



OMB Control No: 0584-0606
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APPENDIX A-5. Menu Planning Survey

The Food and Nutrition Service, U.S. Department of Agriculture is conducting a study on summer meals programs. The main objectives of the Summer Meals Study are to describe the characteristics of programs and participants, to examine program operations, and to identify factors affecting participation in the program by sponsors, sites, and children. Your responses will be kept private, will be combined with those from other programs, and will not be reported separately. Your participation in this survey is very important and will help improve understanding of Summer Meal Programs.

We are asking you to complete this Menu Planning Survey because you were identified during recruitment as the person most familiar with the menu planning for the Summer Meals Program for the <SITE NAME>.

Taking part is voluntary but please know that the information you provide will be kept private and will be included with those of other survey participants. The law prohibits us from giving anyone any information that may identify you or your organization. Your answers to the survey questions, or your decision not to respond to the survey, will not affect any benefits or services your organization receives.

Your opinion matters to us. Thank you for completing this survey.

Public reporting burden for this collection of information is estimated to average 20 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. How does <SITE NAME> provide summer meals and/or snacks? (CHECK ONLY ONE.)

- Prepare or cook on-site → **GO TO QUESTION 2**
- Prepare or cook at a central kitchen
- Purchase them from a private commercial vendor
- Purchase them from a school food authority
- Purchase them from a government vendor
- Other (PLEASE SPECIFY): _____

1a. Why? (CHECK ALL THAT APPLY.)

- Children like these meals
- Like the variety of foods
- Like the quality of foods
- Cost efficient
- Availability of kitchen facilities and equipment
- Availability of staff to prepare and serve meals
- Other (PLEASE SPECIFY): _____

1b. Who delivers the food to <SITE NAME> everyday?

- Sponsor
- Private vendor
- Government vendor
- <SITE NAME> staff, from off-site
- Other (PLEASE SPECIFY): _____

2. In serving summer meals to children, which of the following meal patterns does <SITE NAME> follow? (CHECK ONLY ONE.)

- Summer Food Service Program (SFSP) → **GO TO QUESTION 2b**
- Child and Adult Care Food Program (CACFP) → **GO TO QUESTION 2b**
- National School Lunch Program (NSLP)/School Breakfast Program (SBP)

2a. Why does <SITE NAME> use National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) meal pattern requirements during the summer? (CHECK ALL THAT APPLY.)

- No need to re-train staff
- School menus provide good variety
- Do not want to plan new menus
- Children like the school-year menus
- Cost effective
- Use same vendor as school year
- They are required because <SITE NAME> is in the Seamless Summer Option
- Other (PLEASE SPECIFY): _____

2b. Does <SITE NAME> use cycle menus? A cycle menu is a menu that is different every day but repeats after a certain number of days or weeks.

- Yes → What is the length of the cycle for the menu?
- 1 week
- 2 weeks
- 3 weeks
- 4 weeks
- Other (PLEASE SPECIFY): _____
- No

3. Which of the following factors are considered in planning menus for <SITE NAME>? (CHECK ALL THAT APPLY.)

- Availability of kitchen facilities to prepare and/or store food
- Preferences of children
- Predominant age of children being served
- Types of meals served (i.e., breakfast, lunch, supper, snacks)
- Staff skills
- Cost
- Type of eating facilities available at <SITE NAME>
- Local or cultural practices → Please list the local or cultural practices that influence menu planning for <SITE NAME>.

- Other (PLEASE SPECIFY): _____

4. Which of the following menu planning tools and resources have you used to plan summer meals? (CHECK ALL THAT APPLY.)

- USDA Team Nutrition materials
- USDA MyPlate materials
- USDA Healthy Meals Resource System
- USDA Summer Meals Toolkit
- USDA What's Cooking?
- USDA Recipe Bowl
- Institute of Child Nutrition materials
- Tools and resources developed by the State agency
- Other (PLEASE SPECIFY): _____

5. Are there other tools and resources you need to plan summer meals but do not have?

- No
- Yes (PLEASE SPECIFY): _____

6. Did you have any challenges in accessing or implementing meal planning tools and resources?

- Yes
- No → GO TO QUESTION 7

6a. What were these challenges? (CHECK ALL THAT APPLY.)

- Do not know of any meal planning tools and resources
- Do not have staff available to access or implement meal planning tools and resources
- Do not have internet service to access online materials
- Do not know how to obtain hard copies of materials
- Not able to locate materials in the language we need
- Materials are not written at appropriate level for what we need
- Materials are not user-friendly
- Other challenge(s) (PLEASE SPECIFY): _____

7. How often does <SITE NAME> use local foods? Local foods are those that are grown, produced and/or processed in the area. (CHECK ALL THAT APPLY.)

- Every day/almost every day
- 2 to 3 times per week
- Once a week or less
- Never → GO TO QUESTION 8
- Don't know/Not sure → GO TO QUESTION 8

7a. Did <SITE NAME> purchase any of the following foods from local growers, producers, processors, and/or manufacturers? (CHECK ALL THAT APPLY.)

- Fruits
- Vegetables
- Fluid Milk
- Other dairy
- Meat/Poultry
- Eggs
- Seafood
- Plant based protein items such as beans, seeds, nuts
- Grains/flour
- Bakery Products
- Herbs
- Other product type (PLEASE SPECIFY): _____
- Did not purchase any local foods

8. How often do the meals and snacks include *fresh* fruits and vegetables? *Fresh* fruits and vegetables are generally in their original form or sliced or peeled to make it easy to eat. Fresh fruits and vegetables are not canned, frozen or dried. (CHECK ONLY ONE.)

- Every day/almost every day
- 2 to 3 times per week
- Once a week or less
- Never
- Don't know/Not sure

9. How often does <SITE NAME> serve USDA Foods (sometimes known as 'commodity foods') in summer meals? (CHECK ALL THAT APPLY.)

- Every day/Almost every day
- 2 to 3 times per week
- Once a week or less
- Never → GO TO QUESTION 10
- USDA Foods are not available to <SITE NAME> → GO TO QUESTION 10
- Don't know/Not sure → GO TO QUESTION 10

9a. What types of USDA Foods are used to prepare summer meals? (CHECK ALL THAT APPLY.)

- Fruits
- Vegetables
- Fluid Milk
- Other dairy
- Meat/Poultry
- Eggs
- Seafood
- Plant based protein items such as beans, seeds, nuts
- Grains/flour
- Bakery Products
- Herbs
- Other product type (PLEASE SPECIFY): _____
- Did not purchase any USDA foods

10. Following is a list of potential challenges that you may face in being able to plan and prepare healthy meals. Please indicate the extent to which each of the following factors is a challenge for <SITE NAME>. (CHECK ONE BOX PER ROW.)

	Significant challenge	Challenge	Somewhat of a challenge	Not a challenge	Not sure
Understanding meal pattern requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of foods that meet the requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment to prepare food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment to transport food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (PLEASE SPECIFY): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for participating in the Summer Meals Study