**APPENDIX C**

**State Child Nutrition Director**

**Survey 2015-2016**

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| --- |
| OMB Number: 0584-xxxxExpiration Date: xx/xx/20xx |
| Child Nutrition Program Operations Study-IICNOPSState Child Nutrition DirectorSurvey 2015-2016 |
| According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control 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 1 hour 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. |
| **C:\Users\dbellow\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\4IFK468L\USDA-logo_high-res.png**U.S. Department of AgricultureFood and Nutrition Service |

This survey is being conducted for the Food and Nutrition Service, U.S. Department of Agriculture as part of a study of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other USDA food programs throughout the country. All responses will be kept private to the extent allowed by law; no names will be used in our reports, and only aggregated results will be reported.

The study is authorized by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) and cooperation by selected states, local education agencies, and schools is required under Section 305 of the HHFKA. Section 305 of the Healthy, Hunger-Free Kids Act of 2010 States that “States, State educational agencies, local educational agencies, schools, institutions, facilities, and contractors participating in programs authorized under this Act and the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.) shall cooperate with officials and contractors acting on behalf of the Secretary, in the conduct of evaluations and studies under those Acts.”

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 Service
Office of Policy Support
Alexandria, VA 22302
Attn: Dr. Devin Wallace-Williams

**We thank you for your cooperation and participation in this very important study.**

**INSTRUCTIONS**

Please answer all questions. Unless you see the words MARK ALL THAT APPLY after a question, please mark only one answer for each question.

If you have any questions about the study or about completing this survey, please email  CNSurveyHelp@2mresearch.com or call 1-866-xxx-xxx (toll-free).

Date: | | | / | | | / | | | | |

 Month Day Year

Contact information for the Child Nutrition Director:

Name:

Address:

City, State, Zip Code:

Phone Number: | | | | - | | | | - | | | | | | | | |

 Area Code Number Extension

Email Address:

Name and address of person filling out this survey (if other than the Child Nutrition Director):

Name:

Address:

City, State, Zip Code:

Phone Number: | | | | - | | | | - | | | | | | | | |

 Area Code Number Extension

Email Address:

**1. FOOD SERVICE ADMINISTRATION**

The Healthy, Hunger-Free Kids Act of 2010 requires Local Education Agencies (LEA)s with high levels of, or a high risk for, certification error to have an independent review of initial eligibility determinations for free and reduced-price school meals. State Agencies are to use two criteria to select LEAs for independent review, including (1) all LEAs with 10 percent or more of the certification/ benefit issuances in error based on administrative review, and (2) other LEAs not identified in Criterion 1 that are determined "at risk" based on State Agency discretion.

1.1. Which of the following criteria, if any, does your State use to determine LEAs that require an Independent Review of Applications under the “at risk” criterion?

MARK ALL THAT APPLY

 1 □ LEAs with more than 5 percent but less than 10 percent certification/ benefit issuance error

 2 □ LEAs that are newly participating in NSLP or SBP

 3 □ LEAs that have recently hired new administrative staff

 4 □ LEAs that recently implemented a new electronic system

 5 □ Our State has no established criteria at this time

 6 □ Other *(specify)*

The next few questions are about schools in your State currently operating under Provision 2, Provision 3, or the Community Eligibility Provision (CEP) in school year 2015-2016.

1.2. For each of the following provisions, enter the total number of schools currently operating under each provision, and the number of schools operating the NSLP and/or SBP under each provision.

IF NONE, PLEASE ENTER 0.

PROGRAMMING: The numbers provided 1.2a, 1.2b, and 1.2c should add up to the total in 1.2d

|  |  |  |  |
| --- | --- | --- | --- |
|  | PROVISION 2 | PROVISION 3 | COMMUNITY ELIGIBILITY PROVISION |
| a. Number of schools operating both NSLP and SBP  | | | | | | | | | | |  |
| b. Number of schools operating NSLP only  | | | | | | | | | | |  |
| c. Number of schools operating SBP only  | | | | | | | | | | |  |
| d. Number of total schools  | | | | | | | | | | | | | | | |

1.3. Next, we would like to know how long schools in your State have been using CEP. Enter the number of schools that have operated continuously under this provision for the specified length of time.

 IF NONE, PLEASE ENTER 0.

|  |  |  |  |
| --- | --- | --- | --- |
|  | LESS THAN 1 YEAR | 1 YEAR | 2 OR MORE YEARS |
| CEP  | | | | | | | | | | | | | | | |

IF TOTAL SCHOOLS LISTED IN 1.3 IS GREATER THAN TOTAL PROVIDED IN 1.2D THEN THERE SHOULD BE A SOFT CHECK: The total number of CEP schools you entered in 1.3 is greater than the total number of CEP schools entered in 1.2d. Please review your answers and make any necessary revisions.

IF TOTAL SCHOOLS LISTED IN 1.3 IS LESS THAN TOTAL PROVIDED IN 1.2D THEN THERE SHOULD BE A SOFT CHECK: The total number of CEP schools you entered in 1.3 is less than the total number of CEP schools entered in 1.2d. Please review your answers and make any necessary revisions.

The next few questions are about charter schools and residential child care institutions in your State.

1.4. Does your State have any charter schools?

 1 □ Yes

 2 □ No SKIP TO 1.7

1.5. How many charter schools are currently operating in your State?

 | | | | charter schools

1.6. How many of these charter schools are participating in the NSLP and SBP programs?

|  |  |
| --- | --- |
|  | NUMBER OF SCHOOLS |
| a. Charter schools operating NSLP only  | | | | | |
| b. Charter schools operating SBP only  | | | | | |
| c. Charter schools operating both NSLP and SBP  | | | | | |

1.7. Does your State have any residential child care institutions (RCCIs)?

 1 □ Yes

 2 □ No SKIP TO 2.1

1.8. How many RCCIs are currently operating in your State? Please include RCCIs with *and* without schools on location.

| | | | rccis

**2. PROFESSIONAL STANDARDS**

This section is about the Professional Standards for State and Local School Nutrition Programs personnel that went into effect on July 1, 2015. Questions pertain to the 2015-2016 school year unless specified otherwise.

2.1 Since April 2015, did your State Agency provide 18 or more hours of the required training topics to SFA personnel? The required training topics include: administrative practices, accuracy of approvals for free and reduced priced meals, identification of reimbursable meals at the point of service, nutrition, health and food safety standards, and the efficient and effective use of USDA foods.

 1 □ Yes SKIP TO 2.2

 2 □ No

2.1a. Does your State Agency anticipate providing the 18 hours of training on required training topics to SFAs by the end of the 2015-2016 school year?

 1 □ Yes

 2 □ No

2.2 For each of the following topic areas, did your State Agency provide any training or technical assistance to SFAs since April 2015? If yes, who within the State Agency was responsible for providing training or technical assistance for SFA personnel?

|  | MARK ONE RESPONSE PER ROW | IF YES, WHO PROVIDED TRAINING AND TECHNICAL ASSISTANCE? |
| --- | --- | --- |
| **CHECK ALL THAT APPLY** |
| a. Administrative practices (this includes training in application, certification, verification, meal counting and meal claiming procedures)  | 1 □ Yes2 □ No |  1 □ State Child Nutrition Director 2 □ State Child Nutrition Office staff  3 □ Institute of Child Nutrition (ICN) (formerly the National Foodservice Management Institute)  4 □ Other *(Specify)*  |
| b. Accuracy of approvals for free and reduced price meals  | 1 □ Yes2 □ No |  1 □ State Child Nutrition Director 2 □ State Child Nutrition Office staff  3 □ Institute of Child Nutrition (ICN) (formerly the National Foodservice Management Institute)  4 □ Other *(Specify)*  |
| c. Identification of reimbursable meals at the point of service  | 1 □ Yes2 □ No |  1 □ State Child Nutrition Director 2 □ State Child Nutrition Office staff  3 □ Institute of Child Nutrition (ICN) (formerly the National Foodservice Management Institute)  4 □ Other *(Specify)*  |
| d. Nutrition  | 1 □ Yes2 □ No |  1 □ State Child Nutrition Director 2 □ State Child Nutrition Office staff  3 □ Institute of Child Nutrition (ICN) (formerly the National Foodservice Management Institute) 4 □ Other *(Specify)*  |
| e. Health and food safety standards  | 1 □ Yes2 □ No |  1 □ State Child Nutrition Director 2 □ State Child Nutrition Office staff  3 □ Institute of Child Nutrition (ICN) (formerly the National Foodservice Management Institute)  4 □ Other *(Specify)*  |
| f. Efficient and effective use of USDA foods  | 1 □ Yes2 □ No |  1 □ State Child Nutrition Director 2 □ State Child Nutrition Office staff  3 □ Institute of Child Nutrition (ICN) (formerly the National Foodservice Management Institute) 4 □ Other *(Specify)*  |
| g. Other *(Specify)*   | 1 □ Yes2 □ No |  1 □ State Child Nutrition Director 2 □ State Child Nutrition Office staff  3 □ Institute of Child Nutrition (ICN) (formerly the National Foodservice Management Institute) 4 □ Other *(Specify)*  |

2.3 This question is about feedback you may have received from SFAs on the continuing education and training activities required under the new professional standards. On a scale of 1 to 5, where 1=none and 5=all, what proportion of SFA feedback would you estimate is in agreement with the following statements?

|  |  |
| --- | --- |
|  | MARK ONE RESPONSE PER ROW |
|  | NONE |  | ALL | NO SFA FEEDBACK RECEIVED |
| a. Activities are a good use of time, even given other work priorities.  | 1 □ | 2 □ | 3 □ | 4 □ | 5 □ | na □ |
| b. There are enough opportunities to engage in these activities.  | 1 □ | 2 □ | 3 □ | 4 □ | 5 □ | na □ |
| c. The activities do not pose a financial burden.  | 1 □ | 2 □ | 3 □ | 4 □ | 5 □ | na □ |
| d. Completing required training activities is feasible for part time staff  | 1 □ | 2 □ | 3 □ | 4 □ | 5 □ | na □ |
| e. It is clear which training topics are relevant to school nutrition employees’ jobs  | 1 □ | 2 □ | 3 □ | 4 □ | 5 □ | na □ |
| f. It is clear what types of training can be counted towards training requirements  | 1 □ | 2 □ | 3 □ | 4 □ | 5 □ | na □ |
| g. Employees have adequate internet access to complete training activities  | 1 □ | 2 □ | 3 □ | 4 □ | 5 □ | na □ |
| h. SFAs have enough manpower to monitor training activities  | 1 □ | 2 □ | 3 □ | 4 □ | 5 □ | na □ |
| i. SFAs have enough manpower to document training activities  | 1 □ | 2 □ | 3 □ | 4 □ | 5 □ | na □ |
| j. Other *(Specify)*  | 1 □ | 2 □ | 3 □ | 4 □ | 5 □ | na □ |
|   |  |  |  |  |  |  |

2.4 Since April 2015, did you (the State Child Nutrition director) complete 15 or more hours of continuing education or training in core areas, such as nutrition, operations, administration, communications, or marketing?

 1 □ Yes SKIP TO 2.5

 2 □ No

2.4a. Do you anticipate completing at least 15 hours of continuing education/training in core areas by the end of the 2015-2016 school year?

 1 □ Yes

 2 □ No

2.5. What differences, if any, has your State experienced with respect to challenges in meeting the training requirements in SFAs with and without RCCIs or charter schools? Please respond separately for small, mid-size, and large LEAs.

|  |  |  |
| --- | --- | --- |
|   | (A) SFAS WITH RCCIS | (B) SFAS WITH CHARTER SCHOOLS |
| a. Small LEAs (2,499 or less students)  | 1 □ No difference in meeting training requirements2 □ More difficult to meet training requirements in SFAs with RCCIs3 □ Easier to meet training requirements in SFAs with RCCIs4 □ NA / no SFAs with RCCIs | 1 □ No difference in meeting training requirements2 □ More difficult to meet training requirements in SFAs with charter schools3 □ Easier to meet training requirements in SFAs with charter schools4 □ NA / no SFAs with charter schools/  |
| b. Mid-size LEAs (2,500-9,999 students)  | 1 □ No difference in meeting training requirements2 □ More difficult to meet training requirements in SFAs with RCCIs3 □ Easier to meet training requirements in SFAs with RCCIs4 □ NA / no SFAs with RCCIs | 1 □ No difference in meeting training requirements2 □ More difficult to meet training requirements in SFAs with charter schools3 □ Easier to meet training requirements in SFAs with charter schools4 □ NA / no SFAs with charter schools |
| c. Large LEAs (10,000 or more students)  | 1 □ No difference in meeting training requirements2 □ More difficult to meet training requirements in SFAs with RCCIs3 □ Easier to meet training requirements in SFAs with RCCIs4 □ NA / no SFAs with RCCIs | 1 □ No difference in meeting training requirements2 □ More difficult to meet training requirements in SFAs with charter schools3 □ Easier to meet training requirements in SFAs with charter schools4 □ NA / no SFAs with charter schools |

2.6 For each of following methods of documenting the continuing education and training activities your State Agency staff completed, please indicate your current or expected use of the method by the end of the 2015-2016 school year.

|  |  |
| --- | --- |
|  | MARK ONE RESPONSE PER ROW |
|  | CURRENTLY USING | NOT CURRENTLY USING BUT EXPECT TO USE BY THE END OF THE SCHOOL YEAR | NOT CURRENTLY USING AND DO NOT EXPECT TO USE BY THE END OF THE SCHOOL YEAR |
| a. The FNS Professional Standards Training Tracking Tool  | 1 □ | 2 □ | 3 □ |
| b. Another computer-based tracking tool (besides the FNS Professional Standards Training Tracking Tool)  | 1 □ | 2 □ | 3 □ |
| c. College transcripts or diplomas  | 1 □ | 2 □ | 3 □ |
| d. Food safety certifications or other training certificates  | 1 □ | 2 □ | 3 □ |
| e. Training attendance sign-in sheets  | 1 □ | 2 □ | 3 □ |
| f. Training agendas  | 1 □ | 2 □ | 3 □ |
| g. Other method *(Specify)*  | 1 □ | 2 □ | 3 □ |
|   |  |  |  |

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For the following questions, please think about the qualifications listed in job descriptions used to hire new SFA directors in your State.

2.7. Does your State require that new SFA directors have at least 8 hours of food safety training completed not more than 5 years prior or within 30 days of employee’s start date?

 1 □ Yes

 2 □ No

2.8. In small LEAs (2,499 or less students), do new SFA directors need to meet at least one of the credential requirements below in order to be hired?

* Bachelor's degree with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.
* Bachelor's degree in any academic major/area of concentration *and* a State-recognized certificate for school nutrition directors.
* Associate’s degree with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; *and* at least one year of relevant school nutrition programs experience.
* High school diploma (or GED) *and* 3 years of relevant experience in school nutrition programs.

 1 □ Yes

 2 □ No

2.9. Does your State currently require that new SFA directors in small LEAs who are hired without an associate's degree work towards attaining an associate's degree upon hiring?

 1 □ Yes SKIP TO 2.10

 2 □ No

2.9a. Do you anticipate having this requirement in the future?

 1 □ Yes

 2 □ No

2.10. In mid-sized LEAs (2,500-9,999 students) do new SFA directors need to meet at least one of the credential requirements below in order to be hired?

* Bachelor's degree with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.
* Bachelor's degree in any academic major/area of concentration *and* a State-recognized certificate for school nutrition directors.
* Bachelor's degree in any academic major *and* at least 2 years of relevant school nutrition program experience.
* Associate's degree with academic major/concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field *and* at least 2 years of relevant school nutrition program experience.

 1 □ Yes

 2 □ No

2.11. Does your State currently require that new SFA directors in mid-sized LEAs who are hired without a bachelor's degree work towards attaining a bachelor's degree upon hiring?

 1 □ Yes SKIP TO 2.12

 2 □ No

2.11a. Do you anticipate having this requirement in the future?

 1 □ Yes

 2 □ No

2.12. In large LEAs (10,000 or more students) do new SFA directors need to meet at least one of the credential requirements below in order to be hired?

* Master’s degree or higher.
* Bachelor's degree with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field.
* Bachelor's degree in any academic major/area of concentration *and* a State-recognized certificate for school nutrition directors.
* Bachelor's degree in any academic major *and* at least 5 years of experience in management of school nutrition programs.

 1 □ Yes

 2 □ No

2.13 Does your State currently require that new SFA directors in large LEAs (10,000 or more students) meet the following requirements at the time of hiring? If no, do you anticipate having these requirements in the future?

|  |  |  |
| --- | --- | --- |
|  | MARK ONE RESPONSE PER ROW | MARK ONE RESPONSE PER ROW |
|  | YES | NO | **IF NO:****Do you anticipate having this requirement in the future?** |
|  | YES | NO |
| a. At least 3 credit hours at the university level in food service management?  | 1 □ | 2 □ | 1 □ | 2 □ |
| b. At least 3 credit hours at the university level in nutritional sciences?  | 1 □ | 2 □ | 1 □ | 2 □ |
| c. A Master's degree or willingness to work towards a master's degree?  | 1 □ | 2 □ | 1 □ | 2 □ |
| d. At least one year of school nutrition management experience?  | 1 □ | 2 □ | 1 □ | 2 □ |

The next questions ask about the challenges your State Agency may have heard about in meeting the hiring requirements for new SFA directors.

2.14. Do you agree or disagree with each of the following statements?

|  |  |
| --- | --- |
|  | MARK ONE RESPONSE PER ROW |
|  | AGREE | DISAGREE | NO SFA OR LEA FEEDBACK RECEIVED |
| a. It is difficult to find qualified applicants because the position emphasizes candidate degrees more heavily than experience.  | 1 □ | 2 □ | na □ |
| b. It is difficult to find qualified applicants in small or rural SFAs with smaller applicant pools  | 1 □ | 2 □ | na □ |
| c. SFAs are struggling to adequately finance SFA director salaries.  | 1 □ | 2 □ | na □ |
| d. Other *(specify)*  | 1 □ | 2 □ | na □ |
|   |  |  |  |

**3. STATE CHILD NUTRITION DIRECTOR BACKGROUND**

This section asks about the background of the current State Child Nutrition Director. If you are responding on behalf of the State Child Nutrition Director, please obtain the information from the State Child Nutrition Director and enter it here.

3.1. How would you describe your role as State Child Nutrition Director?

MARK ALL THAT APPLY

 1 □ I am the State director of school nutrition programs

 2 □ I am the State director of food distribution programs

 3 □ Other *(Specify)*

 4 □ I am not the Child Nutrition Director for my State

 *(Specify position)*

3.2. What was the start date for your position as the State Child Nutrition Director?

 | | | **/** | | | | | month/year

3.3. Prior to your position as the State Child Nutrition Director, how much experience did you have in institutional food service operations, management, business, and/or nutrition education?

 | | | year(s) | | | month(s)

3.4 What is the highest level of education you completed?

 1 □ Less than high school SKIP TO 3.6

 2 □ High school (or GED) SKIP TO 3.6

 3 □ Some college, no degree SKIP TO 3.6

 4 □ Associate’s degree

 5 □ Bachelor’s degree

 6 □ Master’s degree

 7 □ Graduate credits beyond a Master’s degree

 8 □ Doctorate

3.5. What was your major in college?

MARK ALL THAT APPLY

 1 □ Food and Nutrition

 2 □ Food Service Administration/Management

 3 □ Family and Consumer Sciences

 4 □ Dietetics

 5 □ Culinary Arts

 6 □ Nutrition education

 7 □ Business

 8 □ Other *(Specify)*

3.6. What is the current minimum education requirement for the Child Nutrition Director position in your State?

MARK one only

 1 □ High school diploma (or GED) SKIP TO END

 2 □ Some college, no degree

 3 □ Associate’s degree

 4 □ Bachelor's degree

 5 □ Graduate degree

3.7. What types of college majors are currently accepted for the Child Nutrition Director position in your State?

MARK ALL THAT APPLY

 1 □ Food and Nutrition

 2 □ Food Service Administration/Management

 3 □ Family and Consumer Sciences

 4 □ Dietetics

 5 □ Culinary Arts

 6 □ Nutrition education

 7 □ Business

 8 □ Other *(Specify)*

 9 □ Other *(Specify)*

10 □ Other *(Specify)*

**THANK YOU FOR COMPLETING THIS SURVEY!**