

**D2. GROUP 3—FOODSERVICE MANAGER PRE-VISIT  
TELEPHONE INTERVIEW QUESTIONNAIRE**

**This page has been left blank for double-sided copying.**

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

OMB Control # 0584-XXXX

Expiration Date: XX/XX/20XX



**USDA/Food and Nutrition Service  
School Nutrition and Meal Cost Study  
School Nutrition Manager Pre-Visit Telephone Interview Questionnaire (PVQ)**

**INTRODUCTION**

**About the Study.** The *School Nutrition and Meal Cost Study* (SNMCS) will continue the long-standing commitment of the US Department of Agriculture's (USDA's) Food and Nutrition Service (FNS) to periodic assessment of the school meal programs. This current assessment coincides with a period of considerable change for the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). In recent years, schools participating in these programs implemented sweeping regulatory changes designed to increase children's access to healthy foods at school and to promote adoption of healthy eating and physical activity habits. While FNS has conducted multiple studies of school nutrition and meal costs to date, SNMCS is the first such study after these major changes were implemented and the first to explore both nutrition and cost on a large national scale. This study will provide critical information of interest to USDA, the States, School Food Authorities (SFAs), and other program stakeholders that is not currently available.

The U.S. Department of Agriculture, Food and Nutrition Service, has contracted with Mathematica Policy Research and its research partners Abt Associates, Agralytica, and Relyon Media to conduct the SNMCS for SY 2014-2015. Participation in the study by selected states, districts, and schools is required under Section 305 of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA).

SNMCS will collect a broad range of data from nationally representative samples of public SFAs, schools, and students and their parents during SY 2014-2015. These data will provide Federal, State, and local policymakers with needed information about how federally sponsored school meal programs are operating after implementation of the new meal pattern and nutrient requirements and other changes in regulations. Comparisons of results from SNMCS with previous School Nutrition and Dietary Assessment (SNDA) and School Lunch and Breakfast Cost (SLBC) studies will provide information to assess the effects of the new nutrition standards on food service operations, the nutrient content of school meals offered and as served, meal costs and revenues, and student participation and dietary intake.

**Protecting Privacy.** All information gathered from school districts, schools, and households is for research purposes only and will be kept private to the full extent allowed by law. Responses will be grouped with those of other study participants, and no individual schools, districts, or students will be identified. We will inform parents of the study and our privacy practices. We are



not conducting audits or monitoring visits. Participation in the study will not affect meal reimbursements to participating districts and schools or school meal program benefits to participating households.

**Foodservice Manager Pre-Visit Telephone Interview Questionnaire.** Your school has been selected for on-site data collection for the SNMCS. The purpose of this interview is to gather some information we will need for the on-site data collection that will happen this spring. Question topics include food production, scheduling, availability of self-service items, scheduling, and meal service characteristics.

USDA/FNS needs your participation to assure that this study fairly and accurately represents the indirect costs of school meals. We thank you in advance for your time and cooperation in this important study. If you have any questions about the study, please feel free to contact Abt Associates toll-free at XXX-XXX-XXXX, or send an e-mail to [SNMCS@abtassoc.com](mailto:SNMCS@abtassoc.com).

Interviewer: Confirm/update respondent contact information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

No e-mail

**PART 1: GENERAL INFORMATION**

1. Could you tell me your weekly schedule? (Enter arrival time and time the kitchen manager leaves for the day for each day of the week.)

Day	Time Arrives	Time Leaves
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

2. When are breakfast and lunch served? For lunch, what are the times for the periods?

Meal/Period	Start Time	End Time
Breakfast <i>Check if n/a:</i> <input type="checkbox"/>	_____	_____
Lunch-1 <sup>st</sup> period	_____	_____
Lunch-2 <sup>nd</sup> period	_____	_____
Lunch-3 <sup>rd</sup> period	_____	_____
Lunch-4 <sup>th</sup> period	_____	_____

3. Does the school offer free **breakfast** to all students?

- YES (Ask 3a)
- NO (Go to 4)
- REFUSED (Go to 4)
- DON'T KNOW (Go to 4)

- 3a. Is free **breakfast** offered under Provision 2, Provision 3, the Community Eligibility Provision (CEP), or some other program?

- Provision 2
- Provision 3
- Community Eligibility Provision (CEP)
- Other (Specify):

- 
- NO OTHER MENTIONS
  - REFUSED
  - DON'T KNOW

4. Does the school offer free **lunch** to all students?

- YES (*Ask 4a*)
- NO (*Go to 5*)
- REFUSED (*Go to 5*)
- DON'T KNOW (*Go to 5*)

4a. Is free **lunch** offered under Provision 2, Provision 3, the Community Eligibility Provision (CEP), or some other program?

- Provision 2
- Provision 3
- Community Eligibility Provision (CEP)
- Other (*Specify*):

- 
- NO OTHER MENTIONS
  - REFUSED
  - DON'T KNOW

*IF SCHOOL HAS NO GRADE LESS THAN 9, GO TO QUESTION 7*

5. Do you use the offer-versus-serve option at breakfast?

- Yes, for all grades (*Go to 6*)
- Yes, for some grades (*Ask 5a*)
- No (*Go to 6*)
- REFUSED (*Go to 6*)
- DON'T KNOW (*Go to 6*)

5a. What grades are allowed to use offer-versus-serve at breakfast? (*Circle all that apply.*)

K    1    2    3    4    5    6    7    8

6. Do you use the offer-versus-serve option at lunch?

- Yes, for all grades (*Go to 7*)
- Yes, for some grades (*Ask 6a*)
- No (*Go to 7*)
- REFUSED (*Go to 7*)
- DON'T KNOW (*Go to 7*)

6a. What grades are allowed to use offer-versus-serve at lunch? (*Circle all that apply.*)

K    1    2    3    4    5    6    7    8

7. Does your USDA-reimbursable meal service ever include self-service items (including self-serve salad dressing and potato and taco bar fixings)? *(Check one.)*

- YES *(Ask 7a)*
- NO *(Go to 8)*
- REFUSED *(Go to 8)*
- DON'T KNOW *(Go to 8)*

7a. Which of the following types of items do students portion for themselves in USDA-reimbursable meals?

- Entrée Salad bar
- Pasta bar
- Nacho/taco bar
- Sandwich/Deli bar
- Other entrée
- Fruit bar
- Side salad bar
- Condiments or fixings
- Other *(Specify):*

- 
- NO OTHER MENTIONS
  - REFUSED
  - DON'T KNOW

8. Does the school have any "made to order" bars where students are able to order an item such as sandwich which is made specifically for the individual student?

- YES *(Go to 8a)*
- NO *(Go to 9)*
- REFUSED *(Go to 9)*
- DON'T KNOW *(Go to 9)*

8a. Which of the following types of made-to-order bars are available for reimbursable meals?

- Entrée Salad bar
- Pasta bar
- Nacho/taco bar
- Sandwich/Deli bar
- Other entrée
- Fruit bar
- Side salad bar
- Condiments or fixings
- Other *(Specify):*

- 
- NO OTHER MENTIONS
  - REFUSED
  - DON'T KNOW

- 8b. Thinking about the types of made-to-order bars available for reimbursable meals, what is the maximum number of bars available on any given day? [IF NECESSARY: READ CHOICES SELECTED IN 8a.]

MAXIMUM NUMBER: \_\_\_\_\_

#### PART 4: OTHER SCHOOL FOOD SERVICE CHARACTERISTICS

9. Does the school offer foods from national or regional brand-name or chain restaurants, such as Domino's, McDonald's, Burger King, Taco Bell, Pizza Hut, or Subway? (*Check one.*)

- YES (*Ask 9a*)  
 NO (*Go to 10*)  
 REFUSED (*Go to 10*)  
 DON'T KNOW (*Go to 10*)

- 9a. Are these foods offered on an a la carte basis? (*Check one.*)

- YES (*Ask 9b*)  
 NO (*Ask 9b*)  
 REFUSED (*Go to 10*)  
 DON'T KNOW (*Go to 10*)

- 9b. Are these foods offered in reimbursable lunches? (*Check one.*)

- YES (*Ask 9c*)  
 NO (*Ask 9c*)  
 REFUSED (*Go to 10*)  
 DON'T KNOW (*Go to 10*)

- 9c. Are these foods offered in reimbursable breakfasts? (*Check one.*)

- YES  
 NO  
 N/A (NO BREAKFAST PROGRAM)  
 REFUSED  
 DON'T KNOW

10. Is there a working photocopier machine available? (*Check one.*)

- YES (*Ask 10a*)  
 NO (*Go to 11*)  
 REFUSED (*Go to 11*)  
 DON'T KNOW (*Go to 11*)



- 10a. When we visit in the school in the spring we may need to make copies. We will pay for the copies, if necessary. Where is it located, and who do we see about using it?
- 
11. Do you have access to the Internet at school to complete an on-line survey? (*Check one.*)
- YES
  - NO
  - REFUSED
  - DON'T KNOW

### **PART 5: QUESTIONS FOR SCHOOLS IN PLATE WASTE SAMPLE**

*GO TO CLOSE IF SCHOOL IS NOT IN PLATE WASTE SAMPLE*

12. How many serving lines offer USDA-reimbursable lunches? (*If only one serving line, go to 13.*)
- 
- DON'T KNOW
  - REFUSED
- 12a. How many cashiers are there in lines that offer USDA-reimbursable lunches?
- 
- DON'T KNOW
  - REFUSED
- 12b. Do the serving lines generally offer different types of reimbursable meals, such as hot foods in a line separate from sandwiches? (*Check one.*)
- YES
  - NO (Go to 13)
  - REFUSED
  - DON'T KNOW
- 12c. How many types of serving lines are there with different types of reimbursable meals?
- 
- DON'T KNOW
  - REFUSED

13. *(If school combines elementary/middle or middle/high school, ask:)* Are there different portion sizes for different grades for breakfast? *(Check one.)*
- YES
  - NO
  - REFUSED
  - DON'T KNOW
14. *(If school combines elementary/middle or middle/high school, ask:)* Are there different portion sizes for different grades for lunch? *(Check one.)*
- YES
  - NO
  - REFUSED
  - DON'T KNOW
15. On an average day, how many students purchase reimbursable breakfast?
- NUMBER OF STUDENTS: \_\_\_\_\_
16. On an average day, how many students purchase reimbursable lunch?
- NUMBER OF STUDENTS: \_\_\_\_\_

Thank you for completing this telephone interview. Your help on the School Meals Nutrition and Cost Study is greatly appreciated.

***Prepared by Mathematica Policy Research and Abt Associates***