

APPENDIX A1.4

MIXED SPONSORS

Mixed Sponsor Survey Instrument

General Characteristics of Your Organization as a CACFP Sponsor

This section asks about your organization and your relationship with the Child and Adult Care Food Program (CACFP) as well as other programs.

1. Is your organization a private not-for-profit, private for-profit, or is it a public agency, school or school district?

- Private, not-for-profit.....
- Private, for-profit.....
- Public agency, school, or school district.

2. Which of the following best describes your organization? *(Check one box)*

- Social service agency.....
- Child care agency.....
- Head Start grantee, delegate agency, or administering agency.....
- Charitable organization.....
- Local education agency.....
- School.....
- College or university.....
- Religious organization.....
- Tribal organization.....
- U.S. Military.....
- YMCA or YWCA.....
- Other.....
- (Please specify)_____

3. In what year did your organization first become a CACFP sponsor?

|_|_|_|_|

4. How many adult day centers did your organization claim in October 2014?

Number of adult day centers|_|_|_|

5. Which of the following describes the geographic area served by your CACFP sponsorship?
(Check one box)

- Part of a town or city.....
- One or more towns or cities, but not an entire county.....
- An entire county.....
- A group of counties.....
- Entire state.....
- Other.....
- (Please specify)_____

6. Approximately what percentage of the child care sites that your organization sponsors are located in a tribal area?

|_|_|_| %

7. In addition to the CACFP, does your organization participate in any other USDA food and nutrition programs?

- Yes.....
- No..... → **GO TO QUESTION 8**

7a. In which of the following USDA food and nutrition programs does your organization participate? (Check all that apply)

- National School Lunch Program.....
- School Breakfast Program.....
- Summer Food Service Program.....
- Special Milk Program.....
- Fresh Fruits and Vegetables Program....
- Special Supplemental Nutrition Program for Women, Infants and Children (WIC).....
- Commodity Supplemental Food Program
- USDA Commodities Program.....
- The Emergency Food Assistance Program (TEFAP).....
- Supplemental Nutrition Assistance Program (SNAP) Nutrition Education.....
- Other program.....
- (Please specify)_____

8. Does your organization administer or provide any services that are not funded by USDA?

- Yes.....
- No..... → **GO TO QUESTION 9**

8a. Which of the following types of non-USDA funded services does your organization administer or provide? (Check all that apply)

- Child care locator/finder.....
 - Child care subsidies.....
 - Child care staff training and professional development.....
 - Technical assistance/coaching/mentoring for quality improvement.....
 - Outside school hours program.....
 - Home visiting.....
 - Parent support and education.....
 - Nutrition and/or health education.....
 - Early intervention services (Part C for children with or at-risk of developmental disabilities)
 - Community recreation program.....
 - Adult day care program.....
 - Domestic violence shelter.....
 - Food pantry or soup kitchen.....
 - Other.....
- (Please specify)_____

Training and Assistance Provided by Your State CACFP Agency
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In this section, we are interested in training and technical assistance provided by your State CACFP Agency and on what CACFP-related topics it would be helpful to receive more training or assistance.

9. During the past 12 months, did your State CACFP Agency provide a mandatory annual training to you or anyone else on your staff?

- Yes.....
- No..... → **GO TO QUESTION 10**

9a. What was the format of this training? (Check one box)

- Web-based.....
 - In-person group classes or workshops
 - Self-study.....
 - One-on-one.....
 - Other.....
- (Please specify)_____

9b. What topics were covered in this training?

- CACFP meal requirements.....
- CACFP administrative requirements.....
- CACFP monitoring requirements.....
- Center and/or provider applications.....
- Preparing and filing monthly reimbursement claims.....
- Administrative reimbursement.....
- For-profit center eligibility.....
- Family/Child eligibility determination.....
- Tiering rules for family day care homes. .
- Serious deficiencies.....
- Maintaining confidentiality.....
- USDA civil rights requirements.....
- Food purchasing.....
- Menu planning.....
- Food preparation.....
- Food safety/food service operations.....
- Nutrition.....
- Physical activity in child care.....
- Obesity prevention.....
- Best practices in child care.....
- Staff wellness.....
- Parent relations.....
- Recognizing abuse and neglect.....
- Other.....
- (Please specify)_____

9c. How satisfied are you with this training?

- Very satisfied.....
- Satisfied.....
- Neither satisfied or dissatisfied.....
- Dissatisfied.....
- Very dissatisfied.....

10. During the past 12 months, has your State CACFP Agency provided you or your staff any additional training?

- Yes.....
- No..... → **GO TO QUESTION 11**

10a. What was the most common format of this training? (*Check one box*)

- Web-based.....
- In-person group classes or workshops

- Self-study.....
- One-on-one.....
- Other.....
- (Please specify)_____

10b. What topics were covered in this additional training? (Check all that apply)

- CACFP meal requirements.....
- CACFP administrative requirements.....
- CACFP monitoring requirements.....
- Center and/or provider applications.....
- Preparing and filing monthly reimbursement claims.....
- Administrative reimbursement.....
- For-profit center eligibility.....
- Family/Child eligibility determination.....
- Tiering rules for family day care homes. .
- Serious deficiencies.....
- Maintaining confidentiality.....
- USDA civil rights requirements.....
- Food purchasing.....
- Menu planning.....
- Food preparation.....
- Food safety/food service operations.....
- Nutrition.....
- Physical activity in child care.....
- Obesity prevention.....
- Best practices in child care.....
- Staff wellness.....
- Parent relations.....
- Recognizing abuse and neglect.....
- Other.....
- (Please specify)_____

10c. How satisfied are you with this additional training?

- Very satisfied.....
- Satisfied.....
- Neither satisfied or dissatisfied.....
- Dissatisfied.....
- Very dissatisfied.....

11. During the past 12 months, have you received any technical assistance from your State CACFP Agency?

- Yes.....
- No..... → **GO TO QUESTION 12**

11a. On what topics did you receive technical assistance from your State CACFP Agency?
(Check all that apply)

- Menu planning/sample menus.....
- Food vendor contracts.....
- Staff training.....
- Recruitment and retention of CACFP sites.....
- Budgeting assistance.....
- Computer support.....
- Other.....
- (Please specify)_____

11b. How satisfied are you with the technical assistance available from your State CACFP Agency?

- Very satisfied.....
- Satisfied.....
- Neither satisfied or dissatisfied.....
- Dissatisfied.....
- Very dissatisfied.....

12. Are there any food, nutrition or CACFP-related topics on which you would like to receive more training or assistance?

- Yes.....
- No..... → **GO TO QUESTION 13**

12a. On what topics would you like to receive more training or assistance? (Check all that apply)

- Menu planning/sample menus.....
- Food vendor contracts.....
- Staff training.....
- Recruitment and retention of CACFP sites.....
- Budgeting.....
- Computer support.....
- Training our CACFP sites.....
- Networking with other sponsors in my state.....
- Other.....
- (Please specify)_____

Electronic Systems You Use for CACFP

This section asks about any electronic systems that you use to manage your CACFP claims.

13. Does your organization use an electronic system or systems to check CACFP reimbursement claims?

- Yes.....
- No..... → **GO TO QUESTION 14**

13a. Were any of the electronic systems you use for CACFP developed in house?

- Yes.....
- No.....

13b. Were any of the electronic systems you use for CACFP developed by your State CACFP Agency?

- Yes.....
- No.....

13c. Are any of the electronic systems you use for CACFP commercial systems?

- Yes.....
- No..... → **GO TO QUESTION 14**

13e. What are the names of the commercial automated systems you use for CACFP? (*Check all that apply*)

- Minute Menu.....
- Nutrition Manager.....
- Procure.....
- Child Watch.....
- ChildPlus.....
- AccuTrack.....
- Maggey Deluxe.....
- Other.....
- (Please specify)_____
- Don't know.....

CACFP Staffing

This section asks about the total number of people employed by your organization and how many of those work on the CACFP. **Please do not include any of your organization's employees who work primarily at the sites you sponsor.**

14. How many employees (counting part- and full-time staff equally) work in your organization?

Total number of employees|_|_|_|_|

14a. How many of these employees work on the CACFP on a regular basis?

Number of employees|_|_|_|

14b. How many of these employees who work on the CACFP on a regular basis work with family day care homes?

Number of employees|_|_|_|

14c. How many of these employees who work on the CACFP on a regular basis work with child care centers?

Number of employees|_|_|_|

14d. How many of these employees who work on the CACFP on a regular basis work with Head Start centers?

Number of employees|_|_|_|

The following questions ask about turnover of the staff who worked on the CACFP on a regular basis in 2014.

15. Have any of the staff who worked on the CACFP on a regular basis in 2014 left your organization?

Yes.....

No..... → **GO TO QUESTION 16**

15a. How many of these staff have left?

Number of staff.....|_|_|

15b. How many of these staff have been replaced?

Number of staff.....|_|_|

The next three questions ask about staff time spent on CACFP. For a typical month, please estimate the percentage of the total time spent by your staff on specific CACFP functions.

16. In a typical month, of the total time your staff spends on CACFP, approximately what percentage is spent on processing claims and reimbursements?

- Less than 10%.....
- 10% - 25%.....
- 26% - 50%.....
- 51% - 75%.....
- More than 75%.....

17. In a typical month, of the total time your staff spends on CACFP, approximately what percentage is spent on monitoring and training?

- Less than 10%.....
- 10% - 25%.....
- 26% - 50%.....
- 51% - 75%.....
- More than 75%.....

18. In a typical month, of the total time your staff spends on CACFP, approximately what percentage is spent on outreach?

- Less than 10%.....
- 10% - 25%.....
- 26% - 50%.....
- 51% - 75%.....
- More than 75%.....

19. Does your organization's CACFP employ anyone who has a degree or formal training in nutrition?

- Yes.....
- No..... → **GO TO QUESTION 20**

19a. Are any of these individuals registered dietitians (R.D.) or registered dietitian nutritionists (RDN)?

- Yes.....
- No.....

- Don't know.....

Satisfaction with State CACFP Agency

20. Please rate your level of satisfaction with your State CACFP Agency on the following factors:
(Circle one number for each factor)

<u>Factor</u>	<u>Very Satisfied</u>	<u>Satisfied</u>	<u>Neither Satisfied nor Dissatisfied</u>	<u>Dissatisfied</u>	<u>Very Dissatisfied</u>	<u>Don't Know</u>	<u>Not Applicable</u>
a. Processing your organization's initial application.....1.....2...			3	4	5	-8	-9
b. Processing and payment of claims.....1.....2...			3	4	5	-8	-9
c. Review of your organization.....1.....2...			3	4	5	-8	-9
d. Annual contract renewal process, including budget and management plan renewal.....1.....2...			3	4	5	-8	-9
e. Use of technology.....1.....2...			3	4	5	-8	-9
f. Support of your organization's use of technology for the CACFP.....1.....2...			3	4	5	-8	-9
g. Support for recruiting new centers or family day care homes.....1.....2...			3	4	5	-8	-9

Sponsors' Perceptions of the CACFP

21. The following is a list of possible benefits of the CACFP. Please rank the three benefits you consider to be the most important, with "1" being the most important, "2" being the second most important, and "3" being the third most important. (Rank 3)

- | | <u>Rank</u> |
|---|-------------|
| CACFP provides nutritious meals to children | __ |
| CACFP teaches child care program and providers to plan and prepare nutritious meals | __ |
| CACFP feeds children who would otherwise have limited access to nutritious food... __ | |
| CACFP helps children develop healthy eating habits..... __ | |
| CACFP keeps down the cost of child care __ | |
| CACFP helps parents learn the importance of healthy eating..... __ | |
| CACFP helps child care programs stay in business..... __ | |
| CACFP is an important part of the social safety net for children and families..... __ | |
| CACFP facilitates child care center or family day care home recruitment..... __ | |

22. Overall, how would you rate your burden level to meet CACFP requirements? Think of burden as the amount of time and effort put into meeting the requirements.

- | | | |
|---------------------------|--------------------------|----------------------------|
| No burden at all..... | <input type="checkbox"/> | } GO TO QUESTION 29 |
| Very low burden..... | <input type="checkbox"/> | |
| Low burden..... | <input type="checkbox"/> | |
| Neither high nor low..... | <input type="checkbox"/> | |
| High burden..... | <input type="checkbox"/> | |
| Very high burden..... | <input type="checkbox"/> | |

23. How would you rate the level of burden for your organization for performing CACFP enrollment activities?

- | | | |
|---------------------------|--------------------------|----------------------------|
| No burden at all..... | <input type="checkbox"/> | } GO TO QUESTION 24 |
| Very low burden..... | <input type="checkbox"/> | |
| Low burden..... | <input type="checkbox"/> | |
| Neither high nor low..... | <input type="checkbox"/> | |
| High burden..... | <input type="checkbox"/> | |
| Very high burden..... | <input type="checkbox"/> | |

23a. Thinking about the CACFP enrollment activities performed by your organization, which one do you find the most burdensome? (Check one box)

- Determining free/reduced and paid meal eligibility for children in child care centers.....
- Processing parent income eligibility applications for family day care homes
- Determining tiering status for family day care homes.....
- Processing new center or home applications.....
- Other.....
- (Please specify)_____

24. How would you rate the level of burden for your organization for performing CACFP claiming activities?

- No burden at all.....
 - Very low burden.....
 - Low burden.....
 - Neither high nor low.....
 - High burden.....
 - Very high burden.....
- } GO TO QUESTION 25

24a. Thinking about the CACFP activities related to claiming performed by your organization, which one do you find the most burdensome? (Check one box)

- Training child care sites on CACFP recordkeeping requirements.....
- Reviewing claims.....
- Preparing and filing monthly reimbursement claims.....
- Awaiting payment from the state. .
- Processing provider payments.....
- Other.....
- (Please specify)_____

25. How would you rate the level of burden for your organization to comply with CACFP menu requirements?

- No burden at all.....
 - Very low burden.....
 - Low burden.....
 - Neither high nor low.....
- } GO TO QUESTION 26

High burden.....

Very high burden.....

25a. Thinking about the activities related to the CACFP menu requirements performed by your organization, which one do you find the most burdensome?

- Training child care sites on CACFP meal pattern requirements.....
- Training child care sites on the allowable number of daily meals and snacks per child.....
- Reviewing provider menus.....
- Other.....
- (Please specify)_____

26. How would you rate the level of burden for your organization for performing activities related to CACFP monitoring?

- No burden at all.....
 - Very low burden.....
 - Low burden.....
 - Neither high nor low.....
 - High burden.....
 - Very high burden.....
- } GO TO QUESTION 27

26a. Thinking about the activities related to CACFP monitoring performed by your organization, which one do you find the most burdensome?

- Conducting required monitoring visits
- Conducting 5-day reconciliations.
- Following up on serious deficiencies
- Other.....
- (Please specify)_____

27. How would you rate the level of burden for your organization for performing CACFP recordkeeping?

- No burden at all.....
 - Very low burden.....
 - Low burden.....
 - Neither high nor low.....
 - High burden.....
 - Very high burden.....
- } GO TO QUESTION 28

27a. Thinking about the activities related to CACFP recordkeeping performed by your organization, which one do you find the most burdensome? (Check one box)

- Completing annual budget and management plan renewal process
- Utilizing automated systems.....
- Maintaining both paper and electronic records.....
- Inconsistent interpretation of federal CACFP rules.....
- Total CACFP paperwork.....
- Other.....
- (Please specify)_____

28. How would you rate the level of burden for your organization for performing outreach to new CACFP sites?

- No burden at all.....
 - Very low burden.....
 - Low burden.....
 - Neither high nor low.....
 - High burden.....
 - Very high burden.....
- } **GO TO QUESTION 29**

28a. Thinking about the CACFP outreach activities performed by your organization, which one do you find the most burdensome? (Check one box)

- Identifying potential sites.....
- Conducting pre-approval visits.....
- Other.....
- (Please specify)_____

29. Based on your experience, do you think any areas of the CACFP need to be improved?

- Yes.....
- No..... → **GO TO QUESTION 30**

29a. What suggestions do you have for improving CACFP?

Family Day Care Homes

30. In October 2014, did your organization sponsor any family day care homes?

Yes.....

No..... → **GO TO QUESTION 48 ON PAGE 21**

31. In October 2014, how many family day care homes did your organization claim for CACFP?

Number of family day care homes |__|__|__|

32. What was your sponsorship's total administrative reimbursements from CACFP for sponsoring family day care homes in October 2014? (Include only USDA/CACFP reimbursements. Do not include any additional state reimbursements.)

\$ |__|__|__| , |__|__|__|

33. Approximately what percentage of your organization's total funding for administrative functions comes from CACFP administrative reimbursements for sponsoring family day care homes?

|__|__| %

Training Your Own Organization's Staff on Tiering

34. When your organization trains your staff on how to assign family day care homes a tiering level, on which topics do you provide training? (Check all that apply)

Informing new family day care homes about

tiering.....

Obtaining/using school boundary data....

Obtaining/using census tract data.....

Reviewing provider income eligibility

applications.....

Reviewing provider eligibility for other means-

tested programs.....

Other topics.....

(Please specify)_____

We do not train staff on how to assign family

day care homes a tiering level.....

Training Your Organization Provided for Family Day Care Homes

In this section, we are interested in the CACFP-related training your organization provided to family day care homes during the past 12 months. In your responses, **do not include any informal training you or your staff provided during monitoring visits or in response to individual requests for assistance.**

35. During the past 12 months, did your organization provide any CACFP related training for family day care home providers you sponsor?

- Yes.....
 No..... → **GO TO QUESTION 36**

35a. What was the most common format that your organization used to provide CACFP training for family day care home providers? (*Check one box*)

- Web-based.....
 In-person group classes or workshops
 Self-study.....
 One-on-one.....
 Other.....
 (Please specify) _____

35b. Thinking about a typical family day care home that you sponsor, how many times in the past 12 months did your organization provide CACFP training for that home?

Number of times.....|__|__|

35c. Which of the following topics were covered in your CACFP trainings for family day care home providers? (*Check all that apply*)

- CACFP meal requirements.....
- CACFP recordkeeping requirements.....
- Preparing and filing monthly reimbursement claims.....
- Tiering rules for family day care homes. .
- CACFP monitoring requirements.....
- Defining serious deficiencies.....
- Maintaining confidentiality.....
- USDA civil rights requirements.....
- Appeals process for serious deficiencies
- Food purchasing.....
- Menu planning.....
- Food preparation.....
- Food safety/food service operations.....
- Nutrition.....
- Physical activity in child care.....
- Obesity prevention.....
- Best practices in child care.....

- Staff wellness.....
- Parent relations.....
- Recognizing abuse and neglect.....
- Other.....
- (Please specify)_____

Monitoring Visits to Family Day Care Homes

This section is about CACFP monitoring visits your organization has conducted to family day care homes.

36. For a typical family day care home, how many times per year does your organization usually conduct CACFP monitoring visits?

Times per year.....|__|__|

37. For a typical family day care home that is not a new site, how many of the visits each year are announced before the visit?

Number of monitoring visits
announced before the visit.....|__|__|

38. For a typical family day care home, approximately how many minutes is the average CACFP monitoring visit your organization conducts?

Number of minutes.....|__|__|__|

39. Which of the following are the two most important enrollment-related areas reviewed during your organization's CACFP monitoring visits with family day care homes? (*Check 2 boxes*)

- Child care license is current.....
- Health and safety guidelines followed.....
- A current enrollment record exists for each child present, including provider's own..
- Children in attendance less than or equal to licensed capacity.....
- Food allergies documented.....
- Other.....
- (Please specify)_____

40. Which of the following are the two most important claiming-related areas reviewed during your organization's CACFP monitoring visits with family day care homes? (Check 2 boxes)

- Existence and accuracy of daily attendance records.....
- Number of meals claimed compared to licensed capacity.....
- Meal counts and menus are recorded daily
- 5-day reconciliation.....
- Menu exists for each meal claimed, including infant meals.....
- Menu production records are completed with quantities.....
- Infant menu complies with CACFP meal requirements.....
- Food receipts support menu.....
- Other.....
- (Please specify)_____

41. Which of the following are the two most important meal-related areas observed and reviewed during your organization's CACFP monitoring visits with family day care homes? (Check 2 boxes)

- Observed meal meets CACFP meal pattern requirements.....
- Appropriate type of milk served to children
- Drinking water available throughout the day
- Meals served match menu.....
- Time of day meals and snacks served....
- Type of meal service (family style vs. plated)
- Safe food handling practices observed...
- Food allergies accommodated.....
- Other.....
- (Please specify)_____

42. Other than meeting CACFP monitoring requirements, what is the main reason that your organization conducts monitoring visits with family day care homes? (Check one box)

- Follow-up on corrective actions taken for deficiencies.....
- Ensure nutritious meals and snacks are being served.....
- Combine training and technical assistance with monitoring.....
- Check in to make certain that provider is pleased with the service provided by the sponsor.....

CACFP provider requested a sponsor visit for help with some issue.....
 Other.....
 (Please specify)_____

43. When your organization conducts monitoring visits with family day care homes, what are the three most common deficiencies found that require corrective action? (Check 3 boxes)

- Submission of false information on the application.....
- Submission of false claims for reimbursement
- Simultaneous participation under more than one sponsoring organization.....
- Non-compliance with CACFP meal pattern
- Failure to keep required records.....
- Failure to fill out menu production records correctly.....
- Conduct or conditions that threaten the health or safety of a child (or children) in care.
- Water not available to children on request
- Number of children present is more than provider's licensed capacity.....
- Provider not present.....
- Other.....
- (Please specify)_____

44. Do you serve any family day care homes where the provider or staff do not speak English?

- Yes.....
- No..... → **GO TO QUESTION 45**

44a. Does your organization conduct any monitoring visits, reviews, or trainings in any languages other than English?

- Yes.....
- No.....

Barriers to CACFP Participation for Family Day Care Homes
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45. Do you collect information from family day care home providers who have left your CACFP to determine the reasons why they left?

- Yes.....
- No..... → **GO TO QUESTION 46**

45a. How does your organization collect this information?

- Questionnaires or other forms when homes leave the program.....
- Interviews with family day care home providers when they leave the program.....
- Anecdotal information.....
- Studies or evaluations.....
- Other ways.....
- (Please specify)_____

46. What do you think are two most common reasons family day care homes leave the CACFP? (Check 2 boxes)

- Paperwork burden too high.....
- Not enough low-income children enrolled
- Difficult to comply with meal requirements
- Unannounced site monitoring visits.....
- Serious deficiency process.....
- Meal reimbursement rates are too low....
- Family day care home closed.....
- Family day care home lost license.....
- Other reason.....
- (Please specify)_____

47. Other than program reimbursement levels, what do you think are the two greatest barriers to increasing CACFP participation among family day care homes? (Check 2 boxes)

- Paperwork burden for parent applications
- Other paperwork burden related to CACFP
- Application process is too complicated...
- Takes too much time to apply and be approved
- Providers' reluctance to participate in government programs.....
- Providers don't want people coming into their homes.....
- Other.....
- (Please specify)_____

- Eligible homes already participate.....
 - Don't know.....
- } GO TO QUESTION 48

47a. Do you have any suggestions for reducing or eliminating these barriers to CACFP participation?

- Yes.....

No..... → **GO TO QUESTION 48**

47b. What are your suggestions for reducing or eliminating these barriers to CACFP participation?

Child Care Centers

48. In October 2014, did your organization sponsor any child care centers?

Yes.....

No..... → **GO TO QUESTION 65 ON PAGE 27**

49. In October 2014, how many total sites did your organization claim for CACFP? Do not count any adult care CACFP sites or Head Start/Early Head Start centers that you might sponsor.

Total sites.....|_|_|_|_|

49a. How many of these sites were not-for-profit child care centers?

Nonprofit centers....|_|_|_|_|

49b. How many of these sites were for-profit (Title XX) child care centers?

For-profit centers....|_|_|_|_|

49c. How many of these sites were "outside of school hours" centers?

Number of centers. .|_|_|_|_|

49d. How many of these sites participated in the At-Risk CACFP?

Number of centers. .|_|_|_|_|

49e. How many of these sites were "emergency shelter" sites?

Number of centers. .|_|_|_|_|

50. How much did your organization receive for all CACFP reimbursable meals and snacks served in child care centers in October 2014? (*Include only USDA/CACFP reimbursements. Do not include any additional state reimbursements.*)

\$ |_|_|_|_| , |_|_|_|_|

51. Did your organization retain any of these meal reimbursements to offset the cost of administering the CACFP for these centers?

Yes.....

No..... → **GO TO QUESTION 52**

51a. In October 2014, how much of these meal reimbursements did your organization retain to offset the cost of administering the CACFP for these centers?

\$ |__|__|__| , |__|__|__|

51b. Approximately what percentage of your organization's total funding for administrative functions comes from money retained from CACFP meal reimbursements for child care centers?

|__|__| %

Training Your Organization Provided for Child Care Centers

In this section, we are interested in the CACFP-related training your organization provided to child care center staff during the past 12 months. In your responses, **do not include any informal training you or your staff provided during monitoring visits or in response to individual requests for assistance.**

52. During the past 12 months, did your organization provide any CACFP related training for any of the staff at the child care centers you sponsor?

Yes.....

No..... → **GO TO QUESTION 53**

52a. What types of child care center staff received CACFP-related training? (*Check all that apply*)

Center administrators.....

Classroom staff.....

Food preparation staff.....

Nutritionists (including RDs and RDNs)

Other.....

(Please specify)_____

52b. What was the most common format that your organization used to provide CACFP training for these staff? (*Check one box*)

Web-based.....

In-person group classes or workshops

Self-study.....

One-on-one.....

Other.....

(Please specify)_____

52c. Thinking about a typical child care center site that you sponsor, how many times during the past 12 months did your organization provide CACFP training for that site?

Times in past 12 months|__|__|

52d. Which of the following topics were covered in your CACFP trainings for child care center staff? (Check all that apply)

- CACFP meal requirements.....
 - CACFP recordkeeping requirements.....
 - Preparing and filing monthly reimbursement claims.....
 - Family/child eligibility determination.....
 - CACFP monitoring requirements.....
 - Defining serious deficiencies.....
 - Maintaining confidentiality.....
 - USDA civil rights requirements.....
 - Appeals process for serious deficiencies
 - Food purchasing.....
 - Menu planning.....
 - Food preparation.....
 - Food safety/food service operations.....
 - Nutrition.....
 - Physical activity in child care.....
 - Obesity prevention.....
 - Best practices in child care.....
 - Staff wellness.....
 - Parent relations.....
 - Recognizing abuse and neglect.....
 - Other.....
- (Please specify) _____

Monitoring Visits to Child Care Centers
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This section is about CACFP monitoring visits your organization has conducted to child care centers.

53. For a typical child care center, how many times per year does your organization usually conduct CACFP monitoring visits?

Times per year.....|__|__|

54. For a typical child care center that is not a new site, how many of the visits each year are announced before the visit?

Number of monitoring visits
announced before the visit.....|__|__|

55. For a typical child care center, approximately how many minutes is the average monitoring visit your organization conducts?

Number of minutes.....|_|_|

56. Which of the following are the two most important enrollment-related areas reviewed during your organization's CACFP monitoring visits with child care centers? (Check 2 boxes)

- Child care license is current.....
- Health and safety guidelines followed.....
- A current enrollment record exists for each child present, including provider's own..
- Children in attendance less than or equal to licensed capacity.....
- Food allergies documented.....
- Other.....
- (Please specify)_____

57. Which of the following are the two most important claiming and menu-related areas reviewed during your organization's CACFP monitoring visits with child care centers? (Check 2 boxes)

- Existence and accuracy of daily attendance records.....
- Number of meals claimed compared to licensed capacity.....
- Meal counts and menus are recorded daily
- 5-day reconciliation.....
- Menu exists for each meal claimed, including infant meals.....
- Menu production records are completed with quantities.....
- Infant menu complies with CACFP meal pattern requirements.....
- Food receipts support menu.....
- Other.....
- (Please specify)_____

58. Which of the following are the two most important meal-related areas observed and reviewed during your organization's CACFP monitoring visits with child care centers? (Check 2 boxes)

- Observed meal meets CACFP meal pattern requirements.....
- Appropriate type of milk served to children
- Drinking water available throughout the day
- Meals served match menu.....
- Meals and snacks served match food available
- Time of day meals and snacks served....
- Type of meal service (family style vs. plated)
- Safe food handling practices observed...
- Food allergies accommodated.....
- Other.....

(Please specify) _____

59. Other than meeting CACFP monitoring requirements, what is the main reason that your organization conducts monitoring visits to child care centers? (Check one box)

- Follow-up on corrective actions taken for deficiencies.....
- Ensure nutritious meals and snacks are being served.....
- Combine training and technical assistance with monitoring.....
- Check in to make certain that provider is pleased with the service provided by the sponsor.....
- Provider requested a sponsor visit for help with some issue.....
- Other.....
- (Please specify)_____

60. When your organization conducts monitoring visits to child care centers, what are the three most common deficiencies found that requires corrective action? (Check 3 boxes)

- Submission of false information on the application.....
- Submission of false claims for reimbursement
- Simultaneous participation under more than one sponsoring organization.....
- Non-compliance with CACFP meal pattern
- Failure to keep required records.....
- Failure to fill out menu production records correctly.....
- Conduct or conditions that threaten the health or safety of a child (or children) in care.
- Water not available to children on request
- Number of children present is more than child care center's licensed capacity.....
- Other.....
- (Please specify)_____

61. Do you serve any child care centers where the provider or staff do not speak English?

- Yes.....
- No..... → **GO TO QUESTION 62**

61a. Does your organization conduct any monitoring visits, reviews or trainings in any languages other than English?

- Yes.....

No.....

Barriers to CACFP Participation for Child Care Centers

62. Do you collect information from child care centers who have left your CACFP to determine the reasons why they left?

- Yes.....
No..... → **GO TO QUESTION 63**

62a. How does your organization collect this information?

- Questionnaires or other forms when centers leave the program.....
Interviews with center directors when they leave the program.....
Anecdotal information.....
Studies or evaluations.....
Other ways.....
(Please specify)_____

63. What do you think are the two most common reasons child care centers leave the CACFP?
(Check 2 boxes)

- Paperwork burden too high.....
Not enough low-income children enrolled
Difficult to comply with meal requirements
Unannounced site monitoring visits.....
Serious deficiency process.....
Meal reimbursement rates are too low....
Child care center lost license.....
Child care center closed.....
Other reason.....
(Please specify)_____
- Don't know.....

64. Other than program reimbursement levels, what do you think are the two greatest barriers to increasing CACFP participation among child care centers? (Check 2 boxes)

- Paperwork burden for parent applications
Other paperwork burden related to CACFP
Application process is too complicated...
Takes too much time to apply and be approved
Centers' reluctance to participate in government programs.....
Other.....
(Please specify)_____

Eligible centers already participate..... } GO TO QUESTION 65
Don't know.....

64a. Do you have any suggestions for reducing or eliminating these barriers to CACFP participation?

Yes.....

No..... → **GO TO QUESTION 65**

64b. What are your suggestions for reducing or eliminating these barriers to CACFP participation?

Head Start/Early Head Start Centers

IMPORTANT: When completing the Head Start/Early Head Start sections, please consider BOTH Head Start AND Early Head Start centers that your organization sponsors in the Child and Adult Care Food Program (CACFP). If your organization sponsors only one type of program (i.e., EITHER Head Start OR Early Head Start), base your responses on the one type.

65. In October 2014, did your organization sponsor any Head Start or Early Head Start centers?

Yes.....

No..... → **GO TO THANK YOU ON PAGE 32**

66. In October 2014, how many Head Start and Early Head Start centers did your organization claim for CACFP?

Number of Head Start and Early Head Start centers.....|_|_|_|_|

67. How much did your organization receive for all CACFP reimbursable meals and snacks served in Head Start and Early Head Start centers in October 2014? (*Include only USDA/CACFP reimbursements. Do not include any additional state reimbursements.*)

\$ |_|_|_|_| , |_|_|_|_|

68. Did your organization retain any of these meal reimbursements to offset the cost of administering the CACFP for these Head Start and Early Head Start centers?

Yes.....

No..... → **GO TO QUESTION 69**

68a. In October 2014, how much of these meal reimbursements did your organization retain to offset the cost of administering the CACFP for these Head Start centers?

\$ |__|_|_|_|_| , |__|_|_|_|_|

68b. Approximately what percentage of your organization's total funding for administrative functions comes from money retained from CACFP meal reimbursements for Head Start and Early Head Start centers?

|__|_|_| %

Training Your Organization Provided for Head Start and Early Head Start Centers

In this section, we are interested in the CACFP-related training your organization provided to Head Start and Early Head Start staff during the past 12 months. In your responses, **do not include an informal training you or your staff provided during monitoring visits or in response to individual requests for assistance.**

69. During the past 12 months, did your organization provide any CACFP related training for any of the staff at the Head Start and Early Head Start centers you sponsor?

Yes.....

No..... → **GO TO QUESTION 70**

69a. What types of Head Start and Early Head Start center staff received your CACFP-related training? (*Check all that apply*)

Center administrators.....

Classroom staff.....

Food preparation staff.....

Nutritionists (including RDs and RDNs)

Other.....

(Please specify)_____

69b. What was the most common format that your organization used to provide CACFP training for these staff? (*Check one box*)

Web-based.....

In-person group classes or workshops

Self-study.....

One-on-one.....

Other.....

(Please specify)_____

69c. Thinking about a typical Head Start and Early Head Start center that you sponsor, how many times during the past 12 months did your organization provide CACFP training for that center?

Number of times.....|__|_|_|

69d. Which of the following topics were covered in your CACFP trainings for Head Start and Early Head Start center staff? (Check all that apply)

- CACFP meal requirements.....
- CACFP recordkeeping requirements.....
- Preparing and filing monthly reimbursement claims.....
- CACFP monitoring requirements.....
- Defining serious deficiencies.....
- Maintaining confidentiality.....
- USDA civil rights requirements.....
- Appeals process for serious deficiencies
- Food purchasing.....
- Menu planning.....
- Food preparation.....
- Food safety/food service operations.....
- Nutrition.....
- Physical activity in child care.....
- Obesity prevention.....
- Best practices in child care.....
- Staff wellness.....
- Parent relations.....
- Recognizing abuse and neglect.....
- Other.....
- (Please specify)_____

Monitoring Visits to Head Start Centers
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This section is about CACFP monitoring visits your organization has conducted to Head Start and Early Head Start centers.

70. For a typical Head Start or Early Head Start center, how many times per year does your organization usually conduct CACFP monitoring visits?

Times per year.....|__|__|__|

71. For a typical Head Start or Early Head Start center that is not a new site, how many of the visits each year are announced before the visit?

Number of monitoring visits
announced before the visit.....|__|__|

72. For a typical Head Start or Early Head Start center, approximately how many minutes is the average monitoring visit your organization conducts?

Number of minutes.....|_|_|

73. Which of the following are the two most important enrollment-related areas reviewed during your organization's CACFP monitoring visits with Head Start and Early Head Start centers? (Check 2 boxes)

- Child care license is current.....
- Health and safety guidelines followed.....
- A current enrollment record exists for each child present, including provider's own..
- Children in attendance less than or equal to licensed capacity.....
- Food allergies documented.....
- Other.....
- (Please specify)_____

74. Which of the following are the two most important claiming and menu-related areas reviewed during your organization's CACFP monitoring visits with Head Start and Early Head Start centers? (Check 2 boxes)

- Existence and accuracy of daily attendance records.....
- Number of meals claimed compared to licensed capacity.....
- Meal counts and menus are recorded daily
- 5-day reconciliation.....
- Menu exists for each meal claimed, including infant meals.....
- Menu production records are completed with quantities.....
- Infant menu complies with CACFP meal pattern requirements.....
- Food receipts support menu.....
- Other.....
- (Please specify)_____

75. Which of the following are the two most important meal-related areas observed and reviewed during your organization's CACFP monitoring visits with Head Start and Early Head Start centers? (Check 2 boxes)

- Observed meal meets CACFP meal pattern requirements.....
- Appropriate type of milk served to children
- Drinking water available throughout the day
- Meals served match menu.....
- Time of day meals and snacks served....
- Type of meal service (family style vs. plated)
- Safe food handling practices observed...

Food allergies accommodated.....
Other.....
(Please specify)_____

76. Other than meeting CACFP monitoring requirements, what is the main reason that your organization conducts monitoring visits with Head Start and Early Head Start centers? (Check one box)

- Follow-up on corrective actions taken for deficiencies.....
 - Ensure nutritious meals and snacks are being served.....
 - Combine training and technical assistance with monitoring.....
 - Check in to make certain that provider is pleased with the service provided by the sponsor.....
 - Provider requested a sponsor visit for help with some issue.....
 - Other.....
- (Please specify)_____

77. When your organization conducts monitoring visits to Head Start centers, what are the three most common deficiencies found that requires corrective action? (Check 3 boxes)

- Submission of false claims for reimbursement
 - Simultaneous participation under more than one sponsoring organization.....
 - Non-compliance with CACFP meal pattern
 - Failure to keep required records.....
 - Conduct or conditions that threaten the health or safety of a child (or children) in care.
 - Conduct or conditions that threaten the public health or safety.....
 - Water not available to children on request
 - Number of children present is more than Head Start center's licensed capacity.....
 - Provider not present.....
 - Other.....
- (Please specify)_____

78. Not including the first visit made to new sites, how often are CACFP monitoring visits provided to Head Start centers that you sponsor announced before the visit?

- Never.....
- Less than 1/3 of visits.....
- Between 1/3 - 2/3 of visits.....
- More than 2/3 of visits, but not always....
- Always.....

79. Do you serve any Head Start and Early Head Start centers where the staff do not speak English?

Yes.....

No..... → **Thank you!**

79a. Does your organization conduct any monitoring visits, reviews, or trainings in any languages other than English?

Yes.....

No.....

Thank you for completing the questionnaire. Please return it in the enclosed postage-paid envelope to:

**CACFP Sponsor and Provider Study
Westat
1600 Research Blvd.
Rm. _____
Rockville, MD 20850**