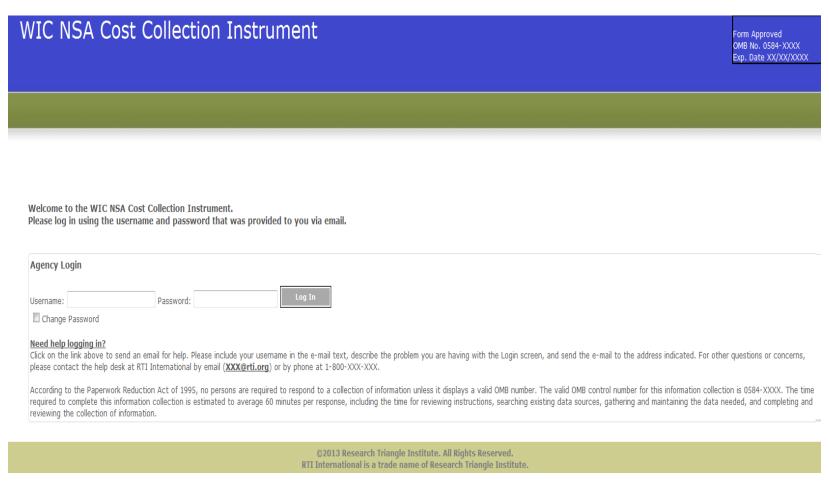
OMB Control Number: 0584-XXXX Expiration date: XX/XX/XXXX

# **Appendix A1**

# **WIC State Agency Web Survey**

#### **Exhibit 1: Agency Login**



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 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 60 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.

#### **Exhibit 2: Home Screen**

Home Agency Information Survey Questions ▼ Agency Costing Tool ▼ Cost Reduction Strategies Confirmation Logout maine

Welcome to the WIC NSA Cost Collection Instrument.

#### WIC State Agency Survey

Thank you for participating in the Nutrition Services and Administration (NSA) Cost Study, sponsored by U.S. Department of Agriculture's Food & Nutrition Service (FNS) and administrated by Altarum Institute and RTI International.

This survey seeks to understand the various ways NSA grant funds are utilized and how the NSA grant funds have been affected by the numerous program changes of the past decade. Overall, this study will be useful in informing decision-makers about the full range of valuable services that are performed with WIC NSA funds. Please refer to the accompanying email (letter) for full details of the research effort.

You can navigate through the survey using the menu above. The web survey is self-guiding and has a Help menu should you encounter difficulties. We recommend that you use the <u>User's Guide</u> which contains survey screen shots and more detailed instructions about how to complete the survey. If you need assistance accessing the survey, entering responses, or answering questions, you can call the RTI toll-free survey help line at 1-800-xxx-xxxx, which is available Monday-Friday from 9 a.m. to 7 p.m. EST.

The survey is estimated to take 60 minutes to complete.

Please navigate through the WIC NSA cost collection instrument screens using the menu buttons located on top of the screen and review and/or enter the required information. Clicking on the Confirmation button will confirm that you have entered all information on that screen. All screens must be confirmed before submitting the survey. Clicking the Save button will save the data entered and allow you to complete the information at a later time. You may exit and return to this survey at any time. After completing each page, please confirm your information to ensure that none of your entries are lost.

There is a space for additional comments at the very end.

You are logged in with:

username: maine

agency: State Agency



Please click on the dictionary icon to access the User's Guide.

#### **Exhibit 3: Agency Information Screen**

Agency Information You are logged in as State Agency Based on information gathered from FNS on your FFY13 NSA Grant, we've pre-populated the field below. The NSA Grant includes the formula grant, operational adjustments (OA), and any reallocations you received in FFY 2013. In a separate section, we have obtained information on special funding you received from FNS, such as MIS planning or development funding, EBT funding, breastfeeding peer support funding, or WIC special project or infrastructure funding. In addition, average monthly participation and infant formula rebate data were obtained from your FNS reporting. Please review these numbers and make any corrections. 1. FFY 2013 Final NSA Allocation, including operational adjustment (OA) funds 2. FFY 2013 Final NSA Closeout Expenditures 3. FFY 2013 Closeout Expenditures reported by FNS 798-A Categories a. Program Management b. Client Services c. Nutrition Education d. Breastfeeding

4. Total NSA dollar amount allocated for State-level functions (including indirect costs) in FFY 2013	\$
5. Total NSA dollar amount allocated for all local-level services in FFY 2013	\$
6. Other sources of Federal WIC funds:	
a. Infrastructure Funding	\$
b. Breastfeeding Peer Counseling Funding	\$
c. WIC Special Project Funding	\$
d. Special MIS Funding	\$
e. Special EBT Planning or Implementation Funding	\$
7. Total infant formula rebate and all other WIC rebates for FFY 2013	\$

Save Confir

Clicking the Confirm button will confirm that you have entered all information on the screen. All screens must be confirmed before submitting the survey. Clicking the Save button will save the data entered and allow you to complete the information at a later time.

Agency: State Agency
Contact Name:

Please contact the help desk at RTI International by e-mail (XXX@rti.org) or by phone at 1-800-XXX-XXX if you have any questions or concerns.

## **Survey Questions**

## **Exhibit 4: Demographic Questions screen**

Home Agency Information Survey Questions V Agency Costing Tool V Cost Reduction Strategies Confirmation Logout maine

# Questions About Program Demographics

Screen last confirmed 18 Dec 2012 2:57 PM ET by mains

Please respond to the following demographic questions about your agency.
You can answer each question by selecting the correct radio button/box or by indicating *Other* and providing an explanation in the text box as appropriate. When finished, click Confirm and then navigate to the next screen.

1.	Which of the following best describes how you fund local services:
	Local services are state agency run, and part of the state WIC budget, and we do not budget separately for local services
	Local services are funded through a funding formula
	O Local services are funded both as part of the state budget for state-run sites and through a funding formula for contracted agencies
	Part of the local services budget is through a funding formula, and part is negotiated based on other factors
	All local services are funded through negotiated contracts or grants
	Other [Please explain.]
2.	Which of the following factors are considered in determining the amount of funds allocated for local services (check all that apply):
	Prior year caseload served
	Projected current year caseload
	Urban/rural salary differentials
	Need for bilingual staff or interpreter services
	Local travel for clinic sites
	Staff training needs
	Other [Please explain.]
3.	Does your agency require detailed line-item budgets from local agencies? (Choose best answer)
	O Yes, for all local agencies
	Yes, for some but not all local agencies
	◎ No
	Other [Please explain.]

4.	Did	your total infant formula rebate amount change in FFY 2013?
	0	Yes, it increased
	0	Yes, it decreased
	0	No, it stayed about the same
4-A.	Whi	ch if any of the following factors affected your infant formula rebate in FFY 2013?
	0	Per-can reimbursement was lower than prior year
	0	Per-can reimbursement was higher than prior year
	0	The overall percentage of infants breastfeeding increased; thus, fewer cans of infant formula were purchased
	0	The overall percentage of infants breastfeeding decreased; thus, more cans of infant formula were purchased
	0	Overall number of infants increased or decreased
	0	Other [Please explain.]
	0	None of the above

Save

Confirm

## **Exhibit 5: Change in Costs Questions Screen**

Home Agency Information Survey Questions ▼ Agency Costing Tool ▼ Cost Reduction Strategies Confirmation Logout maine

# Questions about Changes in Program Costs

Screen last confirmed 18 Dec 2012 2:57 PM ET by maine

Please respond to the following questions related to factors that may drive the cost of WIC services at your state agency. You can answer each question by selecting the correct radio button/box or by indicating *Other* and providing explanation in the text box as appropriate. When finished, click Confirm and then navigate to the next screen.

1.	Since FFY 2010, which of the following have resulted in increases of State agency-level staffing costs? (Check all that apply.)
	☐ Increase in FTEs or permanent staff
	☐ Increase in staff salaries
	☐ Increase in fringe benefits costs
	Decrease in staff vacancy rates
	Hiring temporary staff
	☐ Increase in staff training costs
	☐ Increase in staff travel costs
	☐ Increase in staff awards
	None of the above
	Other (Describe)
2.	Since FFY 2010, which of the following have resulted in decreases of State agency-level staffing costs? (Check all that apply.)
	Decrease in FTEs or permanent staff
	Decrease in staff salaries (e.g., from salary freezes, furloughs)
	Decrease in fringe benefits costs
	☐ Increase in staff vacancy rates (e.g., from hiring freezes)
	Hiring temporary staff
	Decrease in staff training costs
	Decrease in staff travel costs
	Decrease in staff awards
	None of the above
	Other (Describe)

3. Sin	ce FFY 2010, which of the following have resulted in increases of State agency-level costs? (Check all that apply.)
	Increase in costs of facility space (e.g., rent, utilities)
	Increase in costs of facility services (e.g., maintenance, security)
	Increase in costs of equipment and/or supplies
	Increase in telecommunication costs
	Increase in information technology support services
	Increase in costs of banking services
	None of the above
	Other (Describe)
4. Sin	ce FFY 2010, which of the following have resulted in decreases of State agency-level costs? (Check all that apply.)
	Decrease in costs of facility space (e.g., rent, utilities)
	Decrease in costs of facility services (e.g., maintenance, security)
	Decrease in costs of equipment and/or supplies
	Decrease in telecommunication costs
	Increase in information technology support services
	Decrease in costs of banking services
	None of the above
	Other (Describe)
5. Sin	te FFY 2010, which of the following factors have contributed to increases of State agency-level costs? (Check all that apply.)
	Increase in indirect cost rates and/or indirect costs
	Increase in program participation
	Increase in number of local agencies
	Increase in local agency monitoring costs
	Increase in vendor management costs
	Decrease in State-appropriated WIC funds
	Decrease in in-kind contributions
	Decrease in outside funding sources
	None of the above
	Other (Describe)

6.	Since FFY 2010, which of the following factors have contributed to decreases of State agency-level costs? (Check all that apply.)
	Decrease in local agency's WIC NSA grant funds
	Decrease in program participation
	Decrease in local agency size (e.g., due to lower participation)
	Decrease in number of clinic sites
	Decrease in indirect cost rates and/or indirect costs
	☐ Increase in in-kind contributions
	☐ Increase in outside funding sources
	None of the above
	Other (Describe)
7.	How old is the MIS system used by WIC local agencies during FFY 2013?
	○ 1-4 years old
	5-9 years old
	○ 10-15 years old
	Over 15 years old
7a.	What net impact has the new MIS system had on total NSA expenditures?
	Reduced overall cost of operating WIC
	Costs have stayed about the same
	Increased overall cost of operating WIC
	Do not know the impact on overall cost
8.	What stage of EBT development is your State agency in?
	Have not started
	O Planning
	Piloting EBT
	O Implementation
8a.	Since FFY 2010, what net impact has EBT had on total NSA expenditures?
	Reduced overall cost of operating WIC
	Costs have stayed about the same
	Increased overall cost of operating WIC
	Do not know the impact on overall cost

Save

Confirm

## **Exhibit 6: Labor/Personnel Expenditure**

Home Agency Information Survey Questions ▼ Agency Costing Tool ▼ Cost Reduction Strategies Confirmation Logout maine

# Labor/Personnel Expenditures $\cline{?}$

In the table below, please enter your best estimate for the number of FTEs for each state function and the dollar amount allocated to each program area. Please answer the questions at the bottom of the screen.

Chata Avenay Function	Total FTEs ?	Estimated Dollar Amount Allocated to: 2						
State Agency Function		Program Management	Client Services	Nutrition Education	Breastfeeding			
A. General Program Administration and Supervision ?		\$	\$	\$	\$			
B. Local Program Support ?		\$	\$	\$	\$			
C. Vendor Management ?		\$	\$	\$	\$			
D. Food Delivery ?		\$	\$	\$	\$			
E. Breastfeeding Support and Promotion 2		\$	\$	\$	\$			
F. Nutrition Education and Policy ?		\$	\$	\$	\$			
G. MIS Management funded from NSA Grant ?		\$	\$	\$	\$			
H. Other State-Level Functions ?		\$	\$	\$	\$			
I. Training: Nutrition Educator Skills ?		\$	\$	\$	\$			
J. Other: SPECIFY ?		\$	\$	\$	\$			
K. Other: SPECIFY ?		\$	\$	\$	\$			
L. Other: SPECIFY ?		\$	\$	\$	\$			

1.	What is your fringe benefit rate? %							
2.	Does your WIC agency share staff with other programs (e.g. SNAP, SCHIP MCH, Immunization)?							
	Yes							
	○ No							
3.	How are WIC staff salaries and benefits charged to WIC and other programs that staff may work on?							
	100% time reporting (for staff assigned to one functional area only)							
	Continuous time reporting (i.e., reported on a daily basis across more than one cost area)							
	Periodic time reporting (once a week/month/quarter)							
	Random moment-in-time sampling							
	Ocsts are shared based on negotiations							
	Ocsts are shared based on historical contributions by both programs							
	Other (Describe):							
We	Confirm							

#### **Exhibit 7: Contracted Services Screen**

Home Agency Information Survey Questions ▼ Agency Costing Tool ▼ Cost Reduction Strategies Confirmation Logout maine

## Expenditures Associated with Contracted Services

Screen last confirmed 18 Dec 2012 11:10 AM ET by maine

In the table below, please enter the amount of NSA expenditures ONLY on contracted services. Do NOT include expenditures associated with breastfeeding peer counselor support, EBT grants, etc.

1. Did your agency incur any expenditures associated with contracted services? 

Yes No

Contracted Services Paid for by NSA Funds ?	Estimated Dollar Value ?	Estimated Percentage Allocated To: ?						
Contracted Services Paid for by NSA Pullus	Estimated Dollar Value 2	Program Management	Client Services	Nutrition Education	Breastfeeding			
A. Staff training	\$ 0.00	0 %	0 %	0 %	0 %			
B. Equipment or computer maintenance	\$ 0.00	0 %	0 %	0 %	0 %			
C. Consulting Nutrition Professionals	\$ 0.00	0 %	0 %	0 %	0 %			
D. Program evaluation services	\$ 0.00	0 %	0 %	0 %	0 %			
E. Clerical support or temporary help	\$ 0.00	0 %	0 %	0 %	0 %			
F. Other professional consultation	\$ 0.00	0 %	0 %	0 %	0 %			
G. Software development or computer programming	\$ 0.00	0 %	0 %	0 %	0 %			
H. Referral or outreach services provided by another agency	\$ 0.00	0 %	0 %	0 %	0 %			
I. Other: SPECIFY	\$ 0.00	0 %	0 %	0 %	0 %			
J. Other: SPECIFY	\$ 0.00	0 %	0 %	0 %	0 %			
K. Other: SPECIFY	\$ 0.00	0 %	0 %	0 %	0 %			

Save Confirm
--------------

Clicking the Confirm button will confirm that you have entered all information on the screen. All screens must be confirmed before submitting the survey.

**Exhibit 8: Materials, Services, and Travel Screen** 

# 

Screen last confirmed 18 Dec 2012 11:10 AM ET by maine

In the table below, please enter the amount of NSA expenditures ONLY on materials, services, and travel. Do NOT include expenditures associated with breastfeeding peer counselor support, EBT grants, etc. Please also answer the questions at the bottom of the screen.

Description	Estimated Veryla Farmarditure	Estimated Percent Allocated To: ?							
Description	Estimated Yearly Expenditure ?	Program I	Management	Client Ser	vices	Nutrition I	Education	Breastfee	eding
A. Supplies	\$ 0.00	0	%	0	0/0	0	%	0	0/0
B. Equipment	\$ 0.00	0	%	0	0/0	0	%	0	0/0
C. Travel and Conference Costs	\$ 0.00	0	0/0	0	0/0	0	%	0	0/0
D. Communications/Internet	\$ 0.00	0	0/0	0	%	0	%	0	0/0
E. Computer Equipment/MIS Training	\$ 0.00	0	0/0	0	%	0	%	0	0/0
F. Employee Training	\$ 0.00	0	0/0	0	%	0	%	0	0/0
G. Other: SPECIFY	\$ 0.00	0	0/0	0	0/0	0	%	0	0/0
H. Other: SPECIFY	\$ 0.00	0	0/0	0	%	0	%	0	0/0
I. Other: SPECIFY	\$ 0.00	0	0/0	0	%	0	%	0	0/0
J. Other: SPECIFY	\$ 0.00	0	0/0	0	0/0	0	%	0	0/0

2.	Doe	es your local WIC agency share costs such as office space or materials with other programs (e.g., SNAP, SCHIP, Immunization)?
	0	Yes
	0	No
3.	Wh	at is the method used by your state agency to distribute shared costs across multiple programs? (check all that apply)
		Fixed dollar amount based on negotiated agreement
		Amount based upon percentage of time working in programs or space used
		Formula allocation based on negotiated rate
		Historical expenditures
		Other (Describe):
		We do not know how the shared costs are allocated

Save Confirm

## **Exhibit 9: Indirect Costs**

Home Agency Information Survey Questions ▼ Agency Costing Tool ▼ Co	st Reduction Strateg	gies Confirmation	Logout maine			
Indirect Costs ?					Screen last confirme	d 18 Dec 2012 2:57 PM ET by maine
Please respond to the following questions about indirect costs.						
1. Total program indirect costs (Please indicate amount paid) ? \$ 0.00						
2. Allocation methodology ?						
Calculated using a percentage of our total budget						
Calculated using a percentage of salaries and benefits only						
Set as a fixed dollar amount of the WIC budget						
Direct charged and negotiated every year						
Other (describe):						
_	]					
3. Types of costs included in the indirect costs ?						
Many times, indirect costs are used to support both overall state departmental						
receive support for activities that are necessary for program activities, such as might be provided to your State WIC Agency are paid for through the use of in			e, or HR support. For y	your State WIC /	Agency, which, if an	y, of the following services that
3-A. Resource services, such as staff recruitment, hiring, and employee benefit managemen	it, or payroll					
3-B. Accounting services						
3-C. Utilities						
3-D. Cost of space						
3-E. Equipment maintenance						
3-F. Computer and MIS support						
3-G. Office equipment and/or supplies						
3-H. General space maintenance and repair						
3-I. Communications, such as telephone, fax, or Internet service						
3-J. Fair hearings for participants						

3-K. Administrative hearings for vendors	3-K. Administrative hearings for vendors					
3-L. Local agency audits						
3-M. Other benefits to WIC funded from indirect cos	3-M. Other benefits to WIC funded from indirect cost not covered in the categories above:					
Specify:						
Specify:						
Specify:						
Specify:						

## **Exhibit 10: Other Sources of Funds**

Home Agency Information Survey Que	stions   Agency Costing Tool	Cost Reduction Strategies	Confirmation Logou	t maine		
Other Sources of Funds ?					Screen last confirmed 18 Dec 2012 3:22 PM ET b	y main
In the table below, please list other source Source of Funds	es your State WIC Agency has re  Estimated Annual Dollar Amount	ceived in FFY 2013 and their	dollar amount.			
A. Non-federal state-appropriated funds	\$ 0.00					
B. Other: SPECIFY	\$0.00					
C. Other: SPECIFY	\$0.00					
D. Other: SPECIFY	\$0.00					
E. Other: SPECIFY	\$0.00					
Save Confirm			11.6 1.50 11			
Clicking the Confirm button will confirm that you Clicking the Save button will save the data ente	have entered all information on the scr red and allow you to complete the infor	een. All screens must be confirme mation at a later time.	ed before submitting the su	ırvey.		

#### **Exhibit 11: In-kind Contributions**

may include:

Home	Agency Information	Survey Questions	Agency Costing Tool	Cost Reduction Strategies	Logout maine			
In-K	ind Contribution	ns 🔋				Screen last confirmed 18 I	Dec 2012 3:22 PM ET by	maine
				C activities funded and pro e, but do exist in some case				port

- An epidemiologist supported by CDC funding but working on WIC studies or providing data analysis support for WIC evaluations.
- · A staff person assigned to WIC from the immunization program to help coordinate state efforts to increase immunization rates for WIC clients.
- Support staff that answer phones for WIC, but are funded from Maternal and Child Health Block Grant funds.
- Nutrition education materials developed and supplied by the state's SNAP Education program for distribution and use at local WIC sites.
- A nutritionist paid for by Indian Health Services but providing services to WIC around high-risk nutrition education policies in an ITO State Agency.
- 1. Are you able to estimate the total dollar value of all in-kind contributions to the WIC 

  Yes 
  No

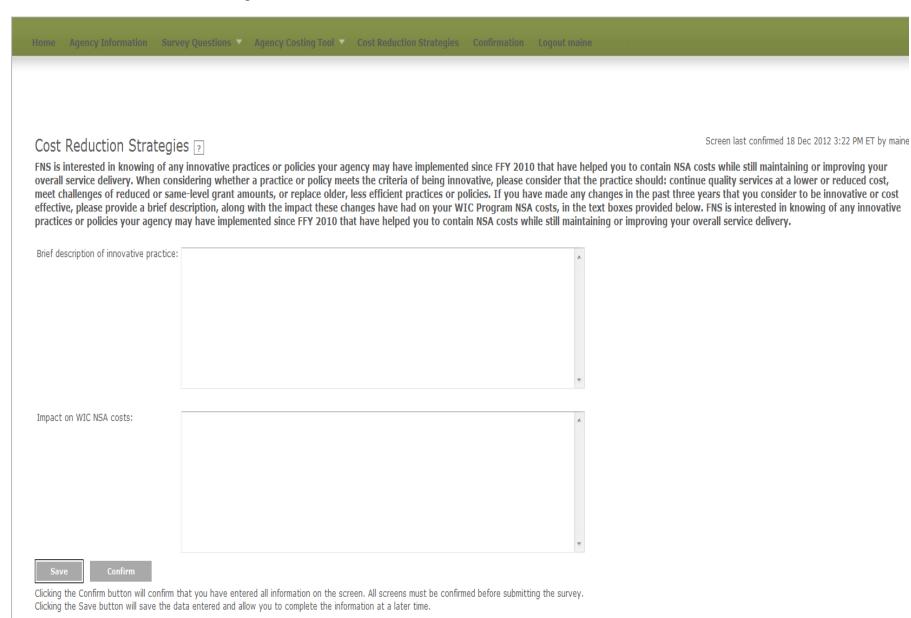
  If yes, provide total dollar value \$

Area of in-kind contribution	In-kind received?	Can you estimate the dollar value?
A. Staff providing research support or training	O Yes O No O Unknown	O Yes No If yes, provide amount \$
B. Staff providing support for other state-level activities	O Yes O No O Unknown	O Yes No If yes, provide amount \$
C. Staff to support computer systems and networks	O Yes O No O Unknown	○ Yes ○ No If yes, provide amount \$
D. Facilities or other space considerations	O Yes O No O Unknown	O Yes No If yes, provide amount \$
E. Utilities	O Yes O No O Unknown	O Yes No If yes, provide amount \$
F. Telecommunications	O Yes O No O Unknown	O Yes No If yes, provide amount \$

G. Computer equipment or maintenance	O Yes O No O Unknown	O Yes O No If yes, provide amount \$
H. Office or other equipment	O Yes O No O Unknown	O Yes O No If yes, provide amount \$
I. Office or other types of supplies	O Yes O No O Unknown	O Yes O No If yes, provide amount \$
J. Vehicles for WIC use	O Yes O No O Unknown	O Yes O No If yes, provide amount \$
K. Other: SPECIFY	O Yes O No O Unknown	O Yes O No If yes, provide amount \$

Comments:		
Save	Confirm	

#### **Exhibit 12: Cost Reduction Strategies**



#### **Exhibit 13: Confirmation Screen**



## Confirmation of Data Confirmation of Data [7]

Please confirm

This section summarizes expenditure data that you entered in the Survey Questions and Agency Costing Tool screens.

The tables display whether the data entered in each screen have been confirmed by you.

You must confirm the data entered in all of the screens in order for your submission to be considered complete.

The Confirmation screen will display error messages until all entries in all other screens have been confirmed.

To confirm the data, go to the appropriate screen and click on the Confirm button.

Making any changes in a screen that has been previously confirmed will automatically undo the confirm action; the confirmation stamp will disappear, and the Please Confirm message will be displayed again. The user must re-confirm the screen if any changes are made since the previous confirmation.

#### Survey Questions

Category	Confirmation Status
<u>Demographics</u>	Please confirm
Changes in Costs	Please confirm

## Agency Costing Tool

Category	Yearly Expenditures	Confirmation Status
<u>Labor/Personnel Expenditures</u>	\$30,498.54	Confirmed 06 May 2013 10:58 AM ET by maine
Expenditures Associated with Contracted Services	\$155,164.00	Confirmed 18 Dec 2012 10:57 AM ET by maine
Expenditures Associated with Materials, Services and Travel	\$2,350.00	Confirmed 18 Dec 2012 11:10 AM ET by maine
Indirect Costs	\$0.00	Confirmed 18 Dec 2012 2:57 PM ET by maine
Other Sources of Funds	\$2,095.00	Confirmed 18 Dec 2012 3:22 PM ET by maine
Agency Costing Total	\$190,107.54	
In-Kind Contributions		Confirmed 18 Dec 2012 3:22 PM ET by maine

# Totals

Costing Type	Total from Individual Costing Screens	FFY 2013 Final NSA Closeout Expenditures
Agency	\$190,107.54	\$100,571.00
Totals	\$190,107.54	\$1,219,703.00
Agency Yearly Expenditure		Confirmed 26 Dec 2012 11:51 AM ET by maine

#### You must correct the following issues before you can confirm data entry:

You must confirm the following screen: : Yearly Funding Summary for Partners

The total expenditures overall should be within 10% of the Agency Information Screen