

APPENDIX A1.5

**AT-RISK SPONSORS**

## At-Risk CACFP 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.....   
Charitable organization.....   
Local education agency/school district....   
School.....   
College or university.....   
Religious organization.....   
Tribal organization.....   
U.S. Military.....   
YMCA or YWCA.....   
Other.....   
(Please specify)\_\_\_\_\_

3. Which of the following best 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)\_\_\_\_\_

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

|\_|\_|\_|\_|

Don't know.....

5. In what year did your organization first sponsor any sites for the At-Risk CACFP?

|\_|\_|\_|\_|

Don't know.....

6. In October 2014, how many total sites did your organization sponsor for CACFP (not including adult care CACFP sites)?

Total sites sponsored.....|\_|\_|\_|\_|

6a. In October 2014, for how many of these sites did you claim **only At-Risk meals and/or snacks?**

Number of sites.....|\_|\_|\_|\_|

6b. In October 2014, for how many of these sites did you claim **only non-At-Risk child care meals and/or snacks?**

Number of sites.....|\_|\_|\_|\_|

6c. In October 2014, for how many of these sites did you claim **both At-Risk and non-At-Risk child care meals and/or snacks?**

Number of sites.....|\_|\_|\_|\_|

7. What types of organizations are your sites that participate in the At-Risk CACFP? *(Check all that apply)*

- Child care centers.....
- Head Start centers.....
- Public schools.....
- Private schools.....
- Housing Authority sites.....
- Homeless centers.....
- Parks and recreation sites.....
- Multi-purpose community centers.....
- YMCA or YWCA.....
- Boys & Girls Clubs.....
- Salvation Army.....
- United Way.....

- Faith-based organizations.....
  - 21st Century Community Learning Centers
  - Police Athletic Leagues.....
  - Tribal organizations.....
  - Food banks.....
  - Other.....
- (Please specify) \_\_\_\_\_

8. Is your organization also a sponsor for the Summer Food Service Program?

Yes.....

No.....  → **GO TO QUESTION 9**

8a. How many of the sites that you sponsored for At-Risk CACFP in October 2014 also participated in the Summer Food Service Program that year (Summer 2014)?

Number of sites.....|\_|\_|\_|

Don't know.....

9. Does your organization manage or administer any other USDA food and nutrition programs?

Yes.....

No.....  → **GO TO QUESTION 10**

9a. Which of the following USDA food and nutrition programs does your organization manage or administer? (*Check all that apply*)

National School Lunch Program.....

School Breakfast 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)\_\_\_\_\_

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

Yes.....

No.....  → **GO TO QUESTION 11**

10a. 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 child care quality improvement.....
- Outside school hours program.....
- Head Start.....
- Early Head Start.....
- 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.....
- Housing or homeless shelter.....
- Domestic violence shelter.....
- Food pantry or soup kitchen.....
- Other.....
- (Please specify)\_\_\_\_\_

<b>Training and Assistance Provided by Your State CACFP Agency</b>
--

In this section, we are interested in the training and assistance provided to your organization by your State CACFP Agency and on what topics it would be helpful to receive more training or assistance.

11. 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 12**

11a. 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)\_\_\_\_\_

11b. Did the mandatory annual training include any topics specific to At-Risk CACFP?

Yes.....

No.....  → **GO TO QUESTION 12**

11c. What topics related to At-Risk CACFP were covered in this training? (Check all that apply)

- At-Risk site applications.....
- At-Risk area eligibility.....
- CACFP meal requirements.....
- CACFP recordkeeping requirements.....
- Preparing and filing monthly reimbursement claims.....
- Coordination of recordkeeping for sites claiming both At-Risk and non-At-Risk meals and/or snacks.....
- Administrative reimbursement.....
- CACFP monitoring requirements.....
- Serious deficiencies.....
- Assessing health and safety standards...
- Maintaining confidentiality.....
- USDA civil rights requirements.....
- Food purchasing.....
- Menu planning.....
- Food preparation.....
- Food safety/food service operations.....
- Nutrition.....
- Physical activity.....
- Obesity prevention.....
- Best practices in afterschool programs...
- Staff wellness.....
- Parent relations.....
- Recognizing abuse and neglect.....
- Other.....
- (Please specify)\_\_\_\_\_

11c. How satisfied are you with this training related to At-Risk CACFP?

- Very satisfied.....
- Satisfied.....
- Neither satisfied nor dissatisfied...
- Dissatisfied.....
- Very dissatisfied.....

12. During the past 12 months, has your State CACFP Agency offered you or your staff any additional training related to At-Risk CACFP (i.e., training in addition to the one mandatory training)?

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



12a. What was the most common format of this additional training? (Check one box)

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

12b. What topics related to At-Risk CACFP were covered in this additional training? (Check all that apply)

- At-Risk site applications.....
- At-Risk area eligibility.....
- CACFP meal requirements.....
- CACFP recordkeeping requirements.....
- Preparing and filing monthly reimbursement claims.....
- Coordination of recordkeeping for sites claiming At-Risk and non-At-Risk meals and/or snacks.....
- Administrative reimbursement.....
- CACFP monitoring requirements.....
- Serious deficiencies.....
- Assessing health and safety standards...
- Maintaining confidentiality.....
- USDA civil rights requirements.....
- Food purchasing.....
- Menu planning.....
- Food preparation.....
- Food safety/food service operations.....
- Nutrition.....
- Physical activity.....
- Obesity prevention.....
- Best practices in afterschool programs...
- Staff wellness.....
- Parent relations.....
- Recognizing abuse and neglect.....
- Other.....
- (Please specify) \_\_\_\_\_

12c. How satisfied are you with this additional training related to At-Risk CACFP?

- Very satisfied.....
- Satisfied.....

- Neither satisfied nor dissatisfied...
- Dissatisfied.....
- Very dissatisfied.....

13. During the past 12 months, have you received any technical assistance from your State CACFP Agency to help you sponsor At-Risk CACFP sites?

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

13a. On what topics related to At-Risk CACFP did you receive technical assistance from your State CACFP Agency? (Check all that apply)

- Menu planning/sample menus.....
- Determining area eligibility.....
- Food vendor contracts.....
- Staff training.....
- Recruitment and retention of sites
- Budgeting.....
- Computer support.....
- Other.....
- (Please specify)\_\_\_\_\_

13b. How satisfied are you with the technical assistance available from your State CACFP Agency for the At-Risk CACFP?

- Very satisfied.....
- Satisfied.....
- Neither satisfied nor dissatisfied...
- Dissatisfied.....
- Very dissatisfied.....

14. Has your State CACFP Agency provided your organization with any tools or materials that have made it easier to administer the At-Risk CACFP?

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

14a. Has your State CACFP Agency provided your organization with any tools or materials that have made it easier for your sites to meet the requirements of the At-Risk CACFP?

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

**IF YOUR ANSWER TO BOTH Q14 AND Q14a = NO, THEN GO TO QUESTION 15. OTHERWISE, CONTINUE TO QUESTION 14b.**

14b. Please briefly describe these tools or materials.

\_\_\_\_\_

15. Are there any topics related to At-Risk CACFP on which you would like to receive more training or assistance?

- Yes.....
- No.....  → **GO TO QUESTION 16**

15a. On what topics would you like to receive more training or assistance?

---

**Training and Support Your Organization Provided to Sites Serving At-Risk Meals**

In the following questions, we're interested in the training your organization supplied to sites that provided At-Risk meals and/or snacks 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.

16. During the past 12 months, did your organization provide any CACFP-related training to staff at sites who participate in At-Risk CACFP?

- Yes.....   
 No.....  → **GO TO QUESTION 17**

16a. Which of the following topics were covered in your CACFP training for sites that participate in At-Risk CACFP? *(Check all that apply)*

- At-Risk site applications.....
- At-Risk area eligibility.....
- Other requirements specific to At-Risk CACFP
- CACFP meal requirements.....
- CACFP recordkeeping requirements.....
- Preparing and filing monthly reimbursement claims.....
- Coordination of recordkeeping for sites claiming both At-Risk and non-At-Risk meals and/or snacks.....
- CACFP monitoring requirements.....
- Serious deficiencies.....
- Health and safety standards.....
- Maintaining confidentiality.....
- USDA civil rights requirements.....
- Food purchasing.....
- Menu planning.....
- Food preparation.....
- Food safety/food service operations.....
- Nutrition.....
- Physical activity.....
- Obesity prevention.....
- Best practices in afterschool programs...
- Staff wellness.....
- Parent relations.....
- Recognizing abuse and neglect.....
- Other.....
- (Please specify)\_\_\_\_\_

17. Has your own organization developed any tools or materials designed to make it easier for your sites to participate in At-Risk CACFP?

Yes.....

No.....  → **GO TO QUESTION 18**

17a. Please briefly describe these tools or materials.

---

**Outreach Your Organization Uses to Recruit At-Risk CACFP Sites**

This section asks about outreach activities you have used to recruit sites for the At-Risk CACFP and what kind of help you may want in this aspect of the program.

18. Not including word of mouth, which of the following outreach methods have you used to recruit eligible sites for the At-Risk CACFP? (Check all that apply)

- Press releases.....
- Flyers or brochures.....
- Partnering with advocacy organizations..
- Partnering with local schools.....
- Social media.....
- Hosting webinars.....
- Community meetings.....
- Other.....
- (Please specify)\_\_\_\_\_

We did not do any outreach for the At-Risk CACFP.....  → **GO TO QUESTION 19**

18a. Of the outreach methods you used, which one do you think has been the most effective in recruiting eligible sites into the At-Risk CACFP? (Check one box)

- Press releases.....
- Flyers or brochures.....
- Partnering with advocacy organizations
- Partnering with local schools.....
- Social media.....
- Hosting webinars.....
- Community meetings.....
- Other.....
- (Please specify)\_\_\_\_\_

19. What kinds of At-Risk CACFP outreach help, if any, would you like from your CACFP sponsoring organization or State CACFP Agency? (Check all that apply)

- Sample templates for outreach materials
- General marketing of the program to increase community awareness.....
- Links to websites.....
- Webinars.....
- Links to social media.....

Other.....   
(Please specify)\_\_\_\_\_

Don't need any help.....

**Perceptions of Opportunities and Challenges Facing At-Risk CACFP Sites**

In this section, we are interested in your opinions about the opportunities and challenges facing sites as they participate in the At-Risk CACFP.

20. Did any of your sites serve only afterschool snacks (not afterschool meals) to school-age children before they started claiming afterschool meals in the At-Risk CACFP?

Yes.....   
No.....  } **GO TO QUESTION 21**  
Don't know.....

20a. Among those sites that made this change, what do you think are the two most common reasons for doing so? (Check 2 boxes)

- To serve a full meal to children who are at risk of hunger.....
- To attract more children to afterschool activities.....
- To streamline operations by providing afterschool snacks and meals through one program.....
- To obtain higher reimbursement than available for afterschool snacks.....
- To offer more flexibility in meal scheduling
- Other.....   
(Please specify)\_\_\_\_\_

20b. What do you think are the two biggest challenges these sites faced when they started serving CACFP's At-Risk afterschool meals? (Check 2 boxes)

- Inadequate kitchen space.....
- Not enough cooking staff.....
- Limited food storage.....
- No experience planning or preparing meals
- No experience letting food service contracts (vended meals).....
- Additional recordkeeping requirements when serving meals, such as for food production
- Not enough reimbursement to cover meals
- No place to serve meals.....
- No experience providing required enrichment



activities for school-age children.....   
Other.....   
(Please specify)\_\_\_\_\_

Don't know.....

21. Did any of your sites only begin serving afterschool meals or snacks to school-age children when they began participation in At-Risk CACFP?

Yes.....

No.....

Don't know.....

} **GO TO QUESTION 22**

21a. What do you think are the two most common reasons these sites enrolled in At-Risk CACFP? (Check 2 boxes)

To serve a full meal to children who are at risk of hunger.....

To attract more children to afterschool activities

The service area's eligibility.....

Less paperwork than the traditional program

Higher CACFP reimbursement (at the free rate)

Programs serve older children, up to age 19

Individual enrollment is not required.....

A license is not required.....

Other.....

(Please specify)\_\_\_\_\_

Don't know.....

21b. What do you think are the two biggest challenges these sites faced as new participants in CACFP? (Check 2 boxes)

Inadequate kitchen space.....

Difficulty complying with local and state regulations.....

Not enough cooking staff.....

Limited food storage.....

No experience planning or preparing CACFP meals.....

No experience letting food service contracts (vended meals).....

Not enough reimbursement to cover meals

Difficulty complying with CACFP recordkeeping requirements.....

Difficulty meeting state and local health and safety requirements.....

Difficulty meeting program enrichment

- activities requirement.....
- Being approved to participate in CACFP
- Documenting licensing/registration status
- Documenting funding, and staffing.....
- Other.....
- (Please specify)\_\_\_\_\_
- Don't know.....

22. Did any of your sites first participate in the non-At-Risk child care component of CACFP and then expand to At-Risk CACFP?

- Yes.....
  - No.....
  - Don't know.....
- } **GO TO QUESTION 22**

22a. Among those sites that made this change, what do you think are the two most common reasons for expanding? (Check 2 boxes)

- To serve older children who are at risk of hunger and weren't eligible for meals under the child care component of CACFP.....
- To attract more children to afterschool activities
- To offer more flexibility in meal scheduling
- No individual enrollment.....
- Less paperwork requirements than traditional CACFP.....
- To obtain higher reimbursement than available from the child care component of CACFP
- Other.....
- (Please specify)\_\_\_\_\_
- Don't know.....

22b. What do you think are the two biggest challenges these sites face participating in both the At-Risk and non-At-Risk child care CACFP? (Check 2 boxes)

- Maintaining separate meal counts for both parts of CACFP.....
- Maintaining two systems of eligibility.....
- Training staff on differences in recordkeeping for both parts of CACFP.....
- Claiming under At-Risk and non-At-Risk parts of CACFP during the school year and only non-At-Risk child care CACFP during the summer.....
- Budgeting when some meals are paid at the free rate and others at a mix of free, reduced and paid rates.....
- Other.....
- (Please specify)\_\_\_\_\_
- Don't know.....

23. Are you aware of sites that provide afterschool programming that are eligible for but do not participate in At-Risk CACFP?

- Yes.....
- No.....  → **GO TO QUESTION 24**

23a. What do you think are the three main reasons eligible sites do not participate in At-Risk CACFP? (Check 3 boxes)

Is it that sites...

- Perceive a high paperwork burden.....
- Perceive that it takes too much time for sites to apply and be approved.....
- Are uncomfortable with the unannounced site monitoring visits.....
- Are uncomfortable with the serious deficiency process.....
- Are reluctant to participate in government programs.....
- Do not meet area eligibility requirements
- Do not meet state and local health and safety requirements.....
- Do not provide required enrichment activities
- Do not meet the definition of a program under the At-Risk rules.....
- Have difficulty documenting their licensing/ registration status.....
- Do not have adequate funding to support required services
- Do not have adequate resources to hire or pay needed staff.....
- Have no place to serve meals to students
- Other.....
- (Please specify)\_\_\_\_\_
- Don't know.....

24. What challenges, if any, have you faced in sponsoring sites for the At-Risk CACFP? (Check all that apply)

- No challenges.....  → **GO TO QUESTION 25**
- Identifying programs that are eligible for At-Risk CACFP.....
- Having the time required to assist sites in applying to participate in At-Risk CACFP
- Having the time to conduct required Pre-Approval visits.....
- Having the time to train staff to understand At-Risk requirements.....
- Administering the serious deficiency process
- Having no dedicated administrative funds to support At-Risk sites.....
- Having limited resources to hire staff to support At-Risk CACFP sites.....
- Helping sites hire qualified food service staff to work during after school hours.....
- Assisting sites to understand how to claim both At-Risk and child care (non-At-Risk) CACFP meals and/or snacks.....
- Other.....
- (Please specify)\_\_\_\_\_

**Recommendations for Program Improvement**

25. Do you have any suggestions for additional ways that USDA or State CACFP agencies can help support sponsors with At-Risk CACFP sites?

- Yes.....
- No.....  → **GO TO QUESTION 26**

25a. What suggestions do you have?

---

---

26. Based on your experience, do you have any other suggestions for ways to get more eligible sites to participate in the At-Risk CACFP?

- Yes.....
- No.....  → **GO TO QUESTION 27**

26a. What suggestions do you have?

---

---

27. Overall, do you think any other areas of the At-Risk CACFP need to be improved?

Yes.....

No.....  → **Thank you!**

27a. What suggestions do you have for improving At-Risk CACFP?

---

---

**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**