

Special Nutrition Program Operations Study

SN-OPS

State Child Nutrition Director Survey SY 2013-14

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 0584-0562. The time required to complete this information collection is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the information collection.



This survey is being conducted for the Food and Nutrition Service, U.S. Department of Agriculture as part of a study of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other USDA food programs throughout the country. All responses will be kept private; no names will be used in our reports, and only aggregated results will be reported.

Section 305 of the Healthy, Hunger-Free Kids Act of 2010 States that “States, State educational agencies, local educational agencies, schools, institutions, facilities, and contractors participating in programs authorized under this Act and the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.) shall cooperate with officials and contractors acting on behalf of the Secretary, in the conduct of evaluations and studies under those Acts.”

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Department of Agriculture
Food and Nutrition Service
Office of Policy Support
Alexandria, VA 22302
Attn: Dr. Allison Magness

We thank you for your cooperation and participation in this very important study.

INSTRUCTIONS

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

If you have any questions about the study or about completing this survey, please email CNSurveyHelp@2mresearchservices.com or call 1-866-465-7738 (toll-free).

Date: |_|_|/|_|_|/|_|_|_|_|
Month Day Year

Contact information for the Child Nutrition Director:

Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: |_|_|_| - |_|_|_| - |_|_|_|_|_|_|_|_|_|
Area Code Number Extension

Email Address: _____

Name and address of person filling out this survey (if other than the Child Nutrition Director):

Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: |_|_|_| - |_|_|_| - |_|_|_|_|_|_|_|_|_|
Area Code Number Extension

Email Address: _____

SECTION A. ADMINISTRATIVE REVIEW PROCESS

This first section is about the Administrative Review process, including program reviews, fiscal action, and certification and benefit issuance. Please answer questions in this section for what has been conducted as of June 1, 2014 and what is planned for the rest of 2013-2014 school year.

A1. During the 2013-2014 school year, State Agencies have the option of either adopting the new Administrative Review process in its entirety, or continuing with the Coordinated Review Effort (CRE) process plus a weighted nutrient analysis.

Did your State Agency adopt the new Administrative Review Process for the 2013-2014 school year?

1 Yes

2 No → SKIP TO QUESTION B1

A2. For the 2013-2014 school year, how many targeted menu reviews using Option 1 (complete Dietary Specifications Assessment Tool) did your State conduct as of June 1, and approximately how many are planned for the rest of the school year? How many nutrient analyses were performed by State Agency staff, and how many are planned for the rest of the school year?

	OPTION 1 TOTAL	NUTRIENT ANALYSES BY STATE AGENCY STAFF
a. Number of Option 1 targeted menu reviews conducted as of June 1, 2014.....	_ _ , _ _ _ _ _	_ _ , _ _ _ _ _
b. Number of Option 1 targeted menu reviews planned for the rest of the school year.....	_ _ , _ _ _ _ _	_ _ , _ _ _ _ _

A2a. Of the nutrient analyses conducted by State Agency staff as of June 1, 2014, how many reviews showed noncompliance?

|_|_|,|_|_|_|_|_| REVIEWS

A3. For the 2013-2014 school year, how many targeted menu reviews using Option 2 (validate existing nutrient analysis performed by school food authority or contractor) did your State conduct as of June 1, and approximately how many are planned for the rest of the school year? How many nutrient analyses were successfully validated by State Agency staff (that is, verified as correct)?

	OPTION 2 TOTAL	SUCCESSFULLY VALIDATED
a. Number of Option 2 targeted menu reviews conducted as of June 1, 2014.....	_ _ , _ _ _ _ _	_ _ , _ _ _ _ _
b. Number of Option 2 targeted menu reviews planned for the rest of the school year.....	_ _ , _ _ _ _ _	

A4. For the 2013-2014 school year, how many targeted menu reviews using Option 3 (State Agency conducts nutrient analysis) did your State conduct as of June 1, and approximately how many are planned for the rest of the school year? How many nutrient analyses were performed by State Agency staff, and how many are planned for the rest of the school year?

	OPTION 3 TOTAL	NUTRIENT ANALYSES BY STATE AGENCY STAFF
a. Number of Option 3 targeted menu reviews conducted as of June 1, 2014.....	_ , _ _ _ _	_ , _ _ _ _
b. Number of Option 3 targeted menu reviews planned for the rest of the school year.....	_ , _ _ _ _	_ , _ _ _ _

A5. The Resource Management Comprehensive Review focuses on ensuring school food authorities (SFAs) are maintaining and using nonprofit school food service accounts in accordance with regulatory requirements and ensuring that related costs are necessary, reasonable, and allowable.

For the 2013-2014 school year, how many SFAs in your State received a Resource Management Comprehensive Review as of June 1, and approximately how many are planned to receive one for the rest of the school year? How many Resource Management Comprehensive Reviews were conducted due to failure to complete the Resource Management Risk Indicator tool at least four weeks prior to the on-site portion of the administrative review? *The failure to complete the Resource Management Risk Indicator Tool may be due to either the SFA or the State Agency.*

	RESOURCE MANAGEMENT COMPREHENSIVE REVIEW TOTAL	CONDUCTED DUE TO FAILURE TO COMPLETE RESOURCE MANAGEMENT RISK INDICATOR TOOL
a. Number of SFAs receiving a Resource Management Comprehensive Review as of June 1, 2014.....	_ , _ _ _ _	_ , _ _ _ _
b. Number of SFAs planned to receive a Resource Management Comprehensive Review for the rest of the school year.....	_ , _ _ _ _	

The next question is about Special Provision Options (SPOs). SPOs include:

- Provision 1—Reducing certification to once every two years
- Provision 2—Reducing certification to once every four years and claiming based on derived percentages
- Provision 3—Reducing certification to once every four years and claiming based on prior funding levels
- Community Eligibility Provision—Eliminating household applications in high poverty local educational agencies and schools and claiming based on derived percentages

A6. An abbreviated SPO review is conducted if the school selection procedures do not result in the review of an SPO in a non-base year.

For the 2013-2014 school year, how many abbreviated Special Provision Option (SPO) reviews were conducted as of June 1, and approximately how many are planned for the rest of the school year?

SPO REVIEW TOTAL	
a. Number of SPO reviews conducted as of June 1, 2014.....	_ _ , _ _ _ _ _
b. Number of SPO reviews planned for the rest of the year.....	_ _ , _ _ _ _ _

A7. If a school selected for an Administrative Review operates the NSLP Afterschool Snack Program (ASP), a review of the program should be conducted. This review is intended to ensure that participating schools serve students nutritionally-balanced snacks, provide appropriate activities, and count and claim snacks accurately.

For the 2013-2014 school year, how many...

TOTAL NUMBER	
a. Schools selected for an Administrative review operate the ASP?.....	_ _ , _ _ _ _ _
b. On-site reviews for the ASP were conducted as of June 1, 2014?.....	_ _ , _ _ _ _ _
c. On-site reviews for the ASP are planned for the rest of the year?.....	_ _ , _ _ _ _ _

The next few questions are about fiscal action (FA). FA is the recovery of overpayment through direct assessment or offset of future claims, disallowance of overclaims as reflected in unpaid Claims for Reimbursement, submission of a revised Claim for Reimbursement, and correction of records to ensure that unfiled Claims for Reimbursement are corrected when filed (7 CFR 210.19(c)).

A8. As of June 1, 2014, what was the total dollar amount of the fiscal action your State Agency assessed in the 2013-2014 school year for the NSLP and the SBP? *Include only fiscal action above the States' disregard for reviews that have been completed (or closed).*

FISCAL ACTION TOTAL	
a. Total dollar amount assessed for the NSLP.....	\$ _ _ _ _ _ , _ _ _ _ _ .00
b. Total dollar amount assessed for the SBP.....	\$ _ _ _ _ _ , _ _ _ _ _ .00

A9. A State Agency may disregard an overclaim if the overclaim does not exceed \$600 per program. Some States may have a disregard of overclaim that is less than \$600.

Does your State have a disregard of overclaim that is less than \$600?

- 1 Yes
- 2 No → SKIP TO QUESTION A10

A9a. What is the amount of the disregard of overclaim in your State?

\$|_|_|||_|_|||_|_|,|_|_|_|_|_|.00 DOLLARS

A10. As of June 1, 2014, how many reviews in the 2013-2014 school year that had fiscal action used the disregard of overclaim?

|_|_|,|_|_|_|_|_| REVIEWS

A11. Out of the completed (or closed) reviews as of June 1, 2014, did any SFAs in your State appeal the findings from the new Administrative Review process for the 2013-2014 school year?

- 1 Yes
- 2 No → SKIP TO QUESTION A12

A11a. How many SFAs have appealed findings from the new Administrative Review process as of June 1? How many of the SFAs that appealed findings from the new Administrative Review process had findings resulting in fiscal action?

	APPEALED FINDINGS	FINDINGS RESULTING IN FISCAL ACTION
a. Number of SFAs.....	_ _ , _ _ _ _ _	_ _ , _ _ _ _ _

A12. The Meal Access and Reimbursement (Performance Standard 1) portion of the review is designed to ensure that all free, reduced price, and paid meals claimed for reimbursement are served only to children eligible for free, reduced price, and paid meals, respectively, and are counted, recorded, consolidated and reported through a system that consistently yields correct claims.

Compared to school year 2012-2013 (or 2011-2012 if your State opted to postpone reviews in 2012-2013), has the number of your State's Meal Access and Reimbursement (Performance Standard 1) findings increased or decreased using the new Administrative Review process?

- 1 Increased
- 2 Decreased
- 3 No change

A13. Part of the Meal Pattern and Nutritional Quality (Performance Standard 2) portion of the review is designed to establish that meals claimed for reimbursement meet dietary specifications requirements for calories, saturated fat, and trans fat. Reimbursable breakfasts and lunches claimed for reimbursement must meet the requirements as applicable to the age/grade group being reviewed within all reimbursable meal service lines.

In your view, does the risk-based approach for evaluating the dietary specifications improve the new Administrative Review process compared to the previous process?

- 1 Yes
- 2 No

A14. The Resource Management portion of the review is a systematic approach to ensuring the overall financial health of an SFA's nonprofit school food service. It consists of a review of the areas integral to the financial health of the SFA's school food service.

In your view, do the resource management components of the review improve the new Administrative Review process compared to the previous process?

1 Yes

2 No

A15. In your view, why does the risk-based approach for evaluating dietary specifications or the resource management components of the review improve or not improve the new process?

A16. When selecting students' certification and benefit issuance documentation for review, the State Agency can elect to review either all free and reduced-price students or a statistically valid sample of all free and reduced-price students for all schools in the SFA. A statically valid sample of students can be chosen for a confidence level of 95 or 99 percent.

For the 2013-2014 school year, how many SFA reviews of each type were conducted as of June 1? Approximately how many are planned for the rest of the school year?

	CONDUCTED AS OF JUNE 1, 2014	PLANNED FOR REST OF SCHOOL YEAR
a. All free and reduced-price students.....	_ _ , _ _ _ _ _	_ _ , _ _ _ _ _
b. Sampling method at the 95% confidence level.....	_ _ , _ _ _ _ _	_ _ , _ _ _ _ _
c. Sampling method at the 99% confidence level.....	_ _ , _ _ _ _ _	_ _ , _ _ _ _ _

A17. Compared to the previous process, is the new Administrative Review process more or less...

SELECT ONE RESPONSE PER ROW

	MUCH MORE	SOMEWHAT MORE	ABOUT THE SAME	SOMEWHAT LESS	MUCH LESS
a. Time consuming to complete a review?.....	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
b. Time consuming to complete the review of the meal pattern and nutritional quality of menus?.....	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
c. Accurate for findings in the following review areas:					
1. Meal Access and Reimbursement (Critical Area – Performance Standard 1)?.....	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
2. Meal Pattern and Nutritional Quality (Critical Area – Performance Standard 2)?.....	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
3. Resource Management (General Areas)?.....	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
4. General Program Compliance (General Areas)?.....	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
5. Other Federal Program Reviews (Critical and General Areas)?.....	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

A18. What is the most important recommendation that would help USDA improve the new Administrative Review process?

SECTION B. RESOURCES AND FINANCES

The following questions are about resources and finances, including funding that your State provides to SFAs, Federal funding used for State administrative purposes, and State staffing.

B1. Does your State provide a subsidy for breakfasts or lunches to SFAs? If yes, how is the subsidy provided, and what was the total amount of subsidies given to all SFAs in your State during school year 2012-2013?

	B1a. DOES YOUR STATE PROVIDE A SUBSIDY?	MARK ONE PER MEAL B1b. IF YES, HOW IS THE SUBSIDY PROVIDED?	B1c. WHAT WAS THE TOTAL AMOUNT OF THESE SUBSIDIES GIVEN TO ALL SFAS DURING 2012-2013?
MEAL			
a. Breakfast.....	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Per-meal reimbursement 2 <input type="checkbox"/> Annual lump sum 3 <input type="checkbox"/> Supplement to cover specific costs 4 <input type="checkbox"/> Based on a percentage of low-income students 5 <input type="checkbox"/> Other (<i>specify</i>): _____	\$ _ _ , _ _ _ _ _ , _ _ _ _ _ .00
b. Lunch.....	1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No	1 <input type="checkbox"/> Per-meal reimbursement 2 <input type="checkbox"/> Annual lump sum 3 <input type="checkbox"/> Supplement to cover specific costs 4 <input type="checkbox"/> Based on a percentage of low-income students 5 <input type="checkbox"/> Other (<i>specify</i>): _____	\$ _ _ , _ _ _ _ _ , _ _ _ _ _ .00

B2. Does your State provide financial or personnel support for any of the following school food service operations at the SFA level?

	YES	NO
a. Reimbursable meal preparation (including food purchase and labor).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. Non-reimbursable meal preparation.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. Equipment.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. Preparing claims.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
e. Storage.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
f. Contracted services.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
g. Overhead/indirect costs.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
h. Other (<i>specify</i>).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>

B3. How many full-time equivalent (FTE) State Agency staff are responsible for conducting monitoring of school meal operations?

|_|_|_| NUMBER OF FTE STATE STAFF

B4. How adequate is this staffing for monitoring program operations?

- 1 Adequate
- 2 Somewhat adequate
- 3 Not adequate

B5. Has your State been able to fully use your 2012-2013 State Administrative Expense (SAE) funds?

- 1 Yes
- 2 No

B6. Did your State use any of the SAE funds to improve the operation of the USDA Foods program?

- 1 Yes
- 2 No → SKIP TO QUESTION B7

B6a. How were SAE funds used to improve the operation of the USDA Foods program?

MARK ALL THAT APPLY

- 1 USDA Foods storage
- 2 USDA Foods distribution
- 3 Staff skills to administer USDA Foods (for example, training)
- 4 Salaries or fringe benefits for staff administering USDA Foods
- 5 Other (*specify*): _____

B7. Did your State request SAE funding reallocation for the past school year (that is, 2012-2013)?

1 Yes → SKIP TO QUESTION B8

2 No

B7a. What was the primary reason your State did not request funding reallocation?

MARK ONE ONLY

1 Did not have eligible projects or activities to fund

2 Would have been unable to expend reallocated funds in the specified time limit

3 Requesting reallocated funds would exceed the 20 percent carryover limitation

4 Alternate funding sources were available

5 Reallocation request process was too burdensome

6 Reallocation reporting process was too burdensome

7 Other (*specify*): _____

B8. Were any of the following challenges to your State's ability to fully use all Federal funds?

	YES	NO
a. Union agreements.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. State policy.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. State legislation.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. Governor's mandates.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
e. Other (<i>specify</i>)	1 <input type="checkbox"/>	2 <input type="checkbox"/>

B9. Did any of the following actions affect your State's ability to fully use Federal funds?

	YES	NO
a. Hiring freezes.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. Work furloughs.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. Travel restrictions.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. Work shutdowns.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
e. Other (<i>specify</i>)..... _____	1 <input type="checkbox"/>	2 <input type="checkbox"/>

B10. Is your State currently using contracted staff for any of the following functions?

	YES	NO	DON'T KNOW
a. Monitoring.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	D <input type="checkbox"/>
b. Technical assistance.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	D <input type="checkbox"/>
c. Claims processing.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	D <input type="checkbox"/>
d. Nutrition education.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	D <input type="checkbox"/>
e. Other (<i>specify</i>)..... _____	1 <input type="checkbox"/>	2 <input type="checkbox"/>	D <input type="checkbox"/>

SECTION C. OPERATIONAL PROCEDURES

The following questions are about operational procedures for the 2013-2014 school year.

C1. How many SFAs have schools that are operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) under each of the following provisions?

SFAs	PROVISION 1	PROVISION 2	PROVISION 3	COMMUNITY ELIGIBILITY PROVISION
a. Number of SFAs with schools operating <u>NSLP</u> only.....	_ _ , _ _ _ _	_ _ , _ _ _ _	_ _ , _ _ _ _	
b. Number of SFAs with schools operating <u>SBP</u> only	_ _ , _ _ _ _	_ _ , _ _ _ _	_ _ , _ _ _ _	
c. Number of SFAs with schools operating <u>both NSLP and SBP</u>	_ _ , _ _ _ _	_ _ , _ _ _ _	_ _ , _ _ _ _	_ _ , _ _ _ _

C2. How many schools in the State are operating the NSLP and/or SBP under each of the following provisions?

SCHOOLS	PROVISION 1	PROVISION 2	PROVISION 3	COMMUNITY ELIGIBILITY PROVISION
a. Number of schools operating <u>NSLP</u> only.....	_ _ , _ _ _ _	_ _ , _ _ _ _	_ _ , _ _ _ _	
b. Number of schools operating <u>SBP</u> only	_ _ , _ _ _ _	_ _ , _ _ _ _	_ _ , _ _ _ _	
c. Number of schools operating <u>both NSLP and SBP</u>	_ _ , _ _ _ _	_ _ , _ _ _ _	_ _ , _ _ _ _	_ _ , _ _ _ _

C3. Charter schools include those independent or part of an SFA. Does your State have any charter schools?

- 1 Yes
- 2 No → SKIP TO QUESTION C4

C3a. How many charter schools are currently operating in your State?

|_|_|,|_|_|_|_| NUMBER OF CHARTER SCHOOLS

C3b. How many of these charter schools are participating in the NSLP and SBP programs?

CHARTER SCHOOLS	NUMBER OF SCHOOLS
a. Participating in <u>NSLP</u> only.....	_ _ , _ _ _ _
b. Participating in <u>SBP</u> only.....	_ _ , _ _ _ _
c. Participating in <u>both NSLP and SBP</u>	_ _ , _ _ _ _

C3c. For purposes of school food operations, how many of these charter schools are considered to be separate SFAs or part of a larger SFA?

CHARTER SCHOOLS	NUMBER OF SCHOOLS
a. A separate SFA.....	_ , _ _ _
b. Part of a larger SFA.....	_ , _ _ _

The next few questions are about the USDA Foods program and how it operates in your State.

C4. Does the State allow SFAs to order from the full list of USDA Foods?

- 1 Yes → SKIP TO QUESTION C5
- 2 No

C4a. How does the State obtain feedback from SFAs regarding which USDA Foods to offer?

	YES	NO
a. Survey all SFA directors.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. Utilize advisory council consisting of SFA directors.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. Obtain feedback from SFA directors at annual State distribution meetings.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. Other (<i>specify</i>).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>

C5. How do SFAs submit their requests for specific quantities of USDA Foods?

	YES	NO
a. Web based supply chain management system food requisition (WBSCM).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. SDA food ordering system.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. SDA ordering that allocates products to SFAs.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. Other (<i>specify</i>).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>

C6. How often can SFAs order USDA Foods?

- 1 Once a year
- 2 Twice a year
- 3 More than twice a year

C7. How does the State reallocate unused entitlement funds at the end of the school year?

- 1 Reallocate to all SFAs based on percentage of total meals
- 2 Reallocate to SFAs by request
- 3 No reallocation or carry forward into the next school year
- 4 Other (*specify*): _____

The following questions are about food service management companies (FSMCs), cooperative agreements, and other procurement practices.

C8. In your State, how many SFAs and schools are using each of the following kinds of FSMCs?

	SFAs	SCHOOLS
a. Total number using national companies.....	_ , _ _ _ _	_ , _ _ _ _
1. Aramark.....	_ , _ _ _ _	_ , _ _ _ _
2. Chartwells.....	_ , _ _ _ _	_ , _ _ _ _
3. Preferred Meal Systems.....	_ , _ _ _ _	_ , _ _ _ _
4. Sodexo.....	_ , _ _ _ _	_ , _ _ _ _
5. Other national companies.....	_ , _ _ _ _	_ , _ _ _ _
b. Number using regional companies (i.e., within multi-state area)...	_ , _ _ _ _	_ , _ _ _ _
c. Number using local companies.....	_ , _ _ _ _	_ , _ _ _ _
d. Total number using FSMCs.....	_ , _ _ _ _	_ , _ _ _ _

C9. Prior to their execution, does your State review SFA cooperative purchasing agreements, group purchasing organization (GPO) contracts, or FSMC contracts?

- 1 Yes, all are reviewed → SKIP TO QUESTION C10
- 2 Yes, some but not all are reviewed
- 3 No, none are reviewed → SKIP TO QUESTION C10

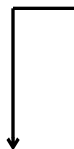
C9a. Under which circumstances does your State review SFA cooperative purchasing agreements, GPO contracts, or FSMC contracts prior to their execution?

MARK ALL THAT APPLY PER COLUMN

	COOPERATIVE PURCHASING AGREEMENTS AND GPO CONTRACTS	FSMC CONTRACTS
a. Dollar value of contract.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. Length of contract term.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. New vendor.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. Potential co-op size.....	1 <input type="checkbox"/>	
e. SFA history.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
f. Other (<i>specify</i>).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>

C10. Does your State have a prototype procurement document or model contract that SFAs may use for cooperative purchasing, GPOs, or FSMC contracts?

- 1 Yes, and use is required under all circumstances → SKIP TO QUESTION D1
- 2 Yes, and use is required under some circumstances
- 3 Yes, but use is not required → SKIP TO QUESTION D1
- 0 No → SKIP TO QUESTION D1



C10a. Under which circumstances are SFAs required to use the prototype procurement document or model contract?

MARK ALL THAT APPLY PER COLUMN

	COOPERATIVE PURCHASING AGREEMENTS AND GPO CONTRACTS	FSMC CONTRACTS
a. Dollar value of contract.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. Length of contract term.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. New vendor.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. Potential co-op size.....	1 <input type="checkbox"/>	
e. SFA history.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
f. Other (<i>specify</i>).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>

SECTION D. STATE DATA SYSTEMS

The following questions are about the use of computer-based reporting systems and software used to conduct nutrient analysis of menus.

D1. Does your State have a standardized, computer-based reporting system that is used by all or some SFAs to submit claims data and/or other reporting information on the school meal programs to the State?

- 1 Yes, all SFAs use the system
- 2 Yes, some but not all SFAs use the system
- 3 No → SKIP TO QUESTION D12

D2. Is the standardized, computer-based system linked to any of the following Child Nutrition Programs?

	YES	NO
a. Afterschool Snack Program.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. Child and Adult Care Food Program.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. Food Distribution.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. Seamless Summer Option.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
e. Special Milk Program.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
f. Summer Food Service Program.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
g. Other (<i>specify</i>).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>

D3. What functions are provided by the standardized, computer-based system?

	YES	NO
a. Administrative Reviews.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. Applications processing.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. Certification processing.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. Direct certification matching or reporting.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
e. Financial services.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
f. Food safety records or training.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
g. Generating USDA reports.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
h. Managing FSMCs or cooperative purchasing agreements.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
i. Meal counting.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
j. Meal claiming.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
k. Menu planning.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
l. Program renewal.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
m. Running monitoring reports or queries.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
n. Verification activities.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
o. Wellness policy reporting.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
p. Other (<i>specify</i>).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>

D4. What year was your data system first implemented?

|_|_|_|_| YEAR

D5. What type of site-level information is contained in the standardized, computer-based system?

	YES	NO
a. Certification status (for example, free or reduced price meals).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. Claiming.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. Basis of eligibility (for example, income, categorical, or direct certification).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. Other (<i>specify</i>).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>

D6. How is this system linked to SFAs, schools, or other sites?

MARK ALL THAT APPLY PER COLUMN

	SFAS	SCHOOLS	OTHER SITES
a. Online (automatic uploading or sharing of files).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
b. Web-based site (data uploaded through a web interface or FTP site).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
c. Data sent through encrypted email.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
d. Data sent through unencrypted email.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
e. Manual re-keying of data into system.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
f. Other (<i>specify</i>).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

D7. Who developed your State's standardized, computer-based reporting system? Who currently manages the system?

MARK ALL THAT APPLY PER COLUMN

	DEVELOPED SYSTEM	MANAGES SYSTEM
a. Vendor or contractor.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. State child nutrition information technology (IT) staff.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. State IT staff from agencies other than child nutrition.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. Other, non-IT State staff.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
e. Other (<i>specify</i>).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>

If a vendor or contractor developed the system, please continue to question D7a. Otherwise, skip to question D8.

D7a. What is the name of the vendor or contractor company that developed the system? Please list all companies if more than one was involved.

D8. What was the primary funding source used for developing your State’s standardized, computer-based reporting system? What is the primary funding source used to maintain the system?

MARK ONE
RESPONSE PER COLUMN

	DEVELOP SYSTEM	MAINTAIN SYSTEM
a. Federal grant.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
b. Other grant.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
c. State Administrative Expense funds.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
d. State Child Nutrition operating funds.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
e. Other State funds.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>
f. Other (<i>specify</i>).....	1 <input type="checkbox"/>	2 <input type="checkbox"/>

g. No funds required.....	1 <input type="checkbox"/>	2 <input type="checkbox"/>

D9. How satisfied are you with your State’s standardized computer-based reporting system?

- 1 Very satisfied
- 2 Satisfied
- 3 Dissatisfied
- 4 Very dissatisfied

D10. Does your standardized computer-based reporting system enable you to upload required data on school meal programs to USDA’s Food Programs Reporting System (FPRS)?

- 1 Yes
- 2 No → SKIP TO QUESTION D11

D10a. How satisfied are you with the computer based link with USDA’s FPRS?

- 1 Very satisfied
- 2 Satisfied
- 3 Dissatisfied
- 4 Very dissatisfied

D11. How are the data for FPRS reports generated?

MARK ALL THAT APPLY

- 1 Sites send data and State aggregates it
- 2 SFAs aggregate site data and send it to State
- 3 SFAs send site data and State aggregates it
- 4 Other (*specify*): _____

D12. Which software system does your State Agency use to conduct nutrient analysis of menus?

MARK ONE ONLY

- 1 CookenPro Commercial
- 2 Eatec Solutions by Agilsys
- 3 eTrition
- 4 KidServe
- 5 Meal Magic Suite – Nutrition Magic (formerly Meal Magic .Net Suite)
- 6 Meals Plus Menus
- 7 Menus & Inventory (Planning\Production) (part of MSchoolTools; formerly WinFSIM)
- 8 NUTRIKIDS: Menu Planning & Nutritional Analysis
- 9 OneSource
- 10 PrimeroEdge – Menu Planning Module
- 11 TrakNOW – Nutrition and Inventory
- 12 Visual B.O.S.S.
- 13 WebSMARTT 3
- 14 Webtrition
- 15 Custom-developed system
- 16 Other (*specify*): _____

Thank you for your participation in this important study.