

**APPENDIX A**

**SUMMARY OF DATA COLLECTION PLAN  
(TABLE)**

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

## SUMMARY OF THE DATA COLLECTION PLAN

Instrument	Main Study Objective*	Study Sample Group(s)	Completed Sample/ Respondent	Mode	Estimated Respondent Burden	Target Completion Rate <sup>b</sup>	Comments
<b>Menu Surveys</b>							
Basic Menu Survey	2	2	300 FSMs	Self-administered, web-based <sup>a</sup>	8 hours (including training)	95%	Supported by video training and telephone and online technical assistance and follow-up.
Expanded Menu Survey	2 and 3	3	975 FSMs	Self-administered, web-based <sup>a</sup>	10 hours (including training)	95%	Sample includes FSMs in 900 main Group 3 SFAs plus, for 25 percent of SFAs, an additional FSM in a central or production kitchen <sup>1</sup> (75 FSMs).
<b>Staff Surveys/Interviews</b>							
SFA Director Survey	1	1, 2, 3	502 SFA directors	Self-administered, web-based	50 minutes	90%	
FSM Survey	1	2, 3	1,200 FSMs	Self-administered, web-based <sup>a</sup>	20 minutes	95%	The FSM Survey will be integrated into the web-based Menu Survey and will not appear to the respondent as a distinct instrument.
Principal Survey	1	2, 3	1,080 principals	Self-administered, web-based	30 minutes	90%	
Group 2 Planning Interview	n.a.	2	100 SFA directors	Telephone	20 minutes	100%	
SFA Director Cost Interview preparation forms	3	3	300 SFA directors	In person	10 minutes	100%	
SFA Director and Business Manager Cost Interview	3	3	300 SFA directors/ business managers <sup>d</sup>	In person	3.25 hours	100%	Burden estimate includes compiling information. This is comprised of the SFA Staffing and Operations Interview, SFA On-site Indirect Cost Questionnaire, Offbudget District Staff Interview, Preliminary Food Service Expense Statement, and the SFA Food Cost worksheet.
Previsit FSM Questionnaire	3	3	900 FSMs	Telephone	15 minutes	95%	
FSM Cost Interview	3	3	975 FSMs	In person	30 minutes	95%	Sample includes FSMs in 900 main Group 3 SFAs plus, for 25 percent of SFAs, an additional FSM in central or production kitchen (75 FSMs).
Principal Cost Interview	3	3	900 principals	Telephone	45 minutes	95%	

<sup>1</sup> Central kitchen: Kitchen where food is prepared to be sent off-site only; food is not served onsite.  
 Production kitchen: Kitchen where food is prepared to be served onsite and sent off-site.

Instrument	Main Study Objective*	Study Sample Group(s)	Completed Sample/ Respondent	Mode	Estimated Respondent Burden	Target Completion Rate <sup>b</sup>	Comments
Follow-up SFA Cost Interview preparation form	3	3	285 SFA directors	Self-administered forms	10 minutes	95%	
Follow-Up SFA Director and Business Manager Cost Interview	3	3	285 SFA directors/ business managers <sup>9</sup>	Telephone, with Go-To Meeting	2 hours	95%	Burden estimate includes compiling information and sending financial statement. This is comprised of the Follow-up SFA On-site Indirect Cost Questionnaire, Follow –up Food Service Expense Statement, and the Food Service Revenue Statement.
<b>Competitive Foods Checklists and Cafeteria Observations</b>							
A la Carte Foods Checklist	1	2, 3	1,200 FSMs	Self-administered, web-based <sup>1</sup>	n.a.	95%	Response burden included in the Menu Surveys.
Vending Machine Checklist	1	2, 3	760 schools	Self-administered forms	50 minutes (including training)	80%	Completed by school staff.
Other Sources Checklist	1	2, 3	760 schools	Self-administered forms	n.a.	80%	Response burden included with the Vending Machine Checklist.
Cafeteria Observation Guide	1	2, 3	1,200 schools	On-site observation	20 minutes (FSM)	100%	Completed by field staff, but requires conversation with FSMs to identify reimbursable foods.
<b>Student and Parent Interviews</b>							
24-Hour Dietary Recall Day 1 Day 2	4	2	2,400 students 600 students	In person telephone	40—55 minutes 45 minutes	87% 85%	Recalls with elementary school children will include parental assistance.
Point of Sale Form	4	2	300 schools	On-site observation	5 minutes (FSM)	100%	Field staff will identify the sources/locations in the school where students may obtain foods and beverages with FSM assistance.
Food Diary Day 1 Day 2	4	2	800 parents 200 parents	Self-administered forms	10 minutes	n.a.	Nonquantitative food diary completed by parents of elementary school children to assist with the dietary recall interview.
Child/Youth Interview	4	2	2,400 students	In person	10 minutes	87%	
Parent Interview	4	2	2,400 parents	In person (parents of elementary students) and telephone (parents of middle and high school students)	25 minutes	87%	

Instrument	Main Study Objective*	Study Sample Group(s)	Completed Sample/ Respondent	Mode	Estimated Respondent Burden	Target Completion Rate <sup>b</sup>	Comments
<b>Plate Waste Observations</b>							
Plate Waste Observations	4	3	168 schools in 56 SFAs  5,040 lunches and 3,360 breakfasts	On-site observation	10 minutes (FSM)	100%	FSMs will confirm menu items and portion sizes as part of Menu Survey
<b>Other Data</b>							
Reimbursable Meal Sale Data Form	4	2	2,280 students	In person	10 minutes (per school)	95%	Field staff will complete form based on verbal request to FSMs.
Height and Weight Measurements	4	2	2,400 students	In person	3 minutes	87%	
Administrative Data on Food Prices	3	3	300 SFA directors	Field staff will collect from SFA directors or other designated staff during on-site visits	n.a.	100%	Burden included in SFA Director and Business Manager Cost Interview
SEA Finance Officer Indirect Cost Survey	3	3	48 SEA Finance Officers <sup>c</sup>	Phone interview	20 minutes	95%	

\*The main study objectives are: Study Objective 1: SFA, school, and foodservice characteristics; Study Objective 2: Food and nutrient content of meals offered and served; Study Objective 3: Meal costs and revenues; and Study Objective 4: Student characteristics (including weight status), participation, satisfaction (including plate waste), and dietary intakes.

<sup>a</sup>Respondents who are asked to complete a web-based survey will have the option to complete a hard-copy form if they prefer.

<sup>b</sup>Completion rates are among recruited SFAs and schools and consenting students and parents.

<sup>c</sup>The number of State agencies (SAs) may be less than 48 depending on the number of States with SFAs selected for the Group 3 sample.

<sup>d</sup>SFAs without completed interviews will be replaced.

<sup>e</sup>It is anticipated that there will be an analysis sample of 300 for the primary costs analyses and imputation will be used to fill in missing data in the follow-up.

FSM = foodservice manager; SFA = school food authority; SA = State Child Nutrition agency; SEA = State Education Agency

n.a. = not applicable.