

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

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.)

- a) Processing applications
- b) Managing food service vendors
- c) Reviewing and processing meal-count claims
- d) Providing technical assistance for sponsors and site personnel
- e) Conducting annual training for sponsors and site personnel
- f) Conducting administrative reviews and monitoring of sponsors and sites
- g) Conducting health, food safety, and sanitation inspections
- h) Conducting promotional activities to attract new sponsors
- i) Conducting promotional activities to attract new sites
- j) Conducting promotional activities to increase the number of children participating
- k) Conducting fund-raising
- l) Other: _____
- m) DON'T KNOW
- n) N/A

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

o) REFUSED

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

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.)

- a) U.S. Department of Education
- b) U.S. Department of Agriculture
- c) WIC, SNAP, or other nutrition programs
- d) State Department of Education
- e) State Department of Agriculture
- f) Local government agencies or departments
- g) Schools or school districts
- h) Nutrition or anti-hunger advocacy groups or food banks
- i) Religious organizations
- j) Community-based organizations or groups
- k) Business organizations
- l) Media (radio, TV, print, Internet)
- m) Other: _____
- n) DON'T KNOW
- o) N/A
- p) REFUSED

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

- a) Publicize and advertise the programs
- b) Increase funding
- c) Implement or improve the programs
- d) Provide training
- e) Recruit new sponsors
- f) Recruit new sites
- g) Increase children's attendance
- h) Other: _____
- i) DON'T KNOW
- j) N/A
- k) REFUSED

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

- 1) YES
- 2) NO—SKIP TO 9

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

- 3) DON'T KNOW—SKIP TO 9
- 4) N/A—SKIP TO 9
- 5) REFUSED—SKIP TO 9

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

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*]

a) Contacting potential sponsors	<u><i>N/A do not use</i></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
b) Extending invitations for events or training	<u><i>N/A do not use</i></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
c) Presenting at conferences or meetings	<u><i>N/A do not use</i></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
d) Using public mailings (letters, newsletters, brochures)	<u><i>N/A do not use</i></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
e) Using public service announcements (TV, radio, newspapers)	<u><i>N/A do not use</i></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
f) Conducting public advertisement (flyers, posters, banners, billboards)	<u><i>N/A do not use</i></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
g) Using a toll-free number/hotline	<u><i>N/A do not use</i></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
h) Using websites	<u><i>N/A do not use</i></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
i) Sending e-mails	<u><i>N/A do not use</i></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
j) Working with other organizations	<u><i>N/A do not use</i></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
k) Other: _____	<u><i>N/A do not use</i></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
l) Other: _____	<u><i>N/A do not use</i></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
m) Other: _____	<u><i>N/A do not use</i></u>	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.)

- a) Insufficient understanding of the programs
- b) Insufficient promotion or publicity

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

- c) Insufficient funding
- d) Insufficient reimbursement
- e) Insufficient staff or volunteers
- f) Insufficient number of sites
- g) Insufficient number of children
- h) Insufficient assistance from schools or school districts
- i) Insufficient assistance from other organizations
- j) Excessive paperwork
- k) Excessive application or eligibility requirements
- l) Restrictive health and safety requirements
- m) Area eligibility rules
- n) Competing programs and/or other local alternatives
- o) Problems with food service vendors
- p) Other: _____
- q) DON'T KNOW
- r) N/A
- s) REFUSED

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

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*]

a) Contacting potential sites	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
b) Extending invitations for events or training	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
c) Presenting at conferences or meetings	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
d) Using public mailings (letters, newsletters, brochures)	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
e) Using public service announcements (TV, radio, newspapers)	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
f) Conducting public advertisement (flyers, posters, banners, billboards)	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
g) Using a toll-free number/hotline	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
h) Using websites	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
i) Sending e-mails	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
j) Working with other organizations	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
k) Other: _____	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
l) Other: _____	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
m) Other: _____	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

	<i>not use</i>	helpful	1	helpful	helpfu 1	helpful	know
--	-----------------------	---------	---	---------	-------------	---------	------

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

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

- a) Insufficient understanding of the programs
- b) Insufficient promotion or publicity
- c) Insufficient funding
- d) Insufficient reimbursement
- e) Insufficient transportation funds
- f) Insufficient staff or volunteers
- g) Insufficient number of sponsors
- h) Insufficient assistance from schools or school districts
- i) Insufficient assistance from other organizations
- j) Insufficient number of children
- k) Excessive paperwork
- l) Excessive application or eligibility requirements
- m) Restrictive health and safety requirements
- n) Area eligibility rules
- o) Competing programs or other local alternatives
- p) Problems with food service vendors
- q) Schools are closed during summer
- r) Other: _____
- s) DON'T KNOW
- t) N/A
- u) 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

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

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]

a) Securing additional funds	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
b) Adding volunteers or staff	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
c) Adding food service vendors	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
d) Adding sponsors	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
e) Opening more sites	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
f) Increasing the number of days the sites are open during the summer	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
g) Extending the sites' hours of operation during the day	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
h) Increasing the number of days per week the sites are open	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
i) Providing earlier, later, or additional meals (breakfast, snacks, supper)	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
j) Improving the quality or selection of meals	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
k) Providing or improving activities besides meals	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
l) Providing or improving transportation	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
n) Other: _____	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
o) Other: _____	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
p) Other: _____	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

					1		w
--	--	--	--	--	---	--	---

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

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]

a) Sending public mailings (letters, newsletters, brochures)	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
b) Using public service announcements (television, radio, newspapers)	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
c) Conducting public promotional activities (flyers, posters, billboards, gifts)	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
d) Holding special events	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
e) Using a toll-free number/hotline	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
f) Using websites	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
g) Sending e-mails	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
h) Conducting door-to-door/home visits	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
i) Contacting families at camps or other programs	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
j) Working with other organizations	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
k) Other: _____	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

							w
l) Other: _____	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
m) Other: _____	<u>N/A do not use</u>	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.

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

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

- a) Insufficient understanding of the programs
- b) Insufficient promotion or publicity
- c) Insufficient funding
- d) Insufficient reimbursement
- e) Insufficient staff or volunteers
- f) Insufficient activities besides meals
- g) Limited capacity or enrollment limits
- h) Sites not being open long enough
- i) Transportation problems or distance of children from site(s)
- j) Lack of sites where children live
- k) Security/safety concerns at sites
- l) Inadequate facilities (lack of space, no air-conditioning)
- m) Some families cannot afford to pay program fees (for enrolled sites and camps)
- n) Poor variety or quality of food
- o) Children want or need to stay home
- p) Embarrassment/stigma among children and/or parents/caregivers
- q) Lack of motivation among children and/or parents/caregivers
- r) Children attending alternate programs
- s) Other: _____
- t) DON'T KNOW
- u) N/A
- v) 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.)

- a) Insufficient understanding of the programs
- b) Insufficient promotion or publicity
- c) Insufficient funding
- d) Insufficient reimbursement
- e) Insufficient staff or volunteers
- f) Insufficient number of sponsors
- g) Insufficient number of sites
- h) Insufficient assistance from schools or school districts
- i) Insufficient assistance from other organizations
- j) Competing programs and/or other local alternatives

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

- k) Problems with vendors
- l) Other: _____
- m) DON'T KNOW
- n) N/A
- o) REFUSED

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

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:

a) |_|_|_|_| # OF SPONSORS TERMINATED FOR CAUSE

b) |_|_|_|_| # OF SPONSORS TERMINATED FOR CONVENIENCE

c) |_|_|_|_| # OF SPONSORS FOUND DEFICIENT LAST YEAR BUT NOT TERMINATED

d) |_|_|_|_| # 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.)

a) Were seriously deficient in the previous year's reviews

b) Owed excess advance funds

c) Had problems with meal counts/claims records

d) Had a significant number of disallowed meals

e) Did not comply with monitoring requirements

f) Other: _____

g) DON'T KNOW

h) N/A

i) REFUSED

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

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

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

- a) Insufficient funding
- b) Insufficient reimbursement rates or cheaper to run other programs
- c) Insufficient staff
- d) Problems with vendors
- e) Difficulties with paperwork or application process
- f) Difficulty with health and sanitation requirements
- g) Difficulty with sites' operations
- h) Problems with technical assistance or training
- i) Insufficient number of children
- j) Competing programs and/or other local alternatives
- k) Other: _____
- l) DON'T KNOW
- m) N/A
- n) 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.)

- a) Inadequate reimbursement rates
- b) Cheaper to run other programs
- c) Not enough internal funding
- d) Other: _____
- e) DON'T KNOW
- f) N/A
- g) REFUSED

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

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

- a) Less paperwork

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

- b) Easier administrative reviews by the state agency
- c) Easier reviews or monitoring of sites
- d) Other: _____
- e) DON'T KNOW
- f) N/A
- g) 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?

- a) ____|____|____|____ # OF NEW SPONSORS NOT APPROVED
 - b) ____|____|____|____ # 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.)

- a) Did not meet eligibility requirements
- b) Missed application deadline

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

- c) Did not pass health or sanitation inspection
- d) Applied in areas already covered by a sponsor
- e) Other: _____
- f) DON'T KNOW
- g) N/A
- h) 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

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

- 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.)

- a) USDA and state's monitoring of sites
- b) Sponsors' monitoring of sites
- c) Administrative reviews
- d) Sponsors' training of sites' staff
- e) Sites' violations and deficiencies
- f) Health regulations and inspections
- g) Meal counts and food expenditure records
- h) Reimbursements and claims submissions process
- i) Advance payments
- j) Budget certification
- k) Menu planning
- l) Assessment of food quality
- m) Vendor management and contracts
- n) Sponsors' monitoring of operational budgets
- o) Sponsors' monitoring of administrative budgets
- p) Application process, eligibility issues, and documentation
- q) Advertising, promoting, and publicizing the programs
- r) Use of computer mapping for eligibility
- s) Other: _____
- t) DON'T KNOW
- u) N/A
- v) REFUSED

Public reporting burden for this collection of information is estimated to average [insert time hours or minutes] per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address

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:

- a) Number of primary meals
- b) Number of lunches
- c) Total number of meals (breakfasts, lunches, snacks, etc.)
- d) Total number of children in attendance
- e) Number of children in attendance in the peak month
- f) Other: _____
- g) DON'T KNOW
- h) N/A
- i) REFUSED

DIVIDED BY

The denominator:

- a) Total number of operating or meal service days
- b) Average number of operating or meal service days across the state
- c) Number of weekdays in July
- d) Number of operating or meal service days in the peak month
- e) Other: _____
- f) DON'T KNOW
- g) N/A
- h) 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.)

- a) Lack of political support at the federal level
- b) Lack of political support at the state level
- c) Lack of political support at the local level
- d) Other: _____
- e) DON'T KNOW
- f) N/A
- g) REFUSED

THANK YOU FOR COMPLETING THE SURVEY