**Appendix E1 STATES SURVEY INSTRUMENT**

**INTRODUCTION:**

The U.S. Department of Agriculture’s (USDA’s) Food and Nutrition Service (FNS) partnered with Optimal Solutions Group, LLC, to conduct an evaluation of the **Summer Meals Programs** that includes both the Summer Food Service Program (SFSP) and the Seamless Summer Option (SSO). The main objectives of the evaluation are to describe the characteristics of service providers, to examine program operations, and to identify factors affecting sponsors, sites, and children’s participation in the program. Your responses will be kept private, will be combined with those from other states, and will not be reported separately. Your participation in this survey is very important and will help evaluate and improve the Summer Meals Programs.

**ADMINISTRATIVE PROCEDURES**

**1) What is your state agency/department?** (Check one.)

1. Education agency
2. Health agency
3. Human services agency
4. Agriculture agency
5. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. DON’T KNOW
7. N/A
8. REFUSED

**2) Which of the following major tasks does your agency perform in administering the Summer Meals Programs?** (Check all that apply.)

1. Processing applications
2. Managing food service vendors
3. Reviewing and processing meal-count claims
4. Providing technical assistance for sponsors and site personnel
5. Conducting annual training for sponsors and site personnel
6. Conducting administrative reviews and monitoring of sponsors and sites
7. Conducting health, food safety, and sanitation inspections
8. Conducting promotional activities to attract new sponsors
9. Conducting promotional activities to attract new sites
10. Conducting promotional activities to increase the number of children participating
11. Conducting fund-raising
12. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. DON’T KNOW
14. N/A
15. REFUSED

**PROGRAM PARTICIPATION, PROMOTION, AND PUBLICITY ACTIVITIES**

**3) Does your agency work/partner with other organizations to publicize, improve, or implement the Summer Meals Programs; to find new sponsors or sites; or to increase children’s attendance?**

1. YES
2. NO—SKIP TO 6
3. DON’T KNOW—SKIP TO 6
4. N/A—SKIP TO 6
5. REFUSED—SKIP TO 6

**4) Which of the following organizations does your agency work with?** (Check all that apply.)

1. U.S. Department of Education
2. U.S. Department of Agriculture
3. WIC, SNAP, or other nutrition programs
4. State Department of Education
5. State Department of Agriculture
6. Local government agencies or departments
7. Schools or school districts
8. Nutrition or anti-hunger advocacy groups or food banks
9. Religious organizations
10. Community-based organizations or groups
11. Business organizations
12. Media (radio, TV, print, Internet)
13. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. DON’T KNOW
15. N/A
16. REFUSED

**5) Overall, which kinds of assistance do these organizations provide?** (Check all that apply.)

1. Publicize and advertise the programs
2. Increase funding
3. Implement or improve the programs
4. Provide training
5. Recruit new sponsors
6. Recruit new sites
7. Increase children’s attendance
8. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. DON’T KNOW
10. N/A
11. REFUSED

**6) Do your agency or partner organizations conduct activities to recruit new sponsors?**

1. YES
2. NO—SKIP TO 9
3. DON’T KNOW—SKIP TO 9
4. N/A—SKIP TO 9
5. REFUSED—SKIP TO 9

**7) How helpful are the following activities that your agency or partner organizations conduct to recruit new sponsors?** (Click the response button for each conducted activity.)

[*web survey pre-populates with do not use*]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Contacting potential sponsors
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Extending invitations for events or training
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Presenting at conferences or meetings
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Using public mailings (letters, newsletters, brochures)
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Using public service announcements (TV, radio, newspapers)
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Conducting public advertisement (flyers, posters, banners, billboards)
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Using a toll-free number/hotline
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Using websites
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Sending e-mails
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Working with other organizations
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |

**8) Which of the following problems or barriers does your state experience in increasing the number of sponsors participating in the programs?** (Check all that apply.)

1. Insufficient understanding of the programs
2. Insufficient promotion or publicity
3. Insufficient funding
4. Insufficient reimbursement
5. Insufficient staff or volunteers
6. Insufficient number of sites
7. Insufficient number of children
8. Insufficient assistance from schools or school districts
9. Insufficient assistance from other organizations
10. Excessive paperwork
11. Excessive application or eligibility requirements
12. Restrictive health and safety requirements
13. Area eligibility rules
14. Competing programs and/or other local alternatives
15. Problems with food service vendors
16. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
17. DON’T KNOW
18. N/A
19. REFUSED

**9) Do your agency or partner organizations conduct activities to recruit and open new sites?**

1. YES
2. NO—SKIP TO 12
3. DON’T KNOW—SKIP TO 12
4. N/A—SKIP TO 12
5. REFUSED—SKIP TO 12

**10) How helpful are the following activities that your agency or partner organizations conduct to recruit new sites?** (Click the response button for each conducted activity.)

[*web survey pre-populates with do not use*]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Contacting potential sites
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Extending invitations for events or training
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Presenting at conferences or meetings
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Using public mailings (letters, newsletters, brochures)
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Using public service announcements (TV, radio, newspapers)
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Conducting public advertisement (flyers, posters, banners, billboards)
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Using a toll-free number/hotline
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Using websites
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Sending e-mails
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Working with other organizations
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |

**11) Which of the following problems or barriers does your state experience in increasing the number of sites?** (Check all that apply.)

1. Insufficient understanding of the programs
2. Insufficient promotion or publicity
3. Insufficient funding
4. Insufficient reimbursement
5. Insufficient transportation funds
6. Insufficient staff or volunteers
7. Insufficient number of sponsors
8. Insufficient assistance from schools or school districts
9. Insufficient assistance from other organizations
10. Insufficient number of children
11. Excessive paperwork
12. Excessive application or eligibility requirements
13. Restrictive health and safety requirements
14. Area eligibility rules
15. Competing programs or other local alternatives
16. Problems with food service vendors
17. Schools are closed during summer
18. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
19. DON’T KNOW
20. N/A
21. REFUSED

**12) Do your agency or partner organizations conduct activities to increase the number of children participating in the Summer Meals Programs?**

1. YES
2. NO—SKIP TO 18
3. DON’T KNOW—SKIP TO 18
4. N/A—SKIP TO 18
5. REFUSED—SKIP TO 18

**13) How helpful are the following tasks in increasing the number of children participating in the Summer Meals Programs?** (Click the response button for each conducted activity.)

[*web survey pre-populates with do not use*]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Securing additional funds
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Adding volunteers or staff
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Adding food service vendors
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Adding sponsors
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Opening more sites
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Increasing the number of days the sites are open during the summer
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Extending the sites’ hours of operation during the day
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Increasing the number of days per week the sites are open
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Providing earlier, later, or additional meals (breakfast, snacks, supper)
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Improving the quality or selection of meals
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Providing or improving activities besides meals
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Providing or improving transportation
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |

**14) How helpful are the following marketing, promotion, and publicity activities in increasing the number of children participating in the programs?** (Click the response button for each conducted activity.)

[*web survey pre-populates with do not use*]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Sending public mailings (letters, newsletters, brochures)
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Using public service announcements (television, radio, newspapers)
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Conducting public promotional activities (flyers, posters, billboards, gifts)
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Holding special events
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Using a toll-free number/hotline
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Using websites
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Sending e-mails
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Conducting door-to-door/home visits
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Contacting families at camps or other programs
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Working with other organizations
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |
| 1. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | ***N/A do not use*** | very helpful | helpful | somewhat helpful | a little helpful | not at all helpful | don’t know |

**15) Did your agency or partner organizations conduct activities that failed to increase the number of children participating in the programs?**

1. YES
2. NO—SKIP TO 17
3. DON’T KNOW—SKIP TO 17
4. N/A—SKIP TO 17
5. REFUSED—SKIP TO 17

**16) Please briefly explain which activities failed to increase program participation and why.**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**17) Which of the following problems or barriers does your state experience in increasing children’s attendance at sites?** (Check all that apply.)

1. Insufficient understanding of the programs
2. Insufficient promotion or publicity
3. Insufficient funding
4. Insufficient reimbursement
5. Insufficient staff or volunteers
6. Insufficient activities besides meals
7. Limited capacity or enrollment limits
8. Sites not being open long enough
9. Transportation problems or distance of children from site(s)
10. Lack of sites where children live
11. Security/safety concerns at sites
12. Inadequate facilities (lack of space, no air-conditioning)
13. Some families cannot afford to pay program fees (for enrolled sites and camps)
14. Poor variety or quality of food
15. Children want or need to stay home
16. Embarrassment/stigma among children and/or parents/caregivers
17. Lack of motivation among children and/or parents/caregivers
18. Children attending alternate programs
19. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
20. DON’T KNOW
21. N/A
22. REFUSED

**18) Has your state attempted to expand the Summer Meals Programs beyond summer months?**

1. YES
2. NO—SKIP TO 20
3. DON’T KNOW—SKIP TO 20
4. N/A—SKIP TO 20
5. REFUSED—SKIP TO 20

**19) Which of the following problems or barriers has your state experienced in expanding the programs beyond summer months?** (Check all that apply.)

1. Insufficient understanding of the programs
2. Insufficient promotion or publicity
3. Insufficient funding
4. Insufficient reimbursement
5. Insufficient staff or volunteers
6. Insufficient number of sponsors
7. Insufficient number of sites
8. Insufficient assistance from schools or school districts
9. Insufficient assistance from other organizations
10. Competing programs and/or other local alternatives
11. Problems with vendors
12. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. DON’T KNOW
14. N/A
15. REFUSED

**SPONSORS**

**20) How many sponsors are participating in the Summer Meals Programs in your state this summer?**

|\_\_\_|\_\_\_|\_\_\_| # OF SPONSORS

DON’T KNOW (-999)

N/A (-888)

REFUSED (-777)

**21) How many of these sponsors are participating for the first time this summer?**

|\_\_\_|\_\_\_|\_\_\_| # OF NEW SPONSORS

DON’T KNOW (-999)

N/A (-888)

REFUSED (-777)

**22) How many school sponsors are participating in the Summer Meals Programs this summer?**

|\_\_\_|\_\_\_|\_\_\_| # OF SCHOOL SPONSORS

DON’T KNOW (-999)

N/A (-888)

REFUSED (-777)

**23) Indicate the number of last year’s sponsors in each of the following categories:**

1. |\_\_\_|\_\_\_|\_\_\_| # OF SPONSORS TERMINATED FOR CAUSE
2. |\_\_\_|\_\_\_|\_\_\_| # OF SPONSORS TERMINATED FOR CONVENIENCE
3. |\_\_\_|\_\_\_|\_\_\_| # OF SPONSORS FOUND DEFICIENT LAST YEAR BUT NOT TERMINATED
4. |\_\_\_|\_\_\_|\_\_\_| # OF SPONSORS CHANGED FROM SPONSOR TO SITE OR RELINQUISHED

SPONSORSHIP TO ANOTHER ORGANIZATION

DON’T KNOW (-999)

N/A (-888)

REFUSED (-777)

[IF # OF SPONSORS TERMINATED FOR CAUSE 23a > 0]

**24) Why were sponsors terminated for cause?** (Check all that apply.)

1. Were seriously deficient in the previous year’s reviews
2. Owed excess advance funds
3. Had problems with meal counts/claims records
4. Had a significant number of disallowed meals
5. Did not comply with monitoring requirements
6. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. DON’T KNOW
8. N/A
9. REFUSED

[IF # OF SPONSORS TERMINATED FOR CONVENIENCE 23b > 0]

**25) Why were sponsors terminated for convenience?** (Check all that apply.)

1. Insufficient funding
2. Insufficient reimbursement rates or cheaper to run other programs
3. Insufficient staff
4. Problems with vendors
5. Difficulties with paperwork or application process
6. Difficulty with health and sanitation requirements
7. Difficulty with sites’ operations
8. Problems with technical assistance or training
9. Insufficient number of children
10. Competing programs and/or other local alternatives
11. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. DON’T KNOW
13. N/A
14. REFUSED

**26) Is the Seamless Summer Option (SSO) available in your state?**

1. YES
2. NO—SKIP TO 32
3. DON’T KNOW—SKIP TO 32
4. N/A—SKIP TO 32
5. REFUSED—SKIP TO 32

**27) How many school sponsors participated in Seamless Summer Option this summer?**

|\_\_\_|\_\_\_|\_\_\_| # OF SCHOOL SPONSORS

ALL [= ITEM 22]—SKIP TO 29

NONE [= 0]—GO TO 28, THEN SKIP TO 30

DON’T KNOW (-999)

N/A (-888)

REFUSED (-777)

**28) Why did school sponsors not participate in the Seamless Summer Option?** (Check all that apply.)

1. Inadequate reimbursement rates
2. Cheaper to run other programs
3. Not enough internal funding
4. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. DON’T KNOW
6. N/A
7. REFUSED

[IF SPONSORS PARTICIPATED IN SSO; ITEM 27 > 0]

**29) Why did school sponsors participate in the Seamless Summer Option?** (Check all that apply.)

1. Less paperwork
2. Easier administrative reviews by the state agency
3. Easier reviews or monitoring of sites
4. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. DON’T KNOW
6. N/A
7. REFUSED

**30) Overall, over the past several years, how did the Seamless Summer Option affect the number of school sponsors providing meals?**

1. INCREASED # OF SPONSORS
2. HAD NO EFFECT
3. DECREASED # OF SPONSORS
4. DON’T KNOW
5. N/A
6. REFUSED

**31) Overall, over the past several years, how did the Seamless Summer Option affect the number of meals provided by the school sponsors?**

1. INCREASED # OF MEALS
2. HAD NO EFFECT
3. DECREASED # OF MEALS
4. DON’T KNOW
5. N/A
6. REFUSED

**APPLICATION PROCEDURES**

**32) How many organizations applied to be sponsors this year?**

|\_\_\_|\_\_\_|\_\_\_|\_\_\_| # OF APPLICATIONS

DON’T KNOW (-999)

N/A (-888)

REFUSED (-777)

**33) How many applicant sponsors were not approved this year?**

1. |\_\_\_|\_\_\_|\_\_\_| # OF NEW SPONSORS NOT APPROVED
2. |\_\_\_|\_\_\_|\_\_\_| # OF EXISTING SPONSORS NOT APPROVED

DON’T KNOW (-999)

N/A (-888)

REFUSED (-777)

[IF # OF SPONSORS NOT APPROVED > 0, ITEMS 33a/33b]

**34) Why were sponsors not approved?** (Check all that apply.)

1. Did not meet eligibility requirements
2. Missed application deadline
3. Did not pass health or sanitation inspection
4. Applied in areas already covered by a sponsor
5. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. DON’T KNOW
7. N/A
8. REFUSED

[IF HAS NEW SPONSORS, ITEM 21 > 0]

**35) How long does it usually take to approve new sponsors once a complete application has been submitted?**

|\_\_\_|\_\_\_|\_\_\_| # OF CALENDAR DAYS

DON’T KNOW (-999)

N/A (-888)

REFUSED (-777)

**36) How long does it usually take to approve existing sponsors once a complete application has been submitted?**

|\_\_\_|\_\_\_|\_\_\_| # OF CALENDAR DAYS

DON’T KNOW (-999)

N/A (-888)

REFUSED (-777)

**37) In addition to federal requirements for sponsor eligibility, does your state have any special application/program requirements for sponsor approval?**

1. YES
2. NO—SKIP TO 39
3. DON’T KNOW—SKIP TO 39
4. N/A—SKIP TO 39
5. REFUSED—SKIP TO 39

**38) Please specify your state’s special application/program requirements:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TRAINING OF SPONSORS**

**39) Did your agency provide separate trainings for new and experienced sponsors?**

1. YES
2. NO
3. DON’T KNOW
4. N/A
5. REFUSED

**40) Did your agency provide any assistance** **to sponsors in completing the application, other than the initial training?**

1. YES
2. NO
3. DON’T KNOW
4. N/A
5. REFUSED

**41) Did your agency conduct targeted training for School Food Authorities (SFA) in the National School Lunch Program (NSLP)?**

1. YES
2. NO
3. DON’T KNOW
4. N/A
5. REFUSED

**42) Did your agency conduct targeted training for sponsors in the Child and Adult Care Food Program (CACFP)?**

1. YES
2. NO
3. DON’T KNOW
4. N/A
5. REFUSED

**43) During this summer, which of the following types of technical assistance did your agency provide to sponsors?** (Check all that apply.)

1. USDA and state’s monitoring of sites
2. Sponsors’ monitoring of sites
3. Administrative reviews
4. Sponsors’ training of sites’ staff
5. Sites’ violations and deficiencies
6. Health regulations and inspections
7. Meal counts and food expenditure records
8. Reimbursements and claims submissions process
9. Advance payments
10. Budget certification
11. Menu planning
12. Assessment of food quality
13. Vendor management and contracts
14. Sponsors’ monitoring of operational budgets
15. Sponsors’ monitoring of administrative budgets
16. Application process, eligibility issues, and documentation
17. Advertising, promoting, and publicizing the programs
18. Use of computer mapping for eligibility
19. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
20. DON’T KNOW
21. N/A
22. REFUSED

**AVERAGE DAILY ATTENDANCE (ADA)**

**44) Describe the formula your state currently uses to calculate Summer Meals Programs’ average daily attendance (ADA) to report to FNS on Form-418.**

**The numerator:**

1. Number of primary meals
2. Number of lunches
3. Total number of meals (breakfasts, lunches, snacks, etc.)
4. Total number of children in attendance
5. Number of children in attendance in the peak month
6. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. DON’T KNOW
8. N/A
9. REFUSED

DIVIDED BY

**The denominator:**

1. Total number of operating or meal service days
2. Average number of operating or meal service days across the state
3. Number of weekdays in July
4. Number of operating or meal service days in the peak month
5. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. DON’T KNOW
7. N/A
8. REFUSED

**45) Was this formula used in calculating ADA during the previous 5 years?**

1. YES
2. NO
3. DON’T KNOW
4. N/A
5. REFUSED

**46) Has your agency experienced any of the following programs’ problems or barriers?** (Check all that apply.)

1. Lack of political support at the federal level
2. Lack of political support at the state level
3. Lack of political support at the local level
4. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. DON’T KNOW
6. N/A
7. REFUSED

**THANK YOU FOR COMPLETING THE SURVEY**