

**Attachment B.1.3 – State Study Brochure**

# Review of Child Nutrition Data and Analysis for Program Management

## Project Timetable

### Spring 2017

Survey of state and local school nutrition  
program management staff

### Summer 2017

Data Analysis

### Fall 2017

Report of Project Findings



## Why this Study is Important

Current state and federal data collection requirements for the NSLP/SBP are based on manual, paper-based reporting and early computer approaches that rely on paper reports and provide very little detail on variation in program operations at the local level. However, many school districts and states use well-developed electronic data management systems for all aspects of school nutrition program operations and reporting - from nutrition analysis to meal reimbursement claiming. These systems eliminate the need for paper reports and often minimize the reporting time burden. In order to improve reporting quality and overall program management, this study will document overall NSLP/SBP State and local MIS design, capabilities, functions, costs, challenges, lifespan and uses beyond fulfilling reporting requirements to FNS. With this knowledge, FNS will better identify and disseminate best practices and system standards for Child Nutrition MIS.

We look forward to your participation!

We greatly appreciate your support in making this a successful study. If you have any questions regarding this project, please contact Madeleine Levin at IMPAQ by email at [mlevin@impaqint.com](mailto:mlevin@impaqint.com) or by phone at 202-774-1982 or FNS [Headquarters contact]

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-NEW. The time required to complete this information collection is estimated to average 5 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

# The USDA Food and Nutrition Service (FNS) is conducting an important study of Child Nutrition Data Management Information Systems (MIS).

The goal of the study is to determine the current functionality of State and SFA data management information systems used to administer the National School Lunch Program and the School Breakfast Program (NSLP/SBP). While the project will document how MIS are used to fulfill required program reporting, a key component of this research will be to document how MIS support non-reported program management data.

FNS' contractor IMPAQ International, LLC will use two key data collection methods to complete the study:

1. A census of all State agencies responsible for administering NSLP/SBP
2. A survey of a nationally representative sample of SFAs

Goal: Determine the baseline "as is" functionality of State and SFA NSLP/SBP data management information systems

## Objective 1

Describe the development of current state and SFA NSLP/SBP data MIS

## Objective 2

Describe the capabilities of current state and SFA NSLP/SBP data MIS

## Objective 3

Describe the maintenance and management of current state and SFA NSLP/SBP data MIS



## NSLP/SBP School Food Authority MIS Functions

- Point of Sale/Service (POS)
- Prepayment system(s) for parents
- Nutrient Analysis and Menu Planning; Recipe Development
- Inventory Management, Ordering
- Purchasing/Vendor Management (i.e. equipment, bids, supplies, food, services)
- USDA Foods Tracking
- Production Records
- Financial Management (e.g. statement of activities, assets, operating ratios, performance ratios)
- Free and Reduced-Price Meals Applications (e.g. processing applications, eligibility determinations, verification)
- Direct Certification
- Meal counting and claiming
- Administrative Review
- Customized Reports (e.g. wellness initiatives, food safety inspection scores and reports, annual SDE capital equipment purchase reports)