Appendix F.2: District Cost Survey - SY 2013-2014 OMB #: 0584-xxxx

Expiration Date: xx/xx/20xx

I. INTRODUCTION

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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. It is set up 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 direct certification 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 the 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.

A. DIRECT CERTIFICATION

Direct certification is the process whereby school officials determine a child's eligibility for free school meals in the National School Lunch Program (NSLP) based on data provided by the State or local public assistance office about participation in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (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 <u>State-level matching</u>, 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.

Does your State conduct matching at the State level for direct certification?

C	Yes	1
C	No	0
	NO RESPONSE	М.

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 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

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ALL				
A2.	With <u>district-level matching</u> , districts their schools with a list of children in using a common identifier or identifier computer systems. Does your distriction?	SNAP households (and/or in others. Districts may use manual met	er qualifyin hods or the	g program eir own
	O Yes		1	
	O No		0	
	NO RESPONSE		M	
A1 = 1	1 AND A2 = 1			
А3.	Which entity performs matching for d	lirect certification first?		
	Select one only			
	O State		1	
	O District		2	
	NO RESPONSE		M	
A1 NE	E 1 AND A2 NE 1			
A4.	How is direct certification conducted	in your district?		
	Select one only			
	O Direct certification is not used		1	
	O Other (specify)		2	GO TO B
	Specify	(STRING (NUM))		
	NO RESPONSE		M	GO TO B
A4 = 1	1			
A5.	Why is direct certification not conduc	cted in your district?		
		(FIELD DESCRIPTION)	G	O TO C1
	(STRING (NUM))	,		
	NO DECRONOE		N.4	GO TO C

	B. DIRECT CERTIFICATION PROCESS	
ALL		
The r	next questions are about the direct certification process in your district.	ı
B1.	Which levels of staff are involved with the direct certification process	s?
	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
	☐ Other district-level clerical or administrative staff	7
	□ Response Option Other (SPECIFY)	98
	Specify (STRING (NUM))	
	□ Response Option Other (SPECIFY)	99
	Specify (STRING (NUM))	
	NO DESDONSE	M

B2. Var	Who is responsible for overseeing the direct certification process	in your district?
	Select one only	
	O District food service director	1
	O Superintendent	2
	O Business manager	3
	O Student database administrator	4
	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.

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

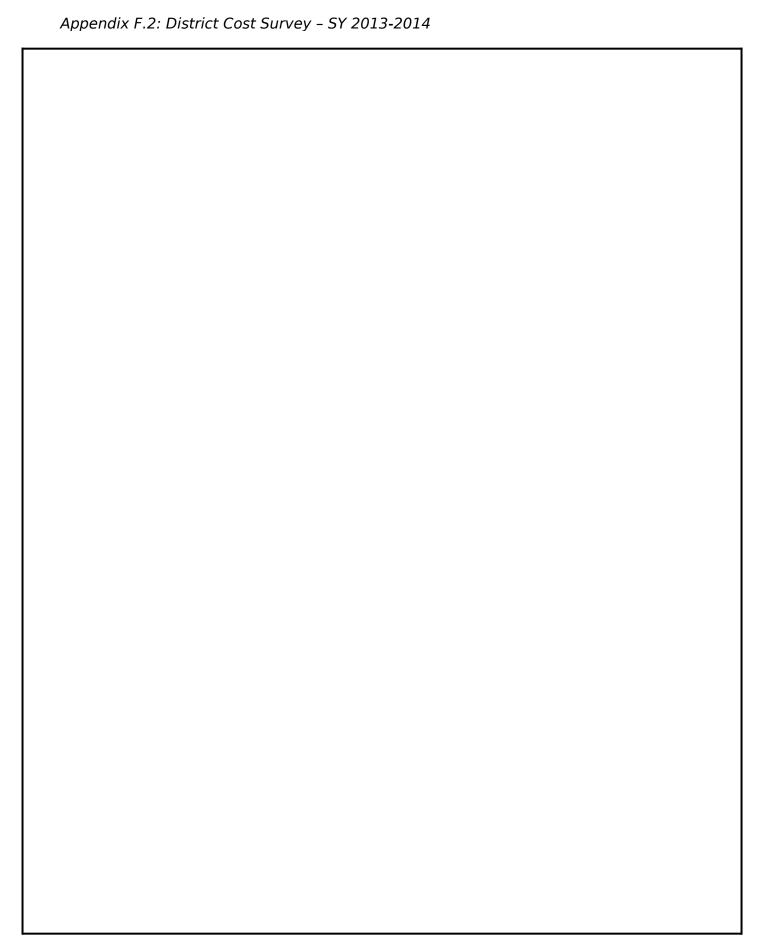
Se	lect all that apply	
	Receiving or downloading files from the State Agency of children receiving SNAP, TANF, FDPIR, and/or Medicaid	1
	Updating match specifications, developing programming to implement them, and testing and refining programs	2
	Extracting relevant student data from district files	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.

33A.	In which steps is [JOB TITLE FROM B1] involved?	
	Select 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
	Specify (STRING (NUM))	
	□ Response Option Other (SPECIFY)	99
	Specify (STRING (NUM))	
	PROGRAMMER BOX B3A ASK B4 FOR EACH RESPONSE SELECTED AT B3A.	
B3 NE	E 0 OR B3A NE 0) AND (B3 NE M OR B3A NE M) How many hours did the [JOB TITLE FROM B1] spend on [TASK FROM B3 A	ND/OR B3A1 e
	month? Please include management time. (Your best estimate is fine.)	
	a. Hours in [MONTH 1]	
	b. Hours in [MONTH 2]	
		_

C. CERTIFICATION BY APPLICATION

ALL		
Next,	, we ask about the certification by application process in your dist	rict.
C1.	Who is responsible for overseeing the certification by applicati	on process in your district?
	Select one only	
	O District food service director	1
	O Superintendent	2
	O Business manager	3
	O Student database administrator	4
	O Response Option Other (SPECIFY)	99
	Specify (STRING (NUM))	
	NO RESPONSE	M GO TO C
C1 N	IE M	
	annication process?	
	application process? Select all that apply	
	Select all that apply Supervising district-level steps	1
	Select all that apply	
	Select all that apply Supervising district-level steps	2
	Select all that apply ☐ Supervising district-level steps ☐ Working with principals who supervise school-level steps	2
	Select all that apply ☐ Supervising district-level steps ☐ Working with principals who supervise school-level steps	2 3 4
	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	2 3 4
	Select all that apply Supervising district-level steps	2 3 4 99
	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))	2 3 4 99
ALL	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))	2 3 4 99
ALL C3.	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))	2 4 99
	Select all that apply Supervising district-level steps	2 4 99
	Select all that apply Supervising district-level steps	2 4 99
	Select all that apply Supervising district-level steps	
	Select all that apply Supervising district-level steps	



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C4.	Does your district have a web-based application process?	
	O Yes	1
	O No.	
	NO RESPONSE	
	NO RESI GNOE	
C4 =	1	
C5.	How long has the web-based application process been in place?	
	YEARS AND/OR MONTHS	
	(RANGE NUMBER RANGE) (RANGE NUMBER RANGE)	
	NO RESPONSE	M
C4 =	1	
C6.	What percentage of applications is received through the web-based pr	ocess?
	%	
	(RANGE NUMBER RANGE)	
	O Don't know yet (first year of use)	D
	NO RESPONSE	
	NO RESPONSE	IVI
C4 =	1	
C7.	Who manages the web-based application site? Please include work on a site.	leveloping and testing tl
	Select one only	
	Select one only O District staff manages	1
	•	
	O District staff manages	2
	O District staff manages O Contractor manages	2 3
	District staff manages.Contractor manages.District and contractor manage jointly.	2 3

C8.			money was pa site? (Your be		ntractor each mon s fine.)	th for mar	naging the	web-b	ased
						DOI	LLARS		
		a.	Cost in [MON	TH 1]			\$		
		b.	Cost in [MON	TH 2]			\$		
	NO) RES	PONSE					M	
C7=1 C	OR C7=	3							
CO							:+-2 D/s	aca inc	lude work or
C9.			district works and testing the		g the web-based a	application	1 Site? Piea	ase inc	iado ironi or
	develo	ping a			g the web-based a	application	i site? Pied	ase inc	iddo Horik or
	develo Select	pping a all tha	and testing the at apply	site.	g the web-based a				ade nem er
	develo Select □ Di	pping a all tha strict f	and testing the at apply ood service dir	site. ector				1	ide verk e.
	develo Select □ Di □ Su	pping a all tha strict f uperint	and testing the at apply ood service dir endent	site.				1	ide nom o
	develo Select □ Di □ Su □ Bu	pping a all that strict for uperint usines	and testing the at apply ood service direndents manager	site.				1 2 3	ide werk er
	Select Di Si St	oping a all that strict for uperint usines: udent	and testing the at apply ood service directions manager	ectorinistrator				1 2 3	ide werk er
	Select Di Su Su St Date	pping a all that strict fuperint uperint usines: udent atabas	and testing the at apply ood service directions and testing the direction and testing the attachment and testing the direction and testing the attachment	ectorinistrator				12345	
	develor Select □ Di □ Su □ Bu □ St □ Da □ Di	pping a all that strict for uperint usiness udent atabas strict-l	and testing the at apply ood service directions of the service directions manager database adme or programmevel food servi	ectorinistrator				123456	
	Selection Selection State State Diagram Dia	pping a all that strict for uperint usines: udent atabas strict-lo	and testing the at apply ood service directions manager	ectorinistratorning staffce clerical or cations depart	administrative staff			123456	
	Select Di St St Di Di Ot	pping a all that strict for uperint usines: udent atabas strict-le strict-le	and testing the at apply ood service directions manager database adme or programmevel food servievel communicatrict-level clericate at a service of the service of	ectorinistrator inistrator ce clerical or cations departical or adminis	administrative staff			12345678	
Var	Select Di St St Di Di Ot	pping a all that strict for uperint usines: udent atabas strict-location strict-location strict-location espons	and testing the at apply ood service directions manager database adme or programmevel food servievel communicatrict-level clericate at a service of the service of	ectorinistrator inistrator ce clerical or cations departical or adminis	administrative staff tmentstrative staff			12345678	
	Selection Selection St. St. Di Di Di Control Ref Specification	pping a all that strict for uperint usines: udent atabas strict-le strict-le cher dis-	and testing the at apply ood service directed endent	ectorinistrator ce clerical or cations departical or administrator (SPECIFY).	administrative staff tmentstrative staff	M))		1234567898	
	Selection Selection St. St. Di Di Di Control Ref Specification	pping a all that strict fuperint usines: udent atabas strict-later diseases y	and testing the at apply ood service directions manager database adme or programmevel food servicevel communicatrict-level clerice Option Others	ectorinistrator inistrator ce clerical or cations departical or administrator (SPECIFY).	administrative staff tmentstrative staff	M))		1234567898	
	Selection Selection Selection St. St. Dia St. Dia Control Res Specification	pping a all that strict for uperint usines: udent atabas strict-lether disespons y	and testing the at apply ood service directions manager database adme or programmevel food servicevel communicatrict-level clerice Option Otherse Option Otherse Option Otherse	ectorinistrator ce clerical or cations departical or administrator (SPECIFY).	administrative staff tmentstrative staffstrative staff	M))		1234567898	GO TO C1:
	Selection Diagram St. St. Diagram St. Diagram St. Diagram St. Diagram Specifical Research Specifical No. 100 N	pping a all that strict fuperint usines: udent atabas strict-licher disespons y espons y ot appli	and testing the at apply ood service directions manager database adme or programmevel food servicevel communications of the se Option Other icable	ectorinistrator inistrator ce clerical or cations departical or administrator (SPECIFY).	administrative staff tmentstrative staff	M))		1234567898	

IF	C9oth_specify IS EMPTY, FILL The other staff me	mber you menti	oned	
	10. How many hours did the following people s each month? Please include management to testing the site. (Your best estimate is fine.)	pend managing	the web-based a	
		Hours in [MONTH 1]	Hours in [MONTH 2]	
	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 you mentioned]			
ΑI	LL			
C	11. Was there need to update the content of the	application for	ms for the 2013-2	014 school yea
	O Yes			1
	O No			0
	NO RESPONSE			M

C12.	Wa	s there need for any new translation of the application forms for the	2013-2014	l school yea
	•	Yes	1	
	\mathbf{C}	No	0	
		NO RESPONSE	M	
C11=1	-			
IF C1	2=1,	FILL and translations		
C13.	Wł	o coordinates or works on revising the content of the application fo	orm [and tra	anslations]
	Se	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 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	
	Sp	ecify (STRING (NUM))		
		Response Option Other (SPECIFY)	98	
	Sp	ecify (STRING (NUM))		
		Response Option Other (SPECIFY)	99	
	Sp	ecify (STRING (NUM))		
		Not applicable	N	GO TO C1

FILL RESPONSE OPTIONS (A-J) FROM RESPONSES SELECTED AT C13 FILL RESPONSE OPTION K FROM C13oth_specify;				
	C13oth_specify IS EMPTY, FILL The other school	-level staff member you mentioned		
	FILL RESPONSE OPTIONS L AND M FROM C13oth_specify;			
IF	IF C13oth_specify IS EMPTY, FILL The other staff member you mentioned			
C		spend revising the content of the application e include management time. (Your best estimate		
		Hours in Hours in [MONTH 1]		
₹.	District food service director			
).	Superintendent			
) .	Business manager			
d.	Student database administrator			
€.	Database or programming staff			
	District-level food service clerical or administrative staff			
].	District-level communications department			
١.	Other district-level clerical or administrative staff			
	Principals			
	School secretaries or administrative staff			
ζ.	[Fill from C13oth_specify/ The other school-level staff member you mentioned]			
	[Fill from C13oth_specify /The other staff member you mentioned]			
n.	[Fill from C13oth_specify /The other staff member you mentioned]			

C15.	Are hardcopy application forms printed	by district or school staff each yea	r?	
	O Yes		1	
	O No		0	GO TO C1
	NO RESPONSE		M	GO TO C1
C15 =	1			
C16.	Who coordinates or works on printing	hardcopy application forms?		
	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 a	dministrative staff	6	
	☐ District-level communications departm	nent	7	
	☐ Other district-level clerical or administ	rative staff	8	
	□ Principals		9	
	☐ School secretaries or administrative s	taff	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))		
			N	GO TO C1
	□ Not applicable			

IF C16oth_specify IS EMPTY, FILL The other school-level staff member you mentioned				
FI	LL RESPONSE OPTIONS L AND M FROM C16oth_	specify;		
IF	C16oth_specify IS EMPTY, FILL The other staff m	nember you mentioned		
C		spend having hardcopy applications printed time as well as time spent printing forms. (You		
		Hours in Hours in [MONTH 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			
į.	School secretaries or administrative staff			
k.	[Fill from C16oth_specify/ The other school-level staff member you mentioned]			
	[Fill from C16oth_specify /The other staff member you mentioned]			
m.	[Fill from C16oth_specify /The other staff member you mentioned]			

	110	w many naracopy application form	ns were printed this year? Your best estimate is fine.
		(RANGE NUMBER RANGE) NO RESPONSE	(FIELD DESCRIPTION)
C15 =			
C19.	Wł	nat was the cost of the supplies us	ed to print hardcopy application forms last year?
		\$ (RANGE NUMBER RANGE)	(FIELD DESCRIPTION)
			M
C15 N	NE 1		
C20.		orms are printed by a vendor, what ar?	t was the cost of printing hardcopy application forms
		\$ (RANGE NUMBER RANGE)	(FIELD DESCRIPTION)
	O	(RANGE NUMBER RANGE)	(FIELD DESCRIPTION)
	•	(RANGE NUMBER RANGE) Not printed by a vendor	
	O	(RANGE NUMBER RANGE) Not printed by a vendor	N
	•	(RANGE NUMBER RANGE) Not printed by a vendor	N
	0	(RANGE NUMBER RANGE) Not printed by a vendor	N
	•	(RANGE NUMBER RANGE) Not printed by a vendor	N
	•	(RANGE NUMBER RANGE) Not printed by a vendor	N
	•	(RANGE NUMBER RANGE) Not printed by a vendor	N
	•	(RANGE NUMBER RANGE) Not printed by a vendor	N

C21.	ext questions are about parent outreach regarding applications. How does your district let parents or guardians know about the onli	ine application process?
	Select all that apply	4
	Letters mailed to parents or guardians	
	☐ Emails to parents or guardians	
	□ School district website	
	Public service announcements	
	☐ At school registration	
	Response Option Other (SPECIFY)	99
	Specify (STRING (NUM))	
	NO RESPONSE	IVI
ALL		
C22.	Who works on letting parents or guardians know about the applicat reduced-price school meals (online or on paper)?	ion process for free or
C22.	reduced-price school meals (online or on paper)? Select all that apply	
C22.	reduced-price school meals (online or on paper)? Select all that apply District food service director	1
C22.	reduced-price school meals (online or on paper)? Select all that apply District food service director	1 2
C22.	reduced-price school meals (online or on paper)? Select all that apply District food service director Superintendent Business manager	2 3
C22.	reduced-price school meals (online or on paper)? Select all that apply □ District food service director □ Superintendent □ Business manager □ Student database administrator	2 3 4
C22.	reduced-price school meals (online or on paper)? Select all that apply □ District food service director □ Superintendent □ Business manager □ Student database administrator □ Database or programming staff	12345
C22.	reduced-price school meals (online or on paper)? Select all that apply □ District food service director	12345
C22.	reduced-price school meals (online or on paper)? Select all that apply □ District food service director □ Superintendent □ Business manager □ Student database administrator □ Database or programming staff □ District-level food service clerical or administrative staff	123456
C22.	Select all that apply □ 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	
C22.	Select all that apply □ 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.	123456789
C22.	Select all that apply □ 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	1234566789
C22.	Select all that apply 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	1234566789
C22.	Select all that apply District food service director	
C22.	Select all that apply District food service director 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 (STRING (NUM))	
C22.	Select all that apply □ 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 □ Other school-level staff Specify (STRING (NUM)) □ Response Option Other (SPECIFY)	

IF C22oth_specify IS EMPTY, FILL The other school-level staff member you mentioned				
FI	LL RESPONSE OPTIONS L AND M FROM C22oth_	_specify;		
IF	C22oth_specify IS EMPTY, FILL The other staff m	ember you mentioned		
Cź	23. How many hours did the following people s the application process each month? Pleas is fine.)	spend letting parents or guardians know about se include management time. (Your best estimate		
		Hours in Hours in [MONTH 1] [MONTH 2]		
₹.	District food service director			
ο.	Superintendent			
Э.	Business manager			
d.	Student database administrator			
€.	Database or programming staff			
	District-level food service clerical or administrative staff			
g.	District-level communications department			
٦.	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]			
n.	[Fill from C22oth_specify /The other staff member you mentioned]			

C24.	How are 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	4
	□ Response Option Other (SPECIFY)	99
	Specify (STRING (NUM))	
	NO RESPONSE	M
ALL		
	Select all that apply	
	Select all that apply □ District food service director	1
	□ District food service director	2
	□ District food service director □ Superintendent	2
	□ District food service director □ Superintendent □ Business manager	2 3 4
	 □ District food service director □ Superintendent □ Business manager □ Student database administrator. 	2 3 4 5
	 □ District food service director □ Superintendent □ Business manager □ Student database administrator □ Database or programming staff 	2 4 5 6
	 □ 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
	 □ 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 	2 4 5 6 7
	 □ 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 8
	 □ 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 3 5 6 7 8 9
	 □ 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 3 5 6 7 8 9
	 □ 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 	234567891112
	□ 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))	234567891112
	□ 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. □ Other school-level staff □ Other school-level staff Specify (STRING (NUM)) □ Response Option Other (SPECIFY).	2
	□ 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))	2

IF C25oth_specify IS EMPTY, FILL The other school-level staff member you mentioned				
FI	LL RESPONSE OPTIONS L AND M FROM C25oth	_specify;		
IF	C25oth_specify IS EMPTY, FILL The other staff m	ember you mentioned		
C2		spend mailing application forms to parents or orms to schools to send home with students time. (Your best estimate is fine.)		
		Hours in Hours in [MONTH 1]		
ì.	District food service director			
).	Superintendent			
) .	Business manager			
i.	Student database administrator			
) .	Database or programming staff			
	District-level food service clerical or administrative staff			
J.	District-level communications department			
۱.	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]			
n.	[Fill from C25oth_specify /The other staff member you mentioned]			

Calaat all that arealy			
Select all that apply		4	
District food service director			
□ Superintendent			
Business manager			
☐ Student database administrator			
☐ Database or programming staff			
☐ District-level food service clerical or ad			
☐ District-level communications departme			
☐ Other district-level clerical or administr			
□ Principals □ School secretaries or administrative sta			
		_	
		11	
Specify Response Option Other (SPECIFY)	(STRING (NUM))	00	
		98	
Specify Description Other (SPECIEV)	(STRING (NUM))	00	
Response Option Other (SPECIFY)		99	
Specify Not applicable	(STRING (NUM))	N.I.	GO TO C2
□ Not applicable		IN	GO 10 C2
NO RESPONSE		M	GO TO C2

• '	LL RESPONSE OPTIONS L AND M FROM C27oth	specify:
IF	C27oth_specify IS EMPTY, FILL The other staff m	
		spend answering calls about the application
		Hours in Hours in [MONTH 1] [MONTH 2]
a .	District food service director	
Э.	Superintendent	
С.	Business manager	
d.	Student database administrator	
Э.	Database or programming staff	
	District-level food service clerical or administrative staff	
g.	District-level communications department	
٦.	Other district-level clerical or administrative staff	
	Principals	
	School secretaries or administrative staff	
ζ.	[Fill from C27oth_specify/ The other school-level staff member you mentioned]	
	[Fill from C27oth_specify /The other staff member you mentioned]	
n.	[Fill from C27oth_specify /The other staff member you mentioned]	

The ne	ext questions are about the submission and processing of appl	cations in your district	
C29.	How often are applications submitted online processed?		
	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	
	Response Option Other (SPECIFY)	99	
	Specify (STRING (NUM))		
	NO RESPONSE	M	
	Are paper forms returned to the child's school or to a central	office?	
	Var	office?	
	Select one only		
	Select one only O Child's school	1	
	Select one only Child's school Central office	1	
	Select one only Child's school Central office	2	
ALL C30.	Select one only Child's school Central office Both child's school and central office	2	
C30.	Select one only Child's school Central office Both child's school and central office	2	
	Select one only Child's school Central office Both child's school and central office	1 2 3 M	
ALL	Select one only Child's school Central office Both child's school and central office NO RESPONSE	13M s to return applications	
ALL	Select one only Child's school Central office Both child's school and central office NO RESPONSE Is a business reply envelope provided for parents or guardian	1	

	Who collects the hardcopy application	forms at the school level?
	Select all that apply	
	□ Principals	1
	\square School secretaries or administrative s	taff2
	☐ School-level food service staff	3
	☐ Other school-level staff	4
	Specify	(STRING (NUM))
	☐ Response Option Other (SPECIFY)	98
	Specify	(STRING (NUM))
	☐ Response Option Other (SPECIFY)	99
	Specify	(STRING (NUM))
	□ Not applicable	N GO TO C34
	NO RESPONSE	M GO TO C3
	RESPONSE OPTION C FROM C32oth_spe 2oth_specify IS EMPTY, FILL The other sc l	
		-
FILL	RESPONSE OPTIONS D AND E FROM C32	coth_specify;
FILL		coth_specify;
FILL	RESPONSE OPTIONS D AND E FROM C32 20th_specify IS EMPTY, FILL The other sta How many hours did the following peo	coth_specify; ff member you mentioned ole spend collecting hardcopy application forms
FILL IF C3	RESPONSE OPTIONS D AND E FROM C32 20th_specify IS EMPTY, FILL The other sta	coth_specify; ff member you mentioned ole spend collecting hardcopy application forms
FILL IF C3	RESPONSE OPTIONS D AND E FROM C32 20th_specify IS EMPTY, FILL The other sta How many hours did the following peo	coth_specify; ff member you mentioned ole spend collecting hardcopy application forms
FILL IF C3	RESPONSE OPTIONS D AND E FROM C32 20th_specify IS EMPTY, FILL The other sta How many hours did the following peo	coth_specify; ff member you mentioned cole spend collecting hardcopy application forms ent time. (Your best estimate is fine.) Hours in Hours in
FILL IF C3 C33.	RESPONSE OPTIONS D AND E FROM C32 2oth_specify IS EMPTY, FILL The other sta How many hours did the following peo each month? Please include managem	coth_specify; ff member you mentioned cole spend collecting hardcopy application forms ent time. (Your best estimate is fine.) Hours in Hours in
FILL IF C3 C33. C33. Price Score	RESPONSE OPTIONS D AND E FROM C32 20th_specify IS EMPTY, FILL The other sta How many hours did the following peo each month? Please include managem	coth_specify; ff member you mentioned cole spend collecting hardcopy application forms ent time. (Your best estimate is fine.) Hours in Hours in
FILL IF C3 C33. C33. Pri C. Sc C. Sc C. Sc	RESPONSE OPTIONS D AND E FROM C32 20th_specify IS EMPTY, FILL The other sta How many hours did the following peo each month? Please include managem ncipals hool secretaries or administrative staff	coth_specify; ff member you mentioned cole spend collecting hardcopy application forms ent time. (Your best estimate is fine.) Hours in Hours in [MONTH 1] [MONTH 2]
FILL IF C3 C33. C33. Pri C. Sc C. Sc d. [Fi sta e. [Fi	RESPONSE OPTIONS D AND E FROM C32 20th_specify IS EMPTY, FILL The other sta How many hours did the following peo each month? Please include managem ncipals hool secretaries or administrative staff hool-level food service staff	coth_specify; ff member you mentioned cole spend collecting hardcopy application forms ent time. (Your best estimate is fine.) Hours in Hours in [MONTH 1] [MONTH 2]

C34.	Are	e hardcopy applications logged in or processed at the school level?	?	
	C	Yes	1	
	O	No	0	
		NO RESPONSE	M	
C30 N	E 2			
C35.	Do	es each school keep originals or copies of the hardcopy application	ns it receive	s?
	O	Yes	1	
	O	No	0	
		NO RESPONSE	M	
C30 N	E 2			
	Wh	o logs or copies forms (as applicable) and then sends the hardcop trict office?	y applicatio	n forms to
	Wh dis		y applicatio	n forms to
	Wh dis	trict office?		n forms to
	Wh dis	trict office?	1	n forms to
	Wh dis	trict office? Sect all that apply Principals	1	n forms to
	Wh dis	trict office? School secretaries or administrative staff	123	n forms to t
	Wh dis	trict office? Sect all that apply Principals School secretaries or administrative staff School-level food service staff	123	n forms to t
	Wh dis	ect all that apply Principals School secretaries or administrative staff School-level food service staff Other school-level staff	1 2 3	n forms to t
	Sei	Principals	1 2 3	n forms to
C30 N	Sel	Principals	1 3 4	n forms to t
	Sei	ect all that apply Principals	1 3 4	n forms to t
	Sei	Pect all that apply Principals School secretaries or administrative staff School-level food service staff Other school-level staff Pecify (STRING (NUM)) Response Option Other (SPECIFY) Response Option Other (SPECIFY)	1 2 3 4 98	n forms to t

C	C30 NE 2 AND C36 NE M AND C36 NE N	
F	FILL RESPONSE OPTIONS A AND B FROM RESP	PONSES SELECTED AT C36
F	FILL RESPONSE OPTION C FROM C36oth_specif	у;
IF	F C36oth_specify IS EMPTY, FILL The other scho	ool-level staff member you mentioned
F	FILL RESPONSE OPTIONS D AND E FROM C360	th_specify;
IF	F C36oth_specify IS EMPTY, FILL The other staff	member you mentioned
С		e spend at the school level logging, tracking, o he district office each month? Please include fine.)
		Hours in Hours in [MONTH 1]
₹.	Principals	
ο.	School secretaries or administrative staff	
Э.	School-level food service staff	
d.	[Fill from C36oth_specify/ The other school-level staff member you mentioned]	
Э.	[Fill from C36oth_specify /The other staff membe you mentioned]	ır
f.	[Fill from C36oth_specify /The other staff membe you mentioned]	r
С	C30 NE 2	
С	C38. How often are hardcopy application form	ns sent to the district office?
	Select one only	
	•	1
	•	2
	Once a week	3
		4
	Once every two weeks	
	·	5
	Kept at school level Response Option Other (SPECIFY)	99
	Response Option Other (SPECIFY) Specify	

C39.	Who works on logging and tracking hardcopy application forms at the \underline{c}	<u>listrict</u> lev	el?
	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 C4
	NO RESPONSE	М	GO TO C4

F	FILL RESPONSE OPTIONS I AND J FROM C39oth_s	pecify;		
	F C39oth_specify IS EMPTY, FILL The other staff m		tioned	
	C40. How many hours did the following people s the district level each month? Please include	spend logging ar	nd tracking applic	
		Hours in [MONTH 1]	Hours in [MONTH 2]	
ì.	District food service director			
).	Superintendent			
) .	Business manager			
ı.	Student database administrator			
€.	Database or programming staff			
	District-level food service clerical or administrative staff			
J.	District-level communications department			
۱.	Other district-level clerical or administrative staff			
	[Fill from C39oth_specify /The other staff member you mentioned]			
•	[Fill from C39oth_specify /The other staff member you mentioned]			
С	C30 NE 2			
С	C41. Are hardcopy application forms checked fo	r completeness	at the school lev	el or at the distri
	Var			
	Select one only			
	O School level			1
	O District level			2
	O Both school level and district level			3
	NO RESPONSE			NA

DRAFT

C42.	Who works on checking hardcopy appl missing information?	lication forms for completene	ess and collec	ting critica
	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 ac	dministrative staff	6	
	☐ District-level communications departm	nent	7	
	☐ Other district-level clerical or administ	rative staff	8	
	□ Principals		9	
	☐ School secretaries or administrative s	taff	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 C
	NO RESPONSE		M	GO TO C

FI	FILL RESPONSE OPTION K FROM C42oth_specify;						
	C42oth_specify IS EMPTY, FILL The other school						
FI	ILL RESPONSE OPTIONS L AND M FROM C42oth_	_specify;					
IF	C42oth_specify IS EMPTY, FILL The other staff m	ember you mentioned					
C43. How many hours did the following people spend checking hardcopy application forms completeness and/or collecting critical missing information each month? Please inclumanagement time. (Your best estimate is fine.)							
		Hours in Hours in [MONTH 1]					
₹.	District food service director						
).	Superintendent						
) .	Business manager						
d.	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 C42oth_specify/ The other school-level staff member you mentioned]						
n.	[Fill from C42oth_specify /The other staff member you mentioned]						
١.	[Fill from C42oth_specify /The other staff member you mentioned]						

C44.	How is critical missing information from a hardcopy application (such a	as a signature) obtain
	Select all that apply	
	☐ Letters mailed to parents or guardians	1
	☐ Letters sent home with students	
	☐ Telephone calls or text messages to parents or guardians	
	☐ E-mail to parents or guardians	
	□ Visits to students' homes	
	□ Response Option Other (SPECIFY)	99
	Specify (STRING (NUM))	
	NO RESPONSE	M
ALL		
C45.	For "complete" applications, is there an automated process in place to certification status?	determine students'
C45.	certification status?	
C45.	Certification status? O Yes, fully automated process in place	1
C45.	 Certification status? Yes, fully automated process in place Yes, partly automated process in place with some manual steps 	1 2
C45.	 Certification status? Yes, fully automated process in place Yes, partly automated process in place with some manual steps 	1 2 0
C45.	 Certification status? Yes, fully automated process in place Yes, partly automated process in place with some manual steps No automated process in place 	1 2 0
C45.	 Certification status? Yes, fully automated process in place Yes, partly automated process in place with some manual steps No automated process in place 	1 2 0
C45.	 Certification status? Yes, fully automated process in place Yes, partly automated process in place with some manual steps No automated process in place 	1 2 0
C45.	 Certification status? Yes, fully automated process in place Yes, partly automated process in place with some manual steps No automated process in place 	1 2 0
C45.	 Certification status? Yes, fully automated process in place Yes, partly automated process in place with some manual steps No automated process in place 	1 2 0
C45.	 Certification status? Yes, fully automated process in place Yes, partly automated process in place with some manual steps No automated process in place 	1 2 0
C45.	 Certification status? Yes, fully automated process in place Yes, partly automated process in place with some manual steps No automated process in place 	1 2 0
C45.	 Certification status? Yes, fully automated process in place Yes, partly automated process in place with some manual steps No automated process in place 	1 2 0
C45.	 Certification status? Yes, fully automated process in place Yes, partly automated process in place with some manual steps No automated process in place 	1 2 0
C45.	 Certification status? Yes, fully automated process in place Yes, partly automated process in place with some manual steps No automated process in place 	1 2 0
C45.	 Certification status? Yes, fully automated process in place Yes, partly automated process in place with some manual steps No automated process in place 	1 2 0

			clude inter
Select 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	dministrative staff	7	
☐ District-level communications departm	nent	8	
□ Other district-level clerical or administ	rative staff	9	
□ Principals		10	
\square School secretaries or administrative s	taff	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 C
NO RESPONSE		M	GO TO C

FILL RESPONSE OPTIONS (A-J) FROM RESPONSES SELECTED AT C46						
FILL RESPONSE OPTION K FROM C46oth_specify; IF C46oth_specify IS EMPTY, FILL The other school-level staff member you mentioned						
FILL RESPONSE OPTIONS L AND M FROM C46oth_specify;						
	C46oth_specify IS EMPTY, FILL The other staff m	·				
C47. How many hours did the following people spend reviewing completed applications to determine certification status each month? Please include management time and time spent on internal reviews of initial determination. (Your best estimate is fine.)						
		Hours in Hours in [MONTH 1]				
₹.	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					
٦.	Other district-level clerical or administrative staff					
	Principals					
	School secretaries or administrative staff					
	[Fill from C46oth_specify/ The other school-level staff member you mentioned]					
	[Fill from C46oth_specify /The other staff member you mentioned]					
2	[Fill from C46oth_specify /The other staff member you mentioned]					

	Fo Var	r how long are hardcopy application forms stored?	
		lect 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
	Sp	ecify (STRING (NUM))	
		NO RESPONSE	М
ALL			
C49.	Ar o Var	e hardcopy application forms stored at the school level or the district level?	?
	Se	lect one only	
	O	Stored at the school level only	1
	O	Stored at the district level only	2
	\mathbf{O}	Stored at both the school level and the district level	3
	\mathbf{O}		

*D. NOTIFICATION OF CERTIFICATION STATUS

ALL

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

D1. Who works on maintaining required documentation of certification status?

Sei	lect all that apply					
	District food service director					
	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 staff8					
	Principals9					
	School secretaries or administrative staff10					
	School-level food service staff11					
	Other school-level staff					
Sp	ecify (STRING (NUM))					
	Response Option Other (SPECIFY)98					
Sp	ecify (STRING (NUM))					
	Response Option Other (SPECIFY)99					
Sp	ecify (STRING (NUM))					
	Not applicableN	GO TO D3				
	NO RESPONSEM	GO TO D3				

FILL RESPONSE OPTIONS (A-J) FROM RESPONSES SELECTED AT D1 FILL RESPONSE OPTION K FROM D1oth_specify;						
	IF D1oth specify IS EMPTY, FILL The other school-level staff member you mentioned					
	FILL RESPONSE OPTIONS L AND M FROM D1oth_specify; IF D1oth_specify IS EMPTY, FILL The other staff member you mentioned					
D2. How many hours did the following people spend maintaining required documentation of certification status each month? Please include management time. (Your best estimate is fine.)						
		Hours in Hours in [MONTH 1] [MONTH 2]				
₹.	District food service director					
).	Superintendent					
) .	Business manager					
d.	Student database administrator					
Э.	Database or programming staff					
	District-level food service clerical or administrative staff					
] .	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 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]					

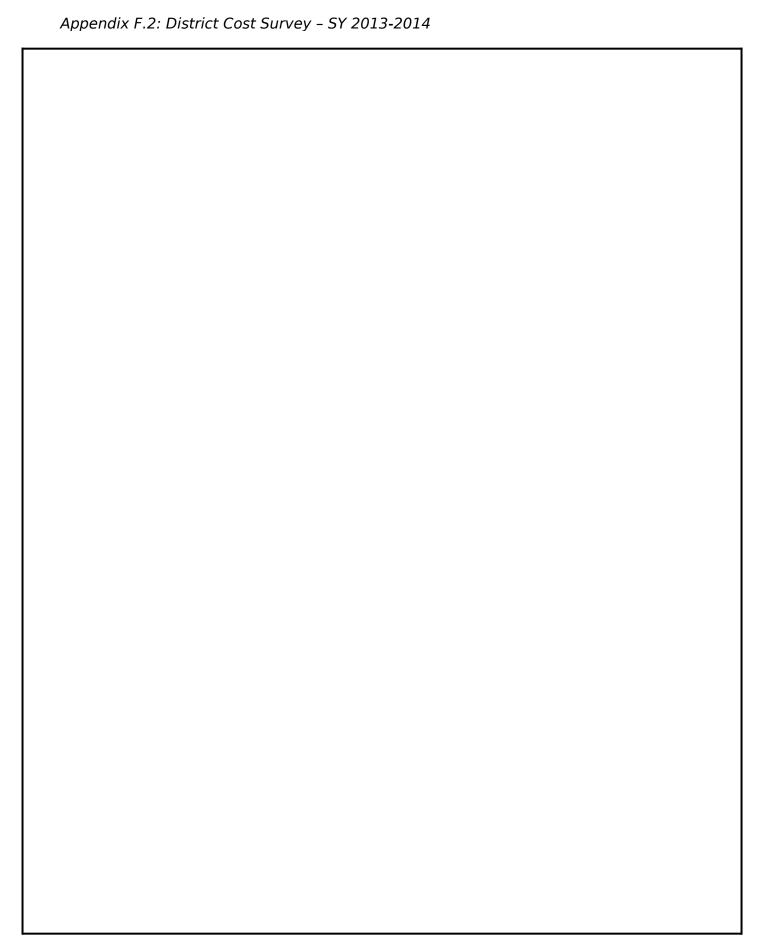
D3.	Who works on drafting or updating the letters sent to notify parents of children's certification status?	or guardians of their
	Select all that apply	
	☐ District food service director	1
	□ Superintendent	
	☐ Business manager	
	□ Student database administrator	
	□ Database or programming staff	5
	☐ 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
	☐ 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 D
	NO RESPONSE	M GO TO D

	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 letters each month? Please include management time. (Your best estimate is fine.)					
		Hours in Hours in [MONTH 1] [MONTH 2]			
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				
	School secretaries or administrative staff				
j. k.	[Fill from D3oth_specify/ The other school-level staff member you mentioned]				

D5.	Who works on printing or copying the lette status?	ers sent to notify parents or guardians	of certificat
	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 admir	nistrative staff6	
	☐ District-level communications department.	7	
	☐ Other district-level clerical or administrativ	/e staff8	
	☐ 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 TO D
	NO RESPONSE	M	GO TO D

	FILL RESPONSE OPTION K FROM D5oth_specify; IF D5oth_specify IS EMPTY, FILL The other school-level staff member you mentioned FILL RESPONSE OPTIONS L AND M FROM D5oth_specify; IF D5oth_specify IS EMPTY, FILL The other staff member you mentioned				
IF					
D6. How many hours did the following people spend printing or copying notification letters each month? Please include management time. (Your best estimate is fine.)					
		Hours in Hours in [MONTH 1]			
a.	District food service director				
o.	Superintendent				
С.	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 D5oth_specify/ The other school-level staff member you mentioned]				
l.	[Fill from D5oth_specify /The other staff member you mentioned]				
m.	[Fill from D5oth_specify /The other staff member you mentioned]				

D7.	In the past two months, how much money was spent on postage or other delivery costs for certification-related activities? Please include costs of mailing applications to parents or guardians, business reply envelopes, letters to parents or guardians notifying them of certification status, and any other postage or delivery costs.			rents or
		ANACHINIT		
		AMOUNT \$		
	a. Costs in [MONTH 1]	—		
		\$	_	
	b. Costs in [MONTH 2]			
	NO RESPONSE		M	
	NO NEO ONOE			
ΔΙΙ				
	Who was and to supption about contitional decisions 2			
	Who responds to questions about certification decisions?			
	Select all that apply		1	
	Select all that apply □ District food service director			
	Select all that apply □ District food service director		2	
	Select all that apply □ District food service director		2	
	Select all that apply District food service director Superintendent Business manager		2 3	
	Select all that apply □ District food service director □ Superintendent □ Business manager □ Student database administrator		2 3 4 5	
	Select all that apply □ District food service director □ Superintendent □ Business manager □ Student database administrator □ Database or programming staff		2 4 5	
	Select all that apply □ District food service director		2 4 5 6	
	Select all that apply □ District food service director		2 4 5 6 7	
	Select all that apply □ 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 8	
D8.	Select all that apply □ 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 9	
	Select all that apply □ District food service director		2 4 5 6 7 8 9	
	Select all that apply 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 10	
	Select all that apply District food service director Superintendent Business manager 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 10	
	Select all that apply □ 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 □ Principals □ School secretaries or administrative staff □ Other school-level staff □ Other school-level staff Specify (STRING (NUM)) □ Response Option Other (SPECIFY)		2 4 5 6 7 8 9 10	



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IF D8oth_specify IS EMPTY, FILL The other school-level staff member you mentioned					
FILL RESPONSE OPTIONS L AND M FROM D8oth_specify;					
IF	${\sf D8oth_specify\ IS\ EMPTY,\ FILL\ \textbf{The\ other\ staff\ me}}$	mber you mentioned			
D!	, , , , , , , , , , , , , , , , , , , ,	spend responding to questions about include management time. (Your best estimate			
		Hours in Hours in [MONTH 1]			
а.	District food service director				
Э.	Superintendent				
Э.	Business manager				
d.	Student database administrator				
€.	Database or programming staff				
	District-level food service clerical or administrative staff				
g.	District-level communications department				
٦.	Other district-level clerical or administrative staff				
	Principals				
	School secretaries or administrative staff				
ζ.	[Fill from D8oth_specify/ The other school-level staff member you mentioned]				
	[Fill from D8oth_specify /The other staff member you mentioned]				
n.	[Fill from D8oth_specify /The other staff member you mentioned]				

D10.	How are certification results made available to school food service cashie	ers?	
	Select one only		
	O Transmitted through an automated process	1	
	O Lists printed and distributed	2	
	O Response Option Other (SPECIFY)	99	
	Specify (STRING (NUM))		
	NO RESPONSE	M	
ALL			
D11.	Who coordinates or works on making certification results available to scl cashiers? Please include entering certification status into electronic syst		
	printed lists.		
	Select all that apply		
	□ District food service director	1	
	□ Superintendent	2	
	□ Business manager	3	
	☐ Student database administrator		
	Student database administrator	4	
	□ Database or programming staff		
		5	
	□ Database or programming staff	5 6	
	 □ Database or programming staff □ District-level food service clerical or administrative staff 	5 6 7	
	 □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department 	5 6 7	
	 □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff 	5 6 7 8	
	 □ Database or programming staff □ District-level food service clerical or administrative staff □ District-level communications department □ Other district-level clerical or administrative staff □ Principals 	5 6 7 8 9	
	 □ 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 	5 6 7 8 9 10	
	 □ 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 	5 6 7 8 9 10	
	 □ 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 	5 6 8 9 10 11	
	 □ 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)) 	5 6 8 9 10 11	
	 □ 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) 	5 6 9 10 11 12	
	 □ 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) Specify (STRING (NUM)) 	5 6 9 10 11 12	

FILL RESPONSE OPTIONS (A-J) FROM RESPONSES SELECTED AT D11 FILL RESPONSE OPTION K FROM D11oth_specify; IF D11oth_specify IS EMPTY, FILL The other school-level staff member you mentioned				
D12. How many hours did the following people spend making certification results avai school food service cashiers each month? Please include management time and spent entering certification status into electronic systems, as well as time spent of printed lists. (Your best estimate is fine.)				
a.	District food service director			
b.	Superintendent			
С.	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			
•	Principals			
	School secretaries or administrative staff			
<.	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]			
٦.	[Fill from D11oth_specify /The other staff member you mentioned]			

E. STAFF SALARIES

- E1. Each of the staff categories that you indicated are 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 are paid.
- 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	1	1
(STRING (NUM))	(STRING (NUM))	1 O per hour
		2 O per week
		з О biweekly
		4 O bimonthly
		5 O 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	1	1	
(STRING (NUM))	1 O Percentage (GO TO E2a)	PERCENTAGE	OTHER SPECIFY
	² O Some other way (GO TO E2b)		31 2011 1
	2	2	
	3	3	
	4	4	
	5	5	
	6	6	
	7	7	
	8	8	
	9	9	
	10	10	