APPENDIX C

State Child Nutrition Director Survey 2015-2016

Child Nutrition Program Operations Study-II

CNOPS

State Child Nutrition Director

Survey 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.



U.S. Department of Agriculture Food 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.

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Please answer all questions. Unless you see the words MARK ALL THAT APPLY after a question, please mar only one answer for each question.	r k
If you have any questions about the study or about completing this survey, please email _ <u>CNSurveyHelp@2mresearch.com</u> or call 1-866-xxx-xxx (toll-free).	
CNSUIVE THE DECEMBER OF CALL 1-000-XXX-XXX (1011-11-00).	
Date: / / Month Day Year	
Contact information for the Child Nutrition Director:	
Name:	
Addrass	
Address:	
City, State, Zip Code:	
Phone Number: _ - - -	
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: _ - - -	
Email Address:	

		1. FOOD SI	ERVICE ADMINIS	TRATION	
high ris reduced includio	sk for, c d-price ng (1) a strative	unger-Free Kids Act of 2010 requertification error to have an indepschool meals. State Agencies are ll LEAs with 10 percent or more or review, and (2) other LEAs not id tion.	pendent review of ini to use two criteria t of the certification/ be	tial eligibility determ to select LEAs for in enefit issuances in e	ninations for free and dependent review, rror based on
		of the following criteria, if any, dondent Review of Applications und			at require an
	MARK	ALL THAT APPLY			
	1	LEAs with more than 5 percent but benefit issuance error	less than 10 percent	certification/	
	2	LEAs that are newly participating in	n NSLP or SBP		
	3 🗌	LEAs that have recently hired new	administrative staff		
	4	LEAs that recently implemented a	new electronic system	1	
	5	Our State has no established criter	ria at this time		
	6	Other (specify)			
the Cor	nmunity For eac	uestions are about schools in yo y Eligibility Provision (CEP) <u>in sc</u> ch of the following provisions, en	hool year 2015-2016. ter the total number	of schools currently	operating under each
	-	on, and the number of schools o	perating the NSLP ar	10/or SBP under eac	n provision.
	IF NON	IE, PLEASE ENTER 0.			
	PROGE	RAMMING: The numbers provided 2	1.2a, 1.2b, and 1.2c sh	nould add up to the to	tal in 1.2d
			PROVISION 2	PROVISION 3	COMMUNITY ELIGIBILITY PROVISION
	a. Nur	nber of schools operating both			

_			
	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			

CHARTER SCHOOLS		of schools that have open IF NONE, PLEASE ENTER	rated continuously under	this provision for the spe	ecified length of time.	
IF TOTAL SCHOOLS LISTED IN 1.3 IS GREATER THAN TOTAL PROVIDED IN 1.2D THEN THERE SHOULD BE 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 SCHECK: The total number of CEP schools you entered in 1.3 is less than the total number of CEP schools ein 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			LESS THAN 1 YEAR	1 YEAR	2 OR MORE YEARS	
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 SC CHECK: The total number of CEP schools you entered in 1.3 is less than the total number of CEP schools et 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		CEP				
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	SOFT (school IF TOT CHECK	CHECK: The total number of the content of the conte	of CEP schools you enter eview your answers and r .3 IS LESS THAN TOTAL F P schools you entered in 1	ed in 1.3 is greater than t make any necessary revis PROVIDED IN 1.2D THEN L.3 is less than the total n	he total number of CEF sions. THERE SHOULD BE A	SOFT
1.4. Does your State have any charter schools? 1		•	·	•	tions in your State	
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				dential cilio cale ilistitut	ilons in your state.	
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	21-71		, charter concerc.			
_ CHARTER SCHOOLS 1.6. How many of these charter schools are participating in the NSLP and SBP programs? NUMBER OF SCHOOLS			7			
1.6. How many of these charter schools are participating in the NSLP and SBP programs? NUMBER OF SCHOOLS b. Charter schools operating SBP only	1.5.	How many charter schoo	Is are currently operating	in your State?		
a. Charter schools operating NSLP only		CHARTER SCHO	DOLS			
a. Charter schools operating NSLP only	1.6.	How many of these chart	er schools are participatir	ng in the NSLP and SBP p	orograms?	
b. Charter schools operating <u>SBP only</u>				NUMBER	OF SCHOOLS	
		a. Charter schools opera	ting <u>NSLP only</u>			
c. Charter schools operating both NSLP and SBP		b. Charter schools opera	ting <u>SBP only</u>		.	
		c. Charter schools opera	ting both NSLP and SBP	<u> </u>	_	

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 <i>and</i> 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 <u>2015-2016 school year</u> 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 <u>since April 2015</u>? 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
	Administrative practices (this includes training in application, certification, verification, meal counting and meal claiming procedures)	¹ ☐ Yes ² ☐ No	 State Child Nutrition Director State Child Nutrition Office staff Institute of Child Nutrition (ICN) (formerly the National Foodservice Management Institute) Other (Specify)
	Accuracy of approvals for free and reduced price meals	ı ☐ Yes ₂ ☐ No	 State Child Nutrition Director State Child Nutrition Office staff Institute of Child Nutrition (ICN) (formerly the National Foodservice Management Institute) Other (Specify)
-	Identification of reimbursable meals at the point of service	ı ☐ Yes ₂ ☐ No	 State Child Nutrition Director State Child Nutrition Office staff Institute of Child Nutrition (ICN) (formerly the National Foodservice Management Institute) Other (Specify)
d.	Nutrition	¹ ☐ Yes	 State Child Nutrition Director State Child Nutrition Office staff Institute of Child Nutrition (ICN) (formerly the National Foodservice Management Institute) Other (Specify)

	MARK ONE RESPONSE PER ROW	IF YES, WHO PROVIDED TRAINING AND TECHNICAL ASSISTANCE? CHECK ALL THAT APPLY
e. Health and food safety standards	ı ☐ Yes	 State Child Nutrition Director State Child Nutrition Office staff Institute of Child Nutrition (ICN) (formerly the National Foodservice Management Institute) Other (Specify)
f. Efficient and effective use of USDA foods	ı ☐ Yes ₂ ☐ No	 State Child Nutrition Director State Child Nutrition Office staff Institute of Child Nutrition (ICN) (formerly the National Foodservice Management Institute) Other (Specify)
g. Other (Specify)	ı ☐ Yes 2 ☐ No	State Child Nutrition Director State Child Nutrition Office staff Institute of Child Nutrition (ICN) (formerly the National Foodservice Management Institute) Other (Specify)

	atements?		MARI	ONE R	ESPONSI	E PER ROV	V
		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	з 🔲	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	з 🔲	4 🔲	5 🗌	na 🔲
i.	SFAs have enough manpower to document training activities	1 🗆	2	з 🔲	4 🔲	5 🗌	na 🔲
j.	Other (Specify)	1 🗆	2	3	4	5	na 🗌
ed ma	nce April 2015, did you (the State Child Nu ucation or training in core areas, such as arketing? Pes SKIP TO 2.5 No						
	you anticipate completing at least 15 ho d of the 2015-2016 school year?	urs of cont	inuing e	ducatio	n/trainin	g in core	areas by the
1	☐ Yes						

Small LEAs (2,499 or less students)
Mid-size LEAs (2,500-9,999 students)
(10,000 or more students) requirements requirements $_2$ \square More difficult to meet training $_2$ \square More difficult to meet training
3 ☐ Easier to meet training requirements in SFAs with RCCIs 4 ☐ NA / no SFAs with RCCIs A ☐ NA / no SFAs with RCCIs A ☐ 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 🗌	з 🗌
g.	Other method (Specify)	1 🗆	2 🗌	3 🗌

	e following questions, please think about the qualifications listed in job descriptions used to hire new SFA ors 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 <u>small LEAs</u> (2,499 or less students), do <u>new</u> 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.
	ı □ Yes
	2
2.9.	Does your State currently require that <u>new SFA directors in small LEAs</u> who are hired without an associate's degree work towards attaining an associate's degree upon hiring? 1 \square Yes SKIP TO 2.10 2 \square No
2.9a.	Do you anticipate having this requirement in the future?
	ı □ Yes
	₂ No

2.10.	In <u>mid-sized LEAs</u> (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 <i>and</i> a State-recognized certificate for school nutrition directors.				
	•	Bachelor's degree in any academic major <i>and</i> 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 <i>and</i> at least 2 years of relevant school nutrition program experience.				
	1 🗌	Yes				
	2	No				
2.11.		our State currently require that <u>new</u> SFA directors in <u>mid-sized LEAs</u> who are hired without a or's degree work towards attaining a bachelor's degree upon hiring?				
	1 <u></u>	Yes SKIP TO 2.12				
	2	No				
2.11a.	Do you	anticipate having this requirement in the future?				
	1 🗌	Yes				
	2	No				
2.12.		<u>e LEAs</u> (10,000 or more students) do <u>new</u> SFA directors need to meet at least one of the tial 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 <i>and</i> a State-recognized certificate for school nutrition directors.				
	•	Bachelor's degree in any academic major <i>and</i> at least 5 years of experience in management of school nutrition programs.				
	1 🗌	Yes				
	2	No				

			MARK ONE RESPONSE PER ROW		MARK ONE RESPONSE PER ROW	
					IF <u>NO</u> : byou anticipate having this quirement in the future?	
		YES	NO	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 🔲	
2.14.	Do you agree or disagree with each of the following statements	5?	MARK ON	E RESPONS	SE PER ROV	
		Г				
			AGREE	DISAGREE	NO SFA OF LEA FEEDBACK	
	a. It is difficult to find qualified applicants because the position emphasizes candidate degrees more heavily than experience		AGREE 1	DISAGREE 2	NO SFA OF LEA FEEDBACK	
		ı			NO SFA OF LEA FEEDBACK RECEIVED	
	emphasizes candidate degrees more heavily than experienceb. It is difficult to find qualified applicants in small or rural SFAs with	1	1 🗆	2 🗌	NO SFA OF LEA FEEDBACH RECEIVED	

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.

M	ARK ALL THAT APPLY	
1	☐ I am the State director of sc	hool nutrition programs
2	$\ \square$ I am the State director of foo	od distribution programs
3	☐ Other (Specify)	
4	☐ I am not the Child Nutrition	
	(Specify position)	
Wŀ	at was the start date for your p	position as the State Child Nutrition Director?
		EAR
Pri	or to your position as the State	EAR Child Nutrition Director, how much experience did you have in ons, management, business, and/or nutrition education?
Pri ins	or to your position as the State	e Child Nutrition Director, how much experience did you have in ons, management, business, and/or nutrition education?
Pri ins	or to your position as the State titutional food service operatio	e Child Nutrition Director, how much experience did you have in ons, management, business, and/or nutrition education?
Pri ins	or to your position as the State titutional food service operatio	e Child Nutrition Director, how much experience did you have in ons, management, business, and/or nutrition education?
Pri ins	or to your position as the State titutional food service operation	e Child Nutrition Director, how much experience did you have in ons, management, business, and/or nutrition education?
Pri ins	or to your position as the State titutional food service operation	e Child Nutrition Director, how much experience did you have in ons, management, business, and/or nutrition education? H(S) attion you completed?
Priins	or to your position as the State titutional food service operation.	e Child Nutrition Director, how much experience did you have in ons, management, business, and/or nutrition education? H(S) ation you completed? SKIP TO 3.6
Pri ins	or to your position as the State titutional food service operation.	e Child Nutrition Director, how much experience did you have in ons, management, business, and/or nutrition education? H(S) ation you completed? SKIP TO 3.6 SKIP TO 3.6
Priins Wr 1 2 3 4	or to your position as the State titutional food service operation. YEAR(S) MONT at is the highest level of educate the highest level of educate the high school high school with the high school (or GED) Some college, no degree	e Child Nutrition Director, how much experience did you have in ons, management, business, and/or nutrition education? H(S) ation you completed? SKIP TO 3.6 SKIP TO 3.6
Priins	or to your position as the State titutional food service operation.	e Child Nutrition Director, how much experience did you have in ons, management, business, and/or nutrition education? H(S) ation you completed? SKIP TO 3.6 SKIP TO 3.6
Prii ins Wh 1 2 3 4 5	or to your position as the State titutional food service operation.	e Child Nutrition Director, how much experience did you have in ons, management, business, and/or nutrition education? H(S) ation you completed? SKIP TO 3.6 SKIP TO 3.6 SKIP TO 3.6

3.5.	What was your major in college? MARK ALL THAT APPLY
	1 D Food and Nutrition
	Food Service Administration/Management
	Family and Consumer Sciences
	4 Dietetics
	5 Culinary Arts
	6 Nutrition education
	7 D Business
	8 Other (Specify)
3.6.	What is the current <u>minimum</u> education requirement for the Child Nutrition Director position in your State?
	MARK ONE ONLY
	$_1$ \square 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 D Business
	8 Other (Specify)
	9 Other (Specify)
	10 Other (Specify)
	THANK YOU FOR COMPLETING THIS SURVEY!