cheese?			3	4
dWere skim, dry milk used instead of whole milk?			3	4
eWere ground beef used instead of regular ground beef?	-	-	3	4
fWere cooke beans, soy products, or other meat extenders used instead of meat?			3	4
gWere fresh or instead of canned?			3	4
hWas fresh instead of canned?			3	4
iWere low-sod used instead of regular canned vegetables?			3	4

(Q9 continued)

	Never	Rarely	Some- times	Almost Always or Always
jWere othe of salt?	•		3	4
kWere lo mayonnaise, or sour cream used instead of regular mayonnaise, sour cream, or creamy salad dressings?			3	4

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

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

		Never	Rarely	Some- times	J = -
a.	The amount of sugar called for in recipes reduced or were low-sugar				
	recipes used?	1	2	3	4
	bThe amoun for in recipes reduced or were	t of fats and	oils called		
	low-fat recipes used?	1	2	3	4
	cThe amo in recipes reduced or were	ount of salt c	alled for		
	low-sodium recipes used?	1	2	3	4

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

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

	Never	Rarely	Some- times	Almost Always or Always		
aMeat 1 broiled rather than fried?			3	4	5	
bMeat or prack so fat would drain?			3	4	5	
cFat drained						•••••
dFat trimm meat used			3	4	5	
eSkin remo skinless poultry used?	-		3	4	5	
fSolid fat s meat or poultry broth?	-		3	4		
gFat skimi soup, stew, or gravy?			3	4		

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

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

		Never	Rarely	Some- times	Almost Always or Always	
a.	Potatoes boiled, mashed, or baked, rather than fried or deep fried?	1	2	3	4	
	bOther vegeta	bles steame	d or baked?			
	2					
	cVegetables	prepared wi	thout using			
	butter, margarine, or a cheese or creamy sauce?	1	2	3	4	

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

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

Never	1
Rarely	2
Sometimes	3
Almost always or always	4

Collaboration and Promotion

The next question asks about district participation in farm to school activities. Farm to school activities connect schools and local farms, with the objectives of serving local and healthful foods in school cafeterias or classrooms while supporting small- and medium-sized local and regional farmers.

14.	Does your district participate in any farm to school	l activities?
	Yes	.1
	No	.2

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

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

	Yes	No	No district- level staff in this area	
a	Health education sta	ff?1	2 3	
b	Physical education st	aff?1	2 3	
C	Health services staf	f?1	2 3	
d	Mental health or social serv	rices staff?		
2	3			

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

				Yes	No
	a.	Alliance for a Healthier Generation? 1 2			
	b.	A health organization, such as the American Heart Association or the American Cancer Society? 1	2		
	c.	A local health department? 1 2			
	d.	A local mental health or social services agency? 1	2		
	e.	A local college or university? 1 2			
	f.	A local business? 1 2			
	g.	Action for Healthy Kids? 1 2			
	h.	A food commodity organization, such as the Dairy Council or produce growers association? 1	2		
	i.	A non-governmental organization promoting farm to school activities? 1 2			
	j.	A county cooperative extension office? 1 2			
	k.	A food policy council? 1 2			
	l.	A local hospital? 1 2			
	m.	A local service club, such as the Rotary Club? 1	2		
	n.	A local youth organization, such as the Boys and Girls Clubs? 1 2			
	0.	A local anti-hunger organization, such as a food bank?	1	2	
nutri	tion	t set of questions ask about activities that your district mig services among students and their families.	ght d	lo to promote	e school
17.	Du	ring the past 12 months, has anyone from your district		Vac	No
	2	Made menus available to students? 1 2		Yes	No
	а. ь	Made information available to students? 1 2			
	b.		1	2	

18.	Dı	uring the past 12 months, has anyone from your district			
				Yes	No
	a.	Made menus available to families of all students? 1	2		
	b.	Made information available to families of all students on the nutrition and caloric content of foods available to students? 1 2			
	c.	Made information on the school nutrition services program available to families of all students? 1	2		
19.	Dı	uring the past 12 months, has anyone from your district pro	ovide	d ideas to scho	ools
				Yes	No
	a.	On how to involve school nutrition services staff in classrooms? 1 2			
	b.	On how to use the cafeteria as a place where students might learn about food safety, food preparation, or other nutrition-related topics? 1	2		
	c.	For nutrition-related special events? 1 2			
20.		uring the past 12 months, has anyone from your district pro anning menus for students	ovide	d assistance to	schools in
				Yes	No
	a.	With food allergies?1 2			
	b.	With chronic health conditions that require dietary modification, such as diabetes?			

- modification, such as diabetes? 1 2
- c. Who are vegetarians? 1 2

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

21.	During the past two years, has anyone from your aspects of the nutrition services program?	district evaluate	ed each of the	following
		Yes	No	N/A

		14/21
a.	a. Staff compliance with government regulations and recommendations, such as requirements to serve milk	
	bThe number of students participating in the nutrition services program2	
	cThe nutritional quality of school meals 2	
	dThe amount of plate waste. 1	2
	eProfessional development or in-service programs for nutrition services staff1	
	fFood safety procedures1	2

The Healthy, Hunger-Free Kids Act of 2010 requires school districts participating in federally subsidized child nutrition programs (e.g., National School Lunch Program or School Breakfast Program) to implement, review, and monitor a local wellness policy. The next questions ask about your district's wellness policy.

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

No single individual is responsible1	
Superintendent2	
Assistant superintendent	
Other district-level staff member4	
A school administrator5	
A school-level faculty or staff member6	

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

Students1
Families2
Representatives of the school food authority3
School board members4
School administrators5
Community members6
None of these7
District has not reviewed or revised wellness policy8

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

Yes	1
No	2

District has not evaluated or assessed the implementation of the wellness policy......3

Staffing and Professional Development

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

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

High school diploma or GED1
Associate's degree in nutrition or a related field2
Undergraduate degree in nutrition or a related field3
Graduate degree in nutrition or a related field4
Specific education requirements are not described5

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

					Ye	25	No
	a.	A Registered Dietitian (RD) credential from the American Dietetic Association?	1	2			
	b.	A School Nutrition Specialist credential from the School Nutrition Association?	1	2			
	c.	A School Nutrition Association certificatio (Certification could include Level 1, Level Level 3, or Trainer.) 1 2					
	d.	Successfully completed a school nutrition s training program provided or sponsored by			1	2	
	e.	ServSafe or other food safety certification?	1	2			
27.	Ha	s your district adopted a policy stating that a	newly	v hired	district	food servic	e director

(school food authority director) will be certified, licensed, or endorsed by the state?

Yes1
No2
State does not certify, license, or endorse district food service directors (school food authority directors)3

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

Yes1
No2

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

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

			Yes	No
	a.	A Registered Dietitian (RD) credential from the American Dietetic Association? 1 2		
	b.	A School Nutrition Specialist credential from the School Nutrition Association? 1 2		
	c.	A School Nutrition Association certification? (Certification could include Level 1, Level 2, Level 3, or Trainer.) 1 2		
	d.	Successfully completed a school nutrition services training program provided or sponsored by the state?	1 2	
	e.	ServSafe or other food safety certification?1 2		
31.		as your district adopted a policy stating that a newly hired s ill be certified, licensed, or endorsed by the state?	chool food servic	e manager
	Ye	es1		
	No	02		
		ate does not certify, license, or endorse school food service managers3		

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

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

				Ye	26	No
a.	Menu planning for healthful meals?	1	2			1.0
b.	Cultural diversity in meal planning?	1	2			
c.	Implementing the new USDA rules for sch	nool me	als?	1	2	
d.	Using the cafeteria for nutrition education?	?1	2			
e.	Program regulations and procedures?	1	2			
f.	Selecting and ordering food? 1	2				
g.	Healthy food preparation methods?1	2				
h.	Increasing the percentage of students parties school meals? 1 2	cipatin	g in			
i.	Making school meals more appealing?	1	2			
j.	Strategies to improve the presentation of h in the cafeteria? 1 2	ealthfu	l foods			
k.	Customer service? 1 2					
l.	Competitive food policies to create a healt environment? 1 2	hy food	1			
m.	Financial management? 1 2					
n.	Personnel management? 1 2					
0.	Facility design and layout, including equipment	ient sele	ection?	1	2	
p.	Food safety?1 2					
q.	Procedures for handling severe food allerg	y reacti	ions?	1	2	
r.	Food preparation methods for students wit allergies? 1 2	h food				
s.	Nutrition services for students with special other than food allergies? 1 2	l dietary	y needs			
t.	Using Hazard Analysis and Critical Contro (HACCP)? 1 2	ol Point	S			

(Q32 continued)

	Yes	No
u. Procedures for responding to food recalls? 1 2		
v. Personal safety for nutrition services staff? 1 2		
w. Implementing local wellness policies at the school level? 1	2	
x. Sourcing foods locally or regionally? 1 2		
y. Using produce from school gardens? 1 2		
z. Culinary skills? 1 2		

Nutrition Services and Child Nutrition Requirements and Recommendations

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

Has your district adopted a policy stating that schools will offer **breakfast** to students? 33. Yes, all schools.....1 Yes, some categories of schools, such as those with a certain percentage of students eligible for free or reduced-price meals......2 34. Has your district adopted a policy stating that schools will encourage breakfast consumption by allowing students to eat in locations other than the cafeteria, such as the school bus or classroom? Yes.....1 No.....2 Does your district require or recommend a minimum amount of time students will be given 35. to eat breakfast once they are seated? Require.....1 Recommend......2 Does your district require or recommend that schools offer students whole grain foods 36. each day for breakfast? Require.....1 Recommend......2 37. Has your district adopted a policy stating that schools will offer **lunch** to students? Yes.....1 No......2

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

	101	Require Recommend Neither
	a.	2 or more different entrees or
		main courses3
		b2 or more different non-fried vegetables
		2
		c2 or more different fruits or types of
		100% fruit juice3
39.		es your district require or recommend that schools offer a vegetarian entrée or main urse each day for lunch ?
	Re	quire1
	Re	commend2
	Ne	ither3
40.		es your district require or recommend that schools offer students whole grain foods ch day for lunch ?
	Re	quire1
	Re	commend2
	Ne	ither3
41.	Do	es your district require or recommend that schools offer self-serve salad bars?
	Re	quire1
	Re	commend2
	Ne	ither3
42.		any schools in your district participate in the National School Lunch Program ter-School Snack Program?
	Ye	s1
	No	2
43.	Do	any schools in your district participate in the After-School Supper Program?
	Ye	s1
	No	2

44. Last summer, did your district sponsor the USDA Summer Food Service Program in any schools in your district?

Yes	1
No	2

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

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

	Require	Recommend	Neither	
	A la carte during breakf		2	
periods?	1	2	3	
e	At student parti	es?1	2 3	
	In after-school or extended	day programs?		
g	At staff meeting	gs?1	2 3	
	At meetings attended b		_	
family members?	1	2	3	
	In school stores, canteens,3	or snack bars?		
j	In vending machi	nes?1	2 3	
k	At concession sta	nds?1	2 3	

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

Require1	
Recommend2	
Neither	

Does your district require or recommend that schools make whole grain foods available to 47. students whenever other food is offered or sold, for example at student parties or in school stores?

Require	1
Recommend	2

48. Does your district require or recommend that schools make healthful beverages such as plain water or low-fat milk available to students whenever other beverages are offered or sold, for example at student parties or in school stores?

Require	1
Recommend	2
Neither	3

49. Does your district require or recommend that schools restrict the availability of deep fried foods?

Require	1
Recommend	2
Neither	3

50. Does your district require or recommend that schools restrict the times during the day that soda pop, sports drinks, or fruit drinks that are not 100% juice can be sold in any venue?

Require1	-
Recommend2	
Neither	6

51. Does your district require or recommend that schools restrict the times during the day that junk foods can be sold in any venue?

Require	1
Recommend	2
Neither	3

52. Does your district require or recommend that schools prohibit junk foods from being sold for fundraising purposes?

Require	1
Recommend	2
Neither	3

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

Require	1
Recommend	2
Neither	3

54. Does your district require or recommend that healthful foods such as fruits, vegetables, and whole grain foods are intentionally priced at a lower cost than junk foods?

Require	.1
Recommend	.2
Neither	.3

55. Does your district require or recommend that healthful beverages such as plain water or low-fat milk are intentionally priced at a lower cost than sugar-sweetened beverages?

Require1	
Recommend2	
Neither	
District does not sell sugar-sweetened beverages4	

56. Does your district require schools to report on revenue from sales of food and beverages from school-sponsored fundraisers, vending machines, school stores, or a la carte lines in the school cafeteria?

Yes1
No2

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

		Require	Recommend	Neither
a.	Implementation of a risk-based approach to food safety, for example a HACCP-based program?	1	2	3
	bFeeding stu allergies?			3

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

Require	1
Recommend	2
Neither	3

59. Does your district have a **district-level plan** for feeding students who rely on the school meal programs in the event of an unplanned school dismissal or school closure?

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

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

Yes	1
	2

61. Does your district prohibit or actively discourage schools from withholding food or restricting the types of foods available as a form of punishment for students' behavior?

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

District Food Service Director

62.	Who operates the nutrition services program for the district?	
	School district1	
	Food service management company2	
	Other3	
63.	Currently, does someone in your district oversee or co district food service director (school food authority dir	
	Yes1	
	No2	→ That is the last question. Thank you very much for taking the time to complete this questionnaire.
64.	Are you this person?	
	Yes1	
	No2	→ That is the last question. Thank you very much for taking the time to complete this questionnaire.
65.	Who do you work for? MARK ALL THAT APPLY	
	School district1	
	Food service management company2	
	Other3	
The	last questions ask about your educational background.	
66.	Do you have a culinary arts degree?	
	Yes1	
	No2	
67.	Do you have an undergraduate degree?	
	Yes1	
	No2	→SKIP TO Q73

68.	What did you major in? MARK ALL THAT APPLY	
	Business1	
	Education2	
	Food service administration or management	
	Home economics or family and consumer sciences4	
	Nutrition or dietetics5	
	Other (Specify)6	
69.	Did you have an undergraduate minor?	
	Yes1	
	No2	→SKIP TO Q71
70.	What did you minor in? MARK ALL THAT APPLY	
	Business1	
	Business1 Education2	
	Education2 Food service administration or	
	Education2 Food service administration or management3 Home economics or family and	
	Education	
71.	Education	
71.	Education	

72.	In what area or areas was your graduate work? MARK ALL THAT APPLY
	Business1
	Education2
	Food service administration or management
	Home economics or family and consumer sciences4
	Nutrition or dietetics5
	Other (Specify)6
73.	Do you have a School Nutrition Specialist credential from the School Nutrition Association?
	Yes1
	No2
74.	Do you have a School Nutrition Association certification? (Certification could include Level 1, Level 2, Level 3, or Trainer.)
	Yes1
	No2
75.	Do you have a Registered Dietitian (RD) credential from the American Dietetic Association?
	Yes1
	No2
76.	Are you a certified dietary manager?
	Yes1
	No2
77.	Are you a certified food safety manager?
	Yes1
	No2

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

Yes (Specify).....1 No.....2

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

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