OMB Number: 0584-0530 Expiration Date: XX/XX/XXXX



National School Meals Study



# Third Access, Participation, Eligibility and Certification Study Series (APEC III)

### HOUSEHOLD SURVEY

#### SUMMARY:

Field Data Collectors will conduct the household survey with parents/guardians of the target student from sampled schools. The sample will be selected from households who submitted an application. It will not include directly certified students.

After the recruitment packet is mailed to the parent/guardian household, the data collector will contact the sampled household to schedule an interview based on the parent/guardian availability. The data collector will confirm the date/time for the interview a few days prior to the scheduled interview date. The data collector will then conduct the interview with the parent/guardian. Unless a special exception is made, the interview will take place in the home. At the completion of the interview, the parent/guardian will receive an incentive payment of \$30 for completing the survey, and an additional \$20 if they also provide income documentation. Thus, the total incentive payment is up to \$50.

Data Collectors will ensure that parents/guardians are informed that participation in this study is voluntary and will not affect any benefits their child may be receiving. All information is kept private and will never be used in any way that could identify the parent/guardian or their child.

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 0584-0530. The time required to complete this information collection is estimated to average 45 minutes per response, including the time to review instructions, search existing data sources, gather and

#### **NOTES TO REVIEWERS**

### Purpose:

The following notes to reviewers help to explain the overall flow of the household survey, including how certain sections and/or questions will be repeated where applicable. The notes are organized into overall comments followed by section or question specific notes. Reviewers are encouraged to print these pages and have them to the side while reviewing each section of the household survey.

#### **General Notes:**

- The data collection protocol is that the data collector will contact the respondent by phone and recruit the parent/guardian to participate in the study. By the time the interviewer comes to the house, the respondent has agreed to participate. This document only includes the survey questions and does not include any introductory/recruitment scripts that are used prior to data collection.
- 2. For each question, the "Don't Know", "Not Applicable", and "Refused" response options are not listed on the hardcopy version of the survey. Once the survey is finalized, the Computer Assisted Personal Interview (CAPI) program automatically provides these response options for each question.
- 3. The CAPI program includes a feature for the data collector to add a comment to each question using a comment code.
- 4. Any text that should be read to the respondent by the data collector is presented as sentences in mixed case text. This includes questions, certain responses, transitions, introductions and optional probes or clarifications.
- 5. All instructions or notes to the Data collector and/or Programmer are in ALL CAPS. These are not read to the respondent.
- 6. For some questions, context specific text will be embedded in the question automatically. This includes information that is computer derived, calculated, or drawn from pre-loaded data about that household. Differential text choices are presented in (parentheses) while names or other specific variables from preloaded data are in [in a bracket] text.
- 7. Any words that should be emphasized to the respondent by the data collector are underlined.
- 8. In front of many questions is an indication of who is asked the question. This will help orient the reader to follow the various paths during the questionnaire.
- 9. At times boxes are used for instructions and directions. The wording in these boxes has been simplified to increase comprehension for the reader. When programmed for CAPI these instructions will become considerable more complicated.
- 10. Questions highlighted in yellow were not asked in the APEC II household survey.

#### Section G and H:

11. Responses to these questions will be entered by the data collector. The data collector will review these questions with the respondent while reviewing hardcopy documentation along with the respondent. For each section, the data collector will specify if documentation was available.

#### Section H:

- 12. The same question pathway will be triggered for each adult with a reported income source other than paid work. Follow-up questions are triggered if any of the following income sources are received by the household member, as reported in Section G.
  - Unemployment compensation;
  - worker's compensation benefits;
  - strike benefits;
  - social security or railroad retirement income;
  - public or private pensions, annuities, or survivor's benefits;
  - military cash benefits;
  - veteran's benefits;
  - government disability benefits from supplemental security income (SSI);
  - private disability benefits;
  - alimony payments;
  - child support payments;
  - income from interest and dividends;
  - rental income;
  - profit or loss from nonfarm business, partnership, or professional practice;
  - profit or loss from a farm;
  - financial aid to college students;
  - regular payments or withdrawals from large awards or settlements;
  - regular contributions from persons outside the household;
  - other income, such as net royalties, trusts, prize winnings, or bonuses;
  - receipt of general assistance;

- non-military housing subsidy;
- black lung benefits; and/or
- other kinds of public benefits.

These follow up questions will be asked of the respondent for each additional source of income:

- a. What amount was received in the payment during the [application month]?
- b. How often was the reported payment made?
- c. Was a supporting document about the source of income available to review? And if yes, data collector records the type of document provided.

Also, if available on the documentation, the data collector will record the start and end date for the income period, and the year-to-date amount.

	SECTION A: ENROLLMENT STATUS	
TIME	E INTERVIEW BEGAN:   _ :   HOUR MINUTE	
	AM	1
	PM	2
schoo	on A determines whether the student attended the [Target School]. If the sol during the school year or is deceased, no interview will be conducted on A once they are settled in the house and have gained permission to cond	. The interviewer will start
A1.	CODE WITHOUT ASKING IF KNOWN OR ASK: Is [Target Student Nam	e] male or female?
	MALE FEMALE	
A2.	Does [Target Student Name] currently attend [Target School]?	
	YESNO	
A3.	What school does (she/he) attend now?	
	SCHOOL NAME:	
	STREET ADDRESS:	
	CITY, STATE, ZIP CODE	
	STUDENT DROPPED OUT OF SCHOOLSTUDENT DECEASED	
A4.	When did (she/he) stop attending [Target School]?	
	PROBE: Was that in the beginning, middle, or the end of the month? II MIDDLE ENTER 15, IF END ENTER 25.	BEGINNING ENTER 5, IF
	_ /   /   (GO TO A MONTH DAY YEAR	A7)
A5.	When did (she/he) begin attending [Target School] this school year?	

**PROBE:** By "this school year" I mean the current school year 2017-2018.

PROBE:	Was tha	at in the	beginning,	middle,	or the	end of	the	month?	ΙF	BEGINNING	ENTER 5,	IF
<b>MIDDLE</b>	<b>ENTER</b>	15, IF E	ND ENTER	25.								

/   /   MONTH DAY YEAR	(GO TO SECTION B)
FIRST DAY OF SCHOOL	1 (GO TO SECTION B)
NEVER ATTENDED THIS YEAR	2 (GO TO A7)

- A6. I am very sorry to hear about your loss. Thank you for your time. We will not do an interview. INTERVIEWER TERMINATE INTERVIEW.
- A7. We are only interested in talking to parents or guardians of the student who attended [**Target School**] this school year. We will not be able to conduct an interview with you. Thank you for your time.

### SECTION B: PARTICIPATION IN SCHOOL BREAKFAST AND LUNCH PROGRAMS

Section B asks about the student's participation in the school breakfast and/or lunch program during the most recent 5-day school week. This section also asks for those students who did not eat the school breakfast or lunch on any day that they attended school, why that is the case.

#### **BOX BA**

IF [TARGET STUDENT NAME] NO LONGER ATTENDING [TARGET SCHOOL] GO TO B13; ELSE CONTINUE.

### ASK QUESTIONS B1 THROUGH B7 IF STUDENT IS CURRENTLY ATTENDING THE [TARGET SCHOOL].

B1. The next questions are about the meals [Target Student Name] eats at school.

I am going to ask about whether your child had a school breakfast or lunch each day during the last full week of school. I am referring to the meals provided under the School Breakfast and School Lunch Program. They are the meals that are on the menu for free or a single price, as opposed to individual foods, such as salads, meats, and desserts that are priced and bought separately.

#### **CODE WITHOUT ASKING IF KNOWN:**

B2. When was the last full week of school?

NOTE TO INTERVIEWER: PLEASE USE CALENDAR TO ASSIST.

LASIV	VEEK		т	
FROM		TO  _	_  /	_
	MONTH	DAY	MONTH	DAY

B3. Now please think about the last full week of school—that would be (Monday through Friday last week/from Monday—DATE to Friday—DATE).

Did your child attend school on:

PROBE: By attend school, we mean your child was at school all or part of the day.

LACTMEEN

NOTE TO INTERVIEWER: IF RESPONDENT MAKES A STATEMENT ABOUT THE ENTIRE WEEK, ENTER DATA FOR EACH DATE.

		<u>YES</u>	<u>NO</u>
a.	Monday, DATE	1	2
b.	Tuesday, DATE	1	2
C.	Wednesday, DATE	1	2
d.	Thursday, DATE	1	2

	e. Friday, DATE 1 2
	BOX BB
	IF [TARGET SCHOOL] HAS A SCHOOL BREAKFAST PROGRAM, ASK B4; ELSE GO TO BOX BC.
FOR E	ACH DAY THE STUDENT ATTENDED SCHOOL ASK B4 THROUGH B7.
B4.	Did [Target Student Name] eat breakfast at school (last DAY/on DAY, DATE)?
	YES
B5.	Was that breakfast thru the School Breakfast program?
	<b>PROBE:</b> The School Breakfast Program consists of a <u>set</u> of food items from the menu that were eithe free or, if paid for, was purchased for a single price, as opposed to individual foods that are priced and bought separately.
	YES
	BOX BC
	IF [TARGET SCHOOL] HAS A SCHOOL LUNCH PROGRAM, ASK B6; ELSE GO TO BOX BD.
	FOR EACH DAY THE STUDENT ATTENDED SCHOOL ASK B6 AND B7.
B6.	Did (she/he) eat lunch at school (last DAY/on DAY, DATE)?
	YES
B7.	Was that lunch provided through the School Lunch Program?
	<b>PROBE:</b> The School Lunch Program consists of a <u>set</u> of food items from the menu that were either free or, if paid for, was purchased for a single price, as opposed to individual foods that are priced and bought separately.
	YES

#### **BOX BD**

REPEAT B4 THROUGH B7 FOR ALL DAYS [TARGET STUDENT NAME] ATTENDED SCHOOL FOR THE WEEK.

NOTE TO READER: QUESTIONS ASKED ABOUT STUDENTS WHO DID NOT EAT A SCHOOL LUNCH OR BREAKFAST SOME OF THE TIME THAT WERE IN APEC II HAVE BEEN DELETED.

ASK B8 ABOUT [TARGET STUDENT NAME] WHO ATTENDED SCHOOL AT LEAST ONE DAY FOR THE WEEK AND DID NOT PARTICIPATE IN THE SCHOOL BREAKFAST PROGRAM ON ANY DAY THEY WERE IN SCHOOL.

B8. You just mentioned that [**Target Student Name**] did not eat breakfast provided by the School Breakfast Program on any day (she/he) attended school (last week/during the last week (she/he) went to school). Why didn't (she/he) eat the school breakfast (last week/during that week)?

AFTER RESPONSE, SAY: Were there other reasons? (MARK ALL THAT APPLY)

EATS BREAKFAST AT HOMEBRINGS BREAKFAST FROM HOMEDOES NOT LIKE THE FOOD AT SCHOOL	1 2 3
NOT ENOUGH TIME TO EAT AT SCHOOL	4
STUDENT DOES NOT EAT BREAKFAST	5
ON A DIET	6
DOES NOT LIKE WAITING IN LINE	7
STUDENT THINKS ONLY NEEDY CHILDREN EAT	
SCHOOL BREAKFASTS	8
STUDENT DOES NOT EAT SCHOOL BREAKFAST	
BECAUSE FRIENDS DO NOT EAT IT	9
NOT IN SCHOOL THAT WEEK/OUT SICK ALL WEEK	10
LATE FOR SCHOOL EVERY DAY THAT WEEK	11
HAD EARLY MORNING CLASSES THAT WEEK	12
STUDENT OR PARENT TOO EMBARRASSED TO	
PARTICIPATE	13
GOES OFF CAMPUS FOR BREAKFAST	14
OTHER (SPECIFY)	15

IF MORE THAN ONE ANSWER TO B8, ASK B9; ELSE GO TO B10.

B9. What is the most important reason (she/he) did not eat the school breakfast (last/that) week?

EATS BREAKFAST AT HOME	1
BRINGS BREAKFAST FROM HOME	2
DOES NOT LIKE THE FOOD AT SCHOOL	3
NOT ENOUGH TIME TO EAT AT SCHOOL	4
STUDENT DOES NOT EAT BREAKFAST	5
ON A DIET	6
DOES NOT LIKE WAITING IN LINE	7
STUDENT THINKS ONLY NEEDY STUDENTS EAT	
SCHOOL BREAKFASTS	8
STUDENT DOES NOT EAT SCHOOL BREAKFAST	
BECAUSE FRIENDS DO NOT EAT IT	9

NOT IN SCHOOL THAT WEEK/OUT SICK ALL WEEK	10
LATE FOR SCHOOL EVERY DAY THAT WEEK	11
HAD EARLY MORNING CLASSES THAT WEEK	12
STUDENT OR PARENT TOO EMBARRASSED TO	
PARTICIPATE	13
GOES OFF CAMPUS FOR BREAKFAST	14
OTHER (SPECIFY)	15

ASK B10 ABOUT [TARGET STUDENT NAME] WHO ATTENDED SCHOOL AT LEAST ONE DAY FOR THE WEEK AND DID NOT PARTICIPATE IN SCHOOL LUNCH PROGRAM ON ANY DAY THEY WERE IN SCHOOL.

B10. You mentioned that [**Target Student Name**] did not eat the school lunch on any day (she/he) attended school. Why didn't (she/he) get the school lunch (last week/during that week)?

AFTER RESPONSE, SAY: Were there any other reasons? (MARK ALL THAT APPLY).

PREFERS TO BRING LUNCH FROM HOME	1
EATS LUNCH AT HOME	2
DOES NOT LIKE THE FOOD AT SCHOOL	3
NOT ENOUGH TIME TO EAT AT SCHOOL	
STUDENT DOES NOT EAT LUNCH	5
ON A DIET	6
DOES NOT LIKE WAITING IN LINE	7
STUDENT THINKS ONLY NEEDY CHILDREN EAT	
SCHOOL LUNCHES	8
STUDENT DOES NOT EAT SCHOOL LUNCH	
BECAUSE FRIENDS DO NOT EAT IT	
NOT IN SCHOOL THAT WEEK/SICK ALL WEEK	
LATE FOR SCHOOL EVERY DAY THAT WEEK	11
HAD CLASSES DURING LUNCH PERIOD THAT WEEK	12
STUDENT OR PARENT TOO EMBARRASSED TO	
PARTICIPATE	
GOES OFF CAMPUS FOR LUNCH	14
OTHER (SPECIFY)	15

IF MORE THAN ONE ANSWER TO B10, ASK B11; ELSE GO TO B12.

B11. What is the most important reason (she/he) did not eat the school lunch (last/that) week?

PREFERS TO BRING LUNCH FROM HOME	1
EATS LUNCH AT HOME	2
DOES NOT LIKE THE FOOD AT SCHOOL	3
NOT ENOUGH TIME TO EAT AT SCHOOL	4
STUDENT DOES NOT EAT LUNCH	5
ON A DIET	6
DOES NOT LIKE WAITING IN LINE	7
STUDENT THINKS ONLY NEEDY CHILDREN EAT	
SCHOOL LUNCHES	8
STUDENT DOES NOT EAT SCHOOL LUNCH	
BECAUSE FRIENDS DO NOT EAT IT	9

	NOT IN SCHOOL THAT WEEK/OUT SICK ALL WEEK
B12.	INTERVIEWER: DID THE [TARGET STUDENT NAME] HELP THE RESPONDENT WITH THE QUESTIONS ON MEALS EATEN AT SCHOOL?
	YES
	EVIEWER: ASK B13 AND B14 IF [TARGET STUDENT NAME] NO LONGER ATTENDS THE GET SCHOOL].
B13.	I am going to ask you how often your child usually had school breakfast or lunch each week when [Target Student Name] was going to [Target School]. By school breakfast or lunch, I mean the meals your child's school provides to students under the School Breakfast and School Lunch Program. School meals are meals that include a set of food items from the menu that were either free or, if paid for, was purchased for a single price, as opposed to individual foods such as salads, meats, or desserts that are priced and bought separately.
	When [Target Student Name] was going to [Target School], how many days in an average week did (he/she) eat a school breakfast?
	 NUMBER OF DAYS ATE SCHOOL BREAKFASTS
	NONE, DID NOT EAT BREAKFAST/ SCHOOL BREAKFAST 0
B14.	When [Target Student Name] was going to [Target School], how many days in an average week did (he/she) eat a school lunch?
	 NUMBER OF DAYS ATE SCHOOL LUNCHES
	NONE, DID NOT EAT LUNCH/ SCHOOL LUNCH 0

### **SECTION C: PERCEPTIONS OF SCHOOL MEALS**

Section C asks the parent/guardian about the student's perception of school meals as well as the parent/guardian's perception of the school meals. As a reminder, 'don't know', 'refused' and 'add comment' will be programed as a response option for all questions.

The next questions are about [Target Student Name]'s satisfaction with school <u>breakfast</u> meals at [Target School].

	Regarding the school breakfast meals at [Target School], how satisfied is/was [Target Student Name] with	RESPONSE	
C1a.	how the food tasted? Was (she/he)	Very Satisfied	2 3 4
C1b.	the amount of food served? Was (she/he)	Very Satisfied Somewhat satisfied Somewhat dissatisfied Very Dissatisfied Student Never Eats Meals	2 3 4
C1c.	the school breakfast meal program overall? Was (she/he)	Very Satisfied Somewhat satisfied Somewhat dissatisfied Very Dissatisfied Student Never Eats Meals	2 3 4

The next questions are about [Target Student Name]'s satisfaction with school  $\underline{lunch}$  meals at [Target School].

	Regarding the school <u>lunch</u> meals at [ <b>Target School</b> ], how satisfied is/was [ <b>Target Student Name</b> ] with	RESPONSE
C1d.	how the food tasted? Was (she/he)	Very Satisfied
C1e.	the amount of food served? Was (she/he)	Very Satisfied

C1f.	the school lunch meal program overall? Was (she/he)	Very Satisfied	1
		Somewhat satisfied	2
		Somewhat dissatisfied	3
		Very Dissatisfied	4
		Student Never Eats Meals	5

The next questions are about <u>your</u> satisfaction with school <u>breakfast</u> meals at [**Target School**].

	Regarding the school meals at [ <b>Target School</b> ], how satisfied are/were you with	RESPONSE	
C2a.	the healthfulness of the food [ <b>Target Student Name</b> ] is/was served at school? Are/Were you	Very Satisfied Somewhat satisfied Somewhat dissatisfied Very Dissatisfied Student Never Eats Meals	2 3 4
C2b.	The school breakfast meal program overall? Are/Were you	Very Satisfied Somewhat satisfied Somewhat dissatisfied Very Dissatisfied Student Never Eats Meals	2 3 4

The next questions are about <u>your</u> satisfaction with school <u>lunch</u> meals at [**Target School**].

	Regarding the school lunch meals at [ <b>Target School</b> ], how satisfied are/were you with	RESPONSE	
C2c.	the healthfulness of the food [ <b>Target Student Name</b> ] is/was served at school? Are/Were you	Very Satisfied	
C2d.	The school lunch meal program overall? Are/Were you	Very Satisfied	

C3.	INTERVIEWER:	DID	THE	[TARGET	STUDENT	NAME]	HELP	THE	RESPONDENT	WITH	THE
	QUESTIONS ON	I MEA	ALS E	ATEN AT S	CHOOL?						

YES	1
NO	2

### SECTION D: PERCEPTIONS OF THE HOUSEHOLD APPLICATION

Section D asks several questions related to the perceived difficulty in completing the school breakfast and school lunch application.

Next, I would like to ask guestions about the application you filled out for the school meal programs

next, i	would like to ask questions about the application you lilled out for the school	1 111	eai programs.
ASK T	O EVERYONE.		
D1.	How easy or difficult was it for you to complete the application? Was it		
	Very easy Somewhat easy Neither easy nor difficult Somewhat difficult Very difficult	2 3 4	
D2.	Were you able to fill out the application in the language of your choice?		
	YESNO		(GO TO D4)
D3.	What would you say is your preferred language?		
	English	1 2 3 4 5 6 7 8 9	
D4. Ho	w did you complete the application?		
	Hardcopy/Paper Electronic, submitted hardcopy Electronic, submitted via email Electronic, submitted online Interview, in person	1 2 3 4 5 6	

D5.	Did you need assista	ance to comple	te the application	?	
					1 2 (GO TO SECTION E)
D6.	Did you request ass	istance to com	plete the application	on?	
			YES NO		1 2 (GO TO SECTION E)
D7.	Did you receive ass	istance to com	plete the applicati	ion?	
					1 2 (GO TO SECTION E)
D8.	Who did you try an	d contact for a	ssistance? (TITLE	OF PERSON, DO NOT	RECORD NAMES)
D9.	Who provided the a	ssistance?			
	_	· · · · · · · · · · · · · · · · · · ·		$_{\_}$ (TITLE OF PERSON, D	O NOT RECORD NAMES)
D10.	What type of assist	ance did you r	eceive?		

#### SECTION E: CATEGORICAL ELIGIBILITY

Section E asks a series of questions to determine if the target student was categorically eligible for free meals. Households that are categorically eligible are not required to complete household size and income questions as part of the application or this survey.

**INTRO TO SECTION:** Next, I would like to ask questions about [**Target Student Name**], and benefits your household may receive.

INTERVIEWER NOTE: READ THE FIRST THREE RESPONSE OPTIONS FOR E1. IF THE RESPONDENT DOES NOT SELECT ONE OF THE FIRST THREE RESPONSE OPTIONS, CONTINUE READING RESPONSE OPTIONS UNTIL THE RESPONDENT PROVIDES AN ANSWER.

E1. What is [Target Student Name]'s relationship to you?

	BIOLOGICAL CHILD STEPCHILD OR ADOPTED CHILD OTHER CUSTODIAL CHILD FOSTER CHILD SPOUSE OR DOMESTIC PARTNER BOYFRIEND, GIRLFRIEND, OR PARTNER AUNT OR UNCLE SIBLING (BROTHER OR SISTER) NEPHEW OR NIECE COUSIN GRANDCHILD OTHER RELATIVE NON-RELATIVE (INCLUDING ROOMER OR BOARDER) OTHER (SPECIFY)	2 3 4 5 6 7 8 9 10 11 12
E2. (	CODE WITHOUT ASKING (BASED ON RESPONSE FROM A1): [Target St	udent Name]'s GENDER:
	MALEFEMALE	
E3. \	What is [Target Student Name]'s date of birth?	
	_ / _    / _  MONTH DAY YEAR	
E4. [	Did [Target Student Name] live with you in [Application Month, Year]?	
	YES	_

#### **BOX EA**

IF [TARGET STUDENT NAME] IS A FOSTER CHILD (E1 = 4) GO TO SECTION J.

[TARGET STUDENT NAME] IS CATEGORICALLY ELIGIBLE FOR FREE MEALS.

#### **HOUSEHOLD BENEFITS**

The next questions are about benefits received through government programs. Soon we'll need to look at any documentation you have about payments from these programs. Do you have that ready?

INTERVIEWER: IF NO, GIVE TIME FOR RESPONDENT TO COLLECT DOCUMENTATION WHENEVER POSSIBLE, USE AVAILABLE DOCUMENTS TO VERIFY OR CLARIFY RESPONDENT'S RESPONSES.

### **TANF BENEFITS**

Let's discuss TANF benefits. Do not include TANF benefits received by another household member with their own TANF case number that does not include you, your spouse, and/or your child/children.

own T	ANF case number that does not include you, your spouse, and/or your child/children.
E5	During [application month and year], did you, your spouse, and/or child/children receive Temporary Assistance for Needy Families (TANF), also known as cash welfare, or [State Name for TANF]?
	YES
E6.	We need to record the total amount <u>you and your child/children/you and your spouse and child/children</u> received in (State TANF/TANF) benefits during [application month and year]. We can get that amount from your TANF award statement or notification of payment. Do you have a statement or notification with [application month and year]?
	YES
E7.	IF DOCUMENTATION IS PROVIDED RECORD AMOUNT BELOW.
	IF NO DOCUMENTATION PROVIDED ASK: How much did you receive in these benefits? IF UNSURE: Your best estimate is fine.
	\$
E8.	How often do you receive this payment?
	WEEKLY

OTHER (SPECIFY)\_\_\_\_\_5

PRO\	/IDED GO TO E15.		
E9.	INTERVIEWER: RECORD TYP	PE OF DOCUMENT.	
		STATEMENT/NOTIFICATION BENEFITS STATEMENT CHECK STUB OTHER (SPECIFY)	2 3
E10.	INTERVIEWER: ENTER PERIO	OD ENDING DATE FROM DOCUMENT.	
		_ /  /   MONTH DAY YEAR	
		END DATE NOT FOUND ON DOCUMENT	99
E11.	INTERVIEWER: RECORD THE	E YEAR-TO-DATE AMOUNT SHOWN ON	THE DOCUMENT.
		\$	
		AMOUNT NOT FOUND ON DOCUMENT	99
		NF BENEFITS STATEMENT REFLECT AM NT MONTH, OR ANOTHER TIME PERIOD	
	CURRENT MONTH BETWEEN [APPLICAT 1 TO 3 MONTHS PRIC	H TION MONTH] AND CURRENT MONTH OR TO [APPLICATION MONTH] HS SINCE [APPLICATION MONTH]	2 3 4
ASK I	F E12 DOES NOT=1,		
E13.	Is the amount we just discusse payment received in [applicatio	d as the TANF payment about the same as n month and year]?	, less than, or more than the
		ABOUT THE SAME LESS MORE	2
E14. me?	Do you have your TANF EBT car	rd, also known as STATE NAME FOR TAN	F card, that you can show
		YES	

INTERVIEWER: COMPLETE E9-E13 IF DOCUMENTATION IS PROVIDED. IF NO DOCUMENTATION

E21. How often do you receive this payment?

E15. IN	NTERVIEWER: DID THE RESPONDENT SHOW A VALID TANF CARD?
	YES
E16.	Does anyone else in your household receive TANF under a different case number?
	YES
E17	Do you share housing, income, or expenses with this person?
	YES1 NO2
	GRAMMER NOTE: IF HOUSEHOLD RECEIVES TANF BENEFITS (E5 = 1) <b>GO TO SECTION</b> S MEANS THE TARGET STUDENT IS CATEGORICALLY ELIGIBLE FOR FREE MEALS.
SNAP	BENEFITS
anothe	et's discuss any SNAP benefits your household may receive. Do not include SNAP benefits received by the reference of the sum of the
E18.	During [application month and year], did <u>you, your spouse, and/or child/children</u> receive Supplementa Nutrition Assistance Program (SNAP) benefits (formerly known as Food Stamps), or [ <b>State Name for SNAP</b> ]
	YES
E19.	We need to record the total amount <u>you and your child/children/you and your spouse and child/children</u> received in (State SNAP/SNAP) benefits during [application month and year]. We car get that amount from your SNAP award statement or notification of payment. Do you have a statement or notification [application month and year]?
	YES
E20.	IF DOCUMENTATION IS PROVIDED RECORD AMOUNT BELOW.
	IF NO DOCUMENTATION PROVIDED ASK: How much did you receive in these benefits? IF UNSURE: Your best estimate is fine.
	\$

15

		WEEKLY EVERY TWO WEEKS TWICE MONTHLY MONTHLY OTHER (SPECIFY)	2 3
	VIEWER: COMPLETE E22 TO E	226 IF DOCUMENTATION IS PROVIDED.	IF NO DOCUMENTATION
E22.	INTERVIEWER: RECORD TY	PE OF DOCUMENTATION:	
		STATEMENT/NOTIFICATION BENEFITS STATEMENT CHECK STUB OTHER (SPECIFY)	2 3
E23.	INTERVIEWER: ENTER PERIO	DD ENDING DATE FROM DOCUMENT.	
		_ /   /   MONTH DAY YEAR	
		END DATE NOT FOUND ON DOCUMENT	99
E24.	INTERVIEWER: RECORD THE	YEAR-TO-DATE AMOUNT SHOWN ON	THE DOCUMENT.
		\$    ,	
		AMOUNT NOT FOUND ON DOCUMENT	99
_		AP BENEFITS STATEMENT REFLECT AM IT MONTH, OR ANOTHER TIME PERIOD?	
	CURRENT MONTH BETWEEN [APPLICAT 1 TO 3 MONTHS PRIC	IION MONTH] AND CURRENT MONTH R TO [APPLICATION MONTH]HS SINCE [APPLICATION MONTH]	4
ASK IF	E25 DOES NOT= 1		
E26.	Is the amount we just discussed	d as the SNAP payment about the same as	, less than, or more than the

payment received in [application month and year]?

		ABOUT THE SAME  LESS  MORE	2
E27. me?	Do you have your SNAP EBT car	rd, also known as STATE NAME FOR SNA	P card, that you can show
		YES	
E28.	NTERVIEWER: DID THE RESPO	NDENT SHOW A VALID SNAP CARD?	
		YESNO	
E29.	Does anyone else in your househ	nold receive SNAP under a different case n	umber?
		YES	(GO TO E31)
E30.	Do you share housing, income,	or food expenses with this person?	
		YES	

PROGRAMMER NOTE: IF HOUSEHOLD RECEIVES SNAP BENEFITS (E18= 1)  ${f GO}$  TO SECTION  ${f J}$ . THIS MEANS THE TARGET STUDENT IS CATEGORICALLY ELIGIBLE FOR FREE MEALS.

### **OTHER BENEFITS**

E31.	Distribution Program for India	year], did <u>you, your spouse, and/or child/children</u> participate in the Foo n Reservations (FDPIR)? Do not include FDPIR benefits received I ith their own case number that does not include you, your spous	by
		YES	
		PROGRAMMER NOTE: STATES PARTICIPATING IN MEDICAID DEMONSTRATION PROGRAM WILL BE FLAGGED AND RESPONDENTS WILL BE DIRECTED TO E42 IF ELIGIBLE	
E32.	benefits during [application I	amount <u>you, your spouse and your child/children</u> received in FDP nonth and year]. We can get that amount from your FDPIR awa ayment. Do you have a statement or notification from [application	ard
		YES	
E33.	IF DOCUMENTATION IS PRO	VIDED RECORD AMOUNT BELOW.	
	IF NO DOCUMENTATION PUNSURE: Your best estimate in	ROVIDED ASK: How much did you receive in these benefits? s fine.	IF
		\$   ,	
E34.	How often do you receive this p	payment?	
		WEEKLY	
	RVIEWER: RECORD E35 TO E39 IDED GO TO E40.	) IF DOCUMENTATION IS PROVIDED. IF NO DOCUMENTATION IS	;
E35.	INTERVIEWER: RECORD TH	TYPE OF DOCUMENTATION:	
		STATEMENT/NOTIFICATION	

E36. IN	NTERVIEWER: ENTER PERIC	DD ENDING DATE FROM DOCUMENT.	
		_  /    /    MONTH DAY YEAR	
		END DATE NOT FOUND ON DOCUMENT	99
E37. IN	NTERVIEWER: RECORD THE	YEAR-TO-DATE AMOUNT SHOWN ON	THE DOCUMENT.
		\$	
		AMOUNT NOT FOUND ON DOCUMENT	99
		IR BENEFITS STATEMENT REFLECT A T MONTH, OR ANOTHER TIME PERIOD	
	CURRENT MONTH BETWEEN [APPLICAT 1 TO 3 MONTHS PRIO	IION MONTH] AND CURRENT MONTH R TO [APPLICATION MONTH] HS SINCE [APPLICATION MONTH]	2 3 4
ASK IF E	38 DOES NOT =1		
	s the amount we just discusse ne payment received in [applica	d as the FDPIR payment about the same ation month and year]?	e as, less than, or more than
		ABOUT THE SAMELESSMORE	
E40. Do	you have your FDPIR EBT ca	rd, that you can show me?	
		YESNO	<del>-</del>
E41. INTE	ERVIEWER: DID THE RESPO	NDENT SHOW A FDPIR EBT CARD?	
		YES	_
PROGRA	MMER NOTE: IF HOUSEHOL	D RECEIVES FDPIR BENEFITS (E31 =	1) GO TO SECTION J. THIS

MEANS THE TARGET STUDENT IS CATEGORICALLY ELIGIBLE FOR FREE MEALS.

PROGRAMMER NOTE: ONLY ASK SECTION ON MEDICAID IF STATE USES MEDICAID AS A MEANS TO DIRECTLY CERTIFY STUDENTS FOR RECEIPT OF FREE MEALS. A LIST OF STATES PARTICIPATING IN DEMONSTRATION PROGRAM WILL BE PROVIDED.

E42. year]?		ren receive Medicaid benefits during [application month and
	YES NO	
E43.		ouse, and/or child/children receive Medicaid benefits. Do you ation that shows you receive Medicaid benefits?
E44.	INTERVIEWER: RECORD TYPE OF DO	CUMENT.
		AID CARD 1 DOCUMENTATION 2

PROGRAMMER NOTE: IF STATE USES MEDICAID AS A MEANS TO DIRECTLY CERTIFY STUDENTS FOR RECEIPT OF FREE MEALS AND HOUSEHOLD RECEIVES MEDICAID, GO TO SECTION J. THIS MEANS THE TARGET STUDENT IS CATEGORICALLY ELIGIBLE FOR FREE MEALS.

### **SECTION F: HOUSEHOLD COMPOSITION**

Section F asks a series of questions to determine the composition of who currently lives in the household. For each person identified, a series of questions are asked about that person including relationship to the respondent, gender, age, grade level for children and occupation for adults. In this section, we also ask if anyone else lived in the household during the application month.

**INTRO TO SECTION:** Next, I would like to ask questions about the people who live here with you.

F1.	I have your name recorded as

ASK TO EVERYONE.

F1.	I have your name recorded as [p	parent/guardian name]. Is this correct?	
	INTERVIEWER: SPELLING OF	RECORDED NAME SHOULD BE CONFI	RMED.
		YESNO	1 (GO TO F3) 2 (GO TO F2)
F2.	May I please have the correct sp	pelling of your name?	
	FIRST NAME	LAST NAME	
F3.	- ·	ny people live with you? Please include ba d people who are temporarily away, for	
		_  PEOPLE LIVING IN HOUSEHOLD	
		NONE OR LIVES ALONE	1 (GO TO F14)
F4.	CODE IF KNOWN OR ASK: DO	es [Target Student Name] live with you?	
		YESNO	

F5. Please tell me the first name of everyone who lives here with you.

FILL IN NAME OF RESPONDENT IN POSITION #1.

PROBE: Who else lives with you?

RESPONDENT (NAME # 1)	NAME # 6	NAME # 11
NAME # 2	NAME # 7	NAME # 12
NAME # 3	NAME # 8	NAME # 13
NAME # 4	NAME # 9	NAME # 14
NAME # 5	NAME # 10	NAME # 15

#### **BOX FA**

PROGRAMMER NOTE: ALLOW AS MANY RECORDS AS NEEDED TO LIST ENTIRE HOUSEHOLD MEMBERSHIP. QUESTIONS F6-12 WILL BE ASKED OF EVERY MEMBER OF THE HOUSEHOLD, EXCEPT [TARGET STUDENT NAME] WHICH WAS ASKED IN SECTION E.

SKIP QUESTION F6 WHEN ASKING ABOUT THE RESPONDENT.

NOTE TO READER: FOR DEMONSTRATION PURPOSES QUESTIONS F6 THROUGH F12 ARE SHOWN FOR 3 HOUSEHOLD MEMBERS. WHEN PROGRAMMED, THESE QUESTIONS WILL LOOP TO BE ASKED OF ALL HOUSEHOLD MEMBERS.

# RECORD RESPONDENT FIRST THEN RECORD NAMES OF ALL OTHER HOUSEHOLD MEMBERS ACROSS THE GRID FIRST, THEN ASK F6 THROUGH F12 FOR EACH PERSON.

		RESPONDENT	NAME #2	NAME #3
F6.	What is NAME's relationship to you?	NEGI GINDEINI	BIOLOGICAL CHILD	BIOLOGICAL CHILD
F7.	CODE GENDER. IF NECESSARY, ASK: Is NAME female or male?		FEMALE	FEMALE
F8.	What is (her/his) date of birth?	_ /  / _ / _  MONTH DAY YEAR	_ / _ _ / _  MONTH DAY YEAR	_ /  _ /   MONTH DAY YEAR
		GO TO F10 Age will be calculated	GO TO F10 Age will be calculated	GO TO F10 Age will be calculated

F9.	How old is (he/she)?	A. YEARS  _  B. MONTHS  _	A. YEARS  _  B. MONTHS  _	A. YEARS  _  B. MONTHS  _
OTHE	E IS AGE 5-18, ASK F10; RWISE, SKIP TO F12. Is [name] currently attending school?	YES 1 NO 2 (GO TO F12)	YES 1 NO 2 (GO TO F12)	YES 1 NO 2 (GO TO F12)
F11.	What grade is (she/he) attending?	PRESCHOOL	PRESCHOOL	PRESCHOOL
F12.	Did [name] live with you in [application month]?	YES	YES	YES
		(GO TO NEXT PERSON)	(GO TO NEXT PERSON)	(GO TO NEXT PERSON)
F13.	ASK OF EVERYON You have just told	me that [ <b>number of persor</b>	ns on household roster] p	erson(s) live here with you.
	who lives here, incl	nes of all reported person uding babies, small children or example, at school or in a	, people who are not related	
				1 2 (RETURN TO F5 AND ADD NAMES TO THE HOUSEHOLD ROSTER)
F14.	•	stion, do <u>not</u> include tempo cation month and year] that o	-	(else) live with you in this
		: This is the month you re ked for the food program ber		[Target Student Name]'s
				1 (GO TO F15) 2 (GO TO BOX FD)

F15.	How many other people lived with you in [application month and year]?
	ADDITIONAL HOUSEHOLD MEMBERS
F16.	Please tell me the first name(s) of the other (person/people) that lived with you in [application month and year] who no longer live here with you now.
	NAME OF OTHER PERSON # 1
	NAME OF OTHER PERSON # 2
	NAME OF OTHER PERSON # 3
	BOX FC
	FOR EACH ADDITIONAL HOUSEHOLD PERSON RECORDED IN F16, LOOP BACK TO F5 AND ASK F6 TO F12 FOR EACH NAME. THEN GO TO BOX FD.
	BOX FD
	IF RESPONSE WAS "YES" TO RECEIVING EITHER TANF BENEFITS, SNAP BENEFITS, FDPIR BENEFITS OR MEDICAID CONTINUE TO SECTION J, ELSE CONTINUE
ASK F	F17 TO F19 FOR EACH PERSON LISTED ON ROSTER UNDER AGE 18 AND NOT A FOSTER
F17.	In [application month and year], did you (or your spouse/partner) pay any household expenses or provide any financial support to [name of each child under age of 18 who is not identified as a foster child]? This question refers to your own income and resources to financially support [name] not the income and resources of others, which we will ask about later.
	YES
DISD	LAY LIST OF ALL PERSONS ON HOUSEHOLD ROSTER AGE 18 AND OLDER

F18. Based on the information you gave about people living in your household, these considered to be adults by this study, meaning ages 18 and older. INTERVIEWER READ I		
	Does my list include everyone considered to be an adult in this household?	
	YES	
	BOX FE	
	REPEAT F19 FOR EACH CHILD UNDER THE AGE OF 18 IN THE HOUSEHOLD.	
F19.	In the [application month and year], did (you/you and your spouse/you and your partner) pay any household expenses or provide any financial support to [Child Under The Age Of 18]?	
	YES	
	BOX FF	
CREATE A LIST OF ALL ADULT HOUSEHOLD MEMBERS EXCLUDING THE RESPONDENT AND RESPONDENTS SPOUSE OR PARTNER. USE THIS LIST TO ASK F20 AND F21.		
<b>I</b>	EAT F20 TO F21 UNTIL EACH ADULT HOUSEHOLD MEMBER ON THE CREATED LIST IS ASKED JT EACH CHILD UNDER THE AGE OF 18.	
F20.	In the [application month and year], did [name of each household member on the created list (referenced in box above)] pay any household expenses or provide any financial support to [name of child under 18 years]?	
	YES	
F21.	In [application month and year], did [name of each household member on the created list] pay any household expenses or provide any financial support to you?	
	YES	

### F22. ASK F23 ONLY IF THE RELATIONSHIP TO THE RESPONDENT IS FOSTER CHILD

Who has legal and financial responsibility for [name of foster child]?

SELECT NAME(S) FROM	
HOUSEHOLD ROSTER	1
SOMEONE OUTSIDE THE	
HOUSEHOLD	2
AN AGENCY	3
OTHER, SPECIFY	4

### **SECTION G: INCOME AND EARNING SOURCES**

In Section G we ask about the sources of income and benefits for the household.

Now we ask you about sources of income and benefits you and your household may have each month. While these questions may seem personal, they are important to understanding the school meal program application process and the needs of families whose children are enrolled in the [**Target School District Name**] school district. We want to assure you that all of your responses are kept strictly private.

#### **BOX GA**

CREATE LIST OF ALL PERSONS FROM THE HOUSEHOLD ROSTER WITH A CALCULATED AGE LESS THAN 18 YEARS OF AGE (INCLUDING THE [TARGET STUDENT NAME]) <u>AND</u> REPORTED TO HAVE FINANCIAL SUPPORT FROM PARENT/GUARDIAN.

## ASK G1-G6 OF EACH CHILD UNDER THE AGE OF 18 WHO HAD FINANCIAL SUPPORT FROM THE PARENT OR GUARDIAN.

PARE	NI OR GOARDIAN.		
G1.	from child support, Social Se	year], did ([[ <b>Target Student Name]]/[child</b> curity, persons outside the household, or ld, not income that you collect yourself.	
	Do not include SNAP.		
		YESNO	1 2 (GO TO BOX GB)
G2.	What was the source of that inc	come? SELECT ALL THAT APPLY	
	PROBE: Were there any other sources of income?		
		CHILD SUPPORTSOCIAL SECURITY OR DISABILITY	1 (ASK G3)
		SURVIVORS' BENEFITS PERSONS OUTSIDE THE	2 (ASK G4)
		HOUSEHOLDOTHER, SPECIFY	
G3.	How much is received monthly	in child support?	
		\$   ,	
G4.	How much is received monthly	in Social Security benefits or disability surv	ivors benefits?
		\$   ,	

G5.	How much is received monthly from persons outside the household?
	\$   ,
G6.	How much is received monthly from the other sources?
	\$   ,
REPE	AT G1 TO G6 FOR ALL CHILDREN IN CREATED LIST CREATED IN BOX GA.
	BOX GB
	CREATE LIST OF PERSONS FROM THE HOUSEHOLD ROSTER MEETING THE FOLLOWING CRITERIA:
	AN AGE OF 18 OR OLDER <u>AND</u> REPORTED TO HAVE FINANCIAL RESPONSIBILITY FOR CHILDREN IN THE HOUSEHOLD.
	ASK G8 TO ALL NAMES ON CREATED LIST.
Please comple	RVIEWER: PROVIDE THE RESPONDENT WITH THE INCOME SOURCE SHOW CARD AS A RENCE SO THEY CAN FOLLOW ALONG AND SELECT INCOME SOURCES.  The refer to this show card and your completed household survey worksheet (if you had a chance to ete it) as we work through the next set of questions.
G7.	INTERVIEWER: DOES RESPONDENT HAVE A COMPLETED WORKSHEET AVAILABLE TO ANSWER THE REMAINING QUESTIONS IN THIS SECTION?
	YES
ASK C	68 FOR EACH ADULT CREATED IN BOX GB.
G8.	Let's review each source of income listed on your worksheet. Looking at the worksheet during the [application month and year], did you receive [SOURCE 1] income for paid work?
	YES
	INTERVIEWER: IF THE RESPONDENT HAS NOT COMLETED THE WORKSHEET AHEAD OF TIME, USE THE SHOWCARD TO GO THROUGH EACH INCOME SOURCE OPTION. ASK ABOUT EACH SOURCE OF INCOME ON THE WORKSHEET/CARD. RECORD EACH SOURCE TYPE FOR HOUSEHOLD INCOME AND BENEFIT PAYMENT ON WORKSHEET/SHOW CARD REPORTED BY THE RESPONDENT.

PROGRAMMER NOTE: PROVIDE YES OR NO RESPONSES FOR SOURCES 1-25.

SOURCE #	TYPE OF INCOME OR BENEFITS PAYMENT
Source 1	Income for paid work
	If you have your own business, only include the salary you pay yourself as personal income or regular earnings. Do not include the business profits or losses. For military service members, include Military Basic Pay. For deployed service members, include only the amount made available to the household.
Source 2	Unemployment Compensation
	Money that substitutes for wages or salary, paid to recently unemployed workers under a program administered by a government or labor union.
Source 3	Workers Compensation Benefits
	Payment that is required by law to be made to an employee who is injured or disabled in connection with work.
Source 4	Strike Benefits
	Money paid to strikers by a union to enable them to be supported during a strike.
Source 5	Social Security or Railroad Retirement
	Railroad retirement program provides retirement, survivor unemployment and sickness benefits to individuals who have spent a substantial portion of their career in railroad employment, as well as to workers' families.
	Social Security Retirement is a federal insurance program that provides benefits to retired people and those who are unemployed or disabled.
Source 6	Pensions (public or private), Annuities, or Survivor's Benefits
	A <b>pension</b> is a fund into which a sum of money is added during an employee's employment years, and from which payments are drawn to support the person's retirement from work in the form of periodic payments.
	An <b>annuity</b> is a contract between you and an insurance company that requires the insurer to make payments to you, either immediately or in the future. You buy an annuity by making either a single payment or a series of payments. Similarly, your payout may come either as one lump-sum payment or as a series of payments over time.
	Survivor's benefits are for widows and widowers receiving monthly Social Security benefits based on their deceased spouse's earnings records.
Source 7	Military Cash Benefits
	Cash benefits for housing, food, or clothing allowances, including the Basic Allowance for Housing (BAH). Do not include combat pay, or benefits from the Family Substance Supplemental Allowance (FSSA) or the Military Housing Privatization Initiative (MHPI). For deployed service members, only include the amount made available to the household.
Source 8	Veteran's Benefits
	Benefits you receive based on military service.

SOURCE #	TYPE OF INCOME OR BENEFITS PAYMENT
Source 9	Government Disability Benefits from Supplementary Security Income (SSI)
	SSI program pays benefits to disabled adults and children who have limited income and resources.
Source 10	Private Disability Benefits
	Providing benefits to employees who are unable to work due to disability, by paying all or part of their salaries from an insurance policy that can be provided by an employer as an employee benefit, or an insurance policy that can be purchased by an individual directly from an insurance company.
Source 11	Alimony Payments
	Payments made in a lump sum or on a continuing basis to provide financial support to a spouse before or after a marital separation or divorce. Alimony does NOT include child support, noncash property settlements, payments to keep up the payer's property or use of the payer's property.
Source 12	Child Support Payments
	Ongoing payment made by a parent to contribute to the costs of raising her or his child following the end of a marriage or other relationship.
Source 13	Interest and Dividends Income
	A dividend is a distribution of a portion of a company's earnings, decided by the board of directors, to a class of its shareholders. Dividends can be issued as cash payments, as shares of stock, or other property.
	Interest earned on investments is interest income.
Source 14	Net rental income
	The amount someone pays you to use your property, after you subtract the expenses you have for the property.
Source 15	Profit or Loss from Nonfarm Business, Partnership, or Professional Practice
	This is profit or loss not included in the salary you pay yourself as personal income or regular earnings.
Source 16	Profit or Loss from a Farm
	Income gained or loss from growing crops, raising livestock, breeding fish or operating a ranch.
Source 17	Financial Aid to College Students
	Include money used for room and board, do NOT exclude money used for tuition, books, and fees or Pell Grants, Supplemental Education Opportunity Grants, State Student Incentive Grants, National Direct Student Loans, PLUS, College Work Study, or Byrd Honor Scholarship Programs.
Source 18	Regular Payments or Withdrawals from Large Awards or Settlements
	Include income from legal settlements, inheritance, prize winnings, or bonuses.

SOURCE #	TYPE OF INCOME OR BENEFITS PAYMENT
Source 19	Regular Contributions from Persons Outside the Household
	Include cash gifts or other financial assistance from friends or family.
Source 20	Other Income, such as Net Royalties, Trust Income, or 401K.
Source 21	General Assistance Benefits
	State or county programs serving low-income individuals who do not have minor children, are not disabled enough to qualify for (or do not yet receive) Supplemental Security Income (SSI), and are not elderly.
Source 22	Housing Subsidy (do not include Federal housing subsidies)
	Subsidized housing is owned and operated by private owners who receive subsidies in exchange for renting to low- and moderate-income people. Owners may be individual landlords or for-profit or nonprofit corporations. This does <u>not</u> include subsidized housing programs overseen by the U.S. Dept. of Housing and Urban Development (HUD) such as Section 8 or the Rural Rental Assistance program is managed by the USDA.
Source 23	Federal Black Lung Program
	Provides compensation to coal miners who are totally disabled by pneumoconiosis arising out of coal mine employment, and to survivors of coal miners whose deaths are attributable to the disease and provides eligible miners with medical coverage for the treatment of lung diseases related to pneumoconiosis.
Source 24	Other Public Benefits, not including TANF or SNAP
	Other benefits such as Women, Infants and Children (WIC) or State Children's Health Insurance (SCHIP) Do <u>not</u> include TANF or SNAP benefits.
Source 25	Select if person has no source of income or benefits.

### **INTERVIEWER:**

CONFIRM THAT REPORTING IS COMPLETE BY PROBING:

IS THERE ANY OTHER SOURCE OF INCOME THAT WASN'T MENTIONED ON YOUR WORKSHEET? ASK UNTIL RESPONDENT CONFIRMS THERE IS NO OTHER SOURCE OF INCOME OR BENEFITS FOR RESPONDENT/PERSON'S NAME.

IF YES, SPECIFY AND RECORD. THIS SOURCE WILL BE INCLUDED IN SECTION H.

REPEAT FOR EACH PERSON ON LIST, UNTIL INFORMATION IS COLLECTED FOR ALL LISTED PERSONS.

#### SECTION H: INCOME AND EARNING AMOUNTS

Section H records and documents all income sources in the application month for all incomes and benefits reported in Section G.

#### **BOX HA**

CREATE LIST OF ALL RESPONDENTS AGE 18 AND OLDER WITH AT LEAST ONE SOURCE OF INCOME OR BENEFITS AS REPORTED IN SECTION G.

Next, I would like to ask you about the different amounts of income you and the other adults in your household received from the sources you just reported. For each type of income you reported, we will go over the income and look at your documents together so that we are sure we get the right amounts. We can take a short break now so you can collect the documentation. The types of documentation I would like to see are check stubs, paystubs, or last year's income tax return for earnings from jobs, receipts for cash jobs, leave and earnings statements, business records, award letters, or statement summaries that accompany pension or benefit payments.

**INTERVIEWER:** WAIT FOR RESPONDENT TO COLLECT DOCUMENTS THEN CONTINUE ON TO ASK INCOME AND EARNING AMOUNTS SECTION QUESTIONING.

ASK H1-H11 FOR EACH ADULT HOUSEHOLD MEMBER WHO HAD INCOME FOR A PAID JOB (SOURCE #1). ELSE GO TO BOX HC.

You just told me that (you/[person's name]) had earnings from paid jobs during [application month and year]. Let's work together, using the documentation you have available, to document the total pay received during [application month and year].

**INTERVIEWER:** WHENEVER POSSIBLE, USE AVAILABLE DOCUMENTS TO VERIFY OR CLARIFY RESPONDENT'S RESPONSES.

- H1. We need to record the amount of (your/[person's name]'s) earnings from all paid jobs during [application month and year]. The amount I need is the gross, before taxes and other deductions which is (your/[person's name]'s) total pay, not the amount that was brought home.
  - Please include tips, commissions, and regular overtime pay.
  - Please do not include profits or losses from (your/[person's name]'s) own farm or nonfarm business, partnership, or professional practice in the [application month and year].

How much did (you/[person's name]) earn from a paid job during the [application month and year]?

IF APPROPRIATE, ADD: We can probably get that amount from the earnings statement. IF NEEDED, ADD: Do you have an earnings statement from [application month and year]?

IF DOCUMENTATION IS NOT AVAILABLE, ADD: Your best estimate is fine.

\$ I	1.1		

H2.

H2.	How often are these earnings p	aid to (you/[person's name])?	
		HOURLY DAILY WEEKLY EVERY 2 WEEKS (BI-WEEKLY) TWICE A MONTH MONTHLY QUARTERLY ANNUALLY OTHER, SPECIFY	2 (GO TO H3) 3 (GO TO H3) 4 (GO TO H3) 5 (GO TO H3) 6 (GO TO H4) 7 (GO TO H4) 8 (GO TO H4)
ASK IF	H2 = DON'T KNOW		
H3.		times (you were/[person's name was]) paid ADD: We can look at the earnings state	
	INTERVIEWER: IF RESPOND FOR CLARIFICATION.	ENT ANSWERS DON'T KNOW, A COMI	MENT MUST BE ENTERED
		I   TIMES PAID	
H4.	INTERVIEWER: WAS DOCU PERSON'S EARNINGS FROM	MENTATION AVAILABLE TO PROVID A PAID JOB?	E DETAILS ABOUT THIS
		YES	
H5.	INTERVIEWER: WHAT TYPE	OF DOCUMENT WAS PROVIDED? (COD	E ALL THAT APPLY.)
		CHECK STUB OR PAYSTUB INCOME TAX RETURN RECEIPT FOR CASH JOB LEAVE AND EARNINGS STATEMENT. BUSINESS RECORDS AWARD LETTER/CONTRACT EXPENSE RECEIPT OTHER, SPECIFY	2 3 4 5 6 7
H6.	INTERVIEWER: WHAT WAS T	HE PERIOD ENDING DATE ON THE DOC	CUMENT?
		_ / _  / _  MONTH DAY YEAR	
		NOT FOUND ON DOCUMENT	99

H7.	INTERVIEWER: ENTER THE YEAR-TO-DATE AMOUNT SHOWN ON THE DOCUMENT.
	\$   _ ,
	NOT FOUND ON DOCUMENT 99
H8.	DOES THE PAY STATEMENT REFLECT EARNINGS DURING [APPLICATION MONTH], THE CURRENT MONTH, CURRENT YEAR OR ANOTHER TIME PERIOD?
	[APPLICATION MONTH]
ASK IF	H8 DOES NOT = 1
H9.	Is the amount we just discussed as (your/[person's name]'s) income from this paid job about the same as, less than, or more than your household income in [application month and year]?
	IF NEEDED, ADD: I am asking you to compare your income amount on this paystub to the income from this job that was reported when [[Target Student Name]]'s eligibility was determined for the school meal program benefits at [Target School].
	ABOUT THE SAME
H10.	What is your best estimate of the amount (you/[person's name]) received from this paid job during [application month and year]?
	\$   ,
H11.	Did (you/[person's name]) have any other paid jobs during [application month and year]?
	YES
	BOX HB
	REPEAT QUESTIONS H1 TO H11 IN A LOOP FOR EVERY JOB UNTIL RESPONSE TO H11 = 2 (NO).
	BOX HC
	ASK H12-H20 ABOUT ALL OTHER REPORTED SOURCES OF INCOME FOR EACH ADULT PERSON ON CREATED LIST IN BOX HA BEFORE CONTINUING TO ASK THE SAME SERIES FOR THE NEXT ADULT.

ASK H12-H20 ABOUT EVERY OTHER REPORTED SOURCES OF INCOME FOR EACH ADULT PERSON BEFORE CONTINUING TO ASK THE SAME SERIES FOR THE NEXT ADULT.

Previously, you told me about some other sources of income that you and other persons in your household received during [application month and year]. Again, let's work together using the information you have available, to show the amounts (you/[person's name]) received from these other sources.

	ERVIEWER: WHENEVER POSSIBLE, USE SPONDENT'S RESPONSES.	E AVAILABLE	DOCUMENTS	TO VERIFY	OR C	CLARIFY
H12.	2. How much income did (you/[person's nan and year]?	ne]) receive fro	m [source in G8]	], during [ <b>app</b>	licatio	n month
	IF APPROPRIATE, ADD: We can probable have a benefits statement from [applicati			payment sta	tement.	. Do you
	OR ADD: Your best estimate is fine.					
	\$   _	,	_l			
H13.	B. How often did (you/[person's name]) rece	ive [other incon	ne source]?			
	DAILY WEEKLY EVERY 2 TWICE A MONTHI QUARTE ANNUAL	/ 2 WEEKS (BI-W 4 MONTH -Y ERLY	VEEKLY)	2 3 4 5 6 7 8		
H14.	I. INTERVIEWER: WAS DOCUMENTATION (RESPONDENT'S/PERSON'S) [INCOME			TAILS ABOU	ΙΤ	
					вох н	D)
RECC	CORD FOR ALL WITH DOCUMENTATION					
H15.	5. INTERVIEWER: SPECIFY THE TYPE OF	DOCUMENT.				
	BENEFIT CHECK S INCOME AWARD	TS LETTER STUB TAX RETURN	FRACT	3 4		

ONE REPORTED SOURCE OF INCOME OR BENEFIT.

H16.	INTERVIEWER: WHAT WAS THE PERIOD ENDING DATE ON THE DOCUMENT?
	_  /    /      MONTH DAY YEAR
	NOT FOUND ON DOCUMENT 99
H17.	INTERVIEWER: RECORD THE YEAR-TO-DATE AMOUNT SHOWN ON THE DOCUMENT.
	/    /    MONTH DAY YEAR
	NOT FOUND ON DOCUMENT 99
H18.	DOES THE DOCUMENT REFLECT PAYMENT DURING THE APPLICATION MONTH, THE CURRENT MONTH, CURRENT YEAR OR ANOTHER TIME PERIOD?
	APPLICATION MONTH
ASK IF	H18 DOES NOT = 1
H19.	Is the amount we just discussed as (your/[person's name]'s) payment from this source about the same as, less than, or more than the payment received in <b>[application month and year</b> ]?
	IF NEEDED, ADD: I am asking you to compare the payment amount on this statement to the payment from [other income source] that was reported when [Target Student Name]"s eligibility was checked for the school meal program benefits at ]Target School].
	ABOUT THE SAME
H20.	What is your best estimate of the amount (you/[person's name]) received from this [other income source] during [application month and year]?
	\$   ,
	BOX HD
REPE	FAT THE LOOP OF H12 THROUGH H20 TO ASK ABOUT FACH ADULT PERSON WITH AT LEAST

### **SECTION I: TOTAL MONTHLY INCOME**

In Section I a total monthly household income is calculated based on previous responses and the respondent is asked to confirm if that total income appears accurate. If not, the respondent is asked to adjust reported income/payment amounts. This approach serves as a check for previous responses of income/benefit payments.

#### BOX I1

PROGRAMMER NOTE: RUN A CALCULATION OF ALL SOURCES OF REPORTED INCOME/BENEFITS. POST CALCULATED TOTAL TO QUESTION I1. TABLE SHOULD APPEAR FOR INTERVIEWER TO READ FROM.

#### ASKED TO ALL RESPONDENTS

l1.	The computer just added up all the income sources you told me about and the total household income
	for all household members in [application month and year] (including the income of people no longer
	here) is [calculated total from all sources]. Does that sound about right?

YES	1	(GO TO 14)
NO	2	(GO TO 12)

#### ASK IF CALCULATED TOTAL DOES NOT SEEM ACCUARATE.

I2. Since you believe that the total calculated by the computer is not right, let's review each source that you told me about to correct the amounts.

INTERVIEWER: READ RESPONDENT EACH INCOME SOURCE AND AMOUNT AND MAKE ADJUSTMENTS WHERE NEEDED. WHEN REVIEW IS COMPLETE, CODE 1 TO CONTINUE.

CONTINUE 1
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13. The revised total income for [Month] is now [total from all sources listed in section F and G]. Does that sound right?

YES	1
NO	2 (RETURN TO I2 TO REPEAT REVIEW
	OF ALL SOURCES, REPEAT PROCESS
	UNTIL INCOME IS CORRECTED TO
	THE RESPONDENT'S SATISFACTION)

ASKED TO ALL RESPONDENTS

14.	Was the [total from all sources listed in section F and G] we just recorded for your household) [Month] a usual amount, or was it more or less than the average you expect (your/his/her) month income to be this school year?	
	USUAL AMOUNT	
ASKED	) IF CALCULATED INCOME IS MORE OR LESS THAN AN AVERAGE MONTH	
I5. Sind	ce the total amount we just recorded for your household in [Month] is not the usual amount, how much do you expect the usual amount for your monthly household income to be over the school year?	
	\$    ,	

# **SECTION J: DEMOGRAPHIC CHARACTERISTICS**

Sect	on J is a series of demographic questions.				
	ext set of questions will help give us background information on the people completing this survey. LL RESPONDENTS				
J1.	Are you currently married, living with a partner to whom you are not married, widowed, divorced separated, or never married?				
	MARRIED				
J2.	What is the highest grade or level of school that you have completed?				
	LESS THAN HIGH SCHOOL       1         HIGH SCHOOL GRADUATE OR GED       2         ASSOCIATES DEGREE       3         BACHELORS DEGREE       4         MASTERS DEGREE       5         DOCTORATE (PhD) DEGREE       6         LAW DEGREE       7         MEDICAL (M.D.) DEGREE       8         OTHER, SPECIFY       9				
J3.	Do you consider yourself to be Hispanic or of Latino origin?				
	PROBE: Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin?				
	HISPANIC OR LATINO 1 NOT HISPANIC OR LATINO 2				
J4.	Are you American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Othe Pacific Islander or White?				
	AMERICAN INDIAN OR ALASKA NATIVE				

J5.	Is English the primary language	e spoken in this household?		
		YES		
J6.	What is the primary language s	poken in the household?		
		English		
J7.	Are you a United States citizen	?		
		YES		
J8.	How long have you lived in the United States?			
	IF NEEDED: Include the total r	number of years/months living in the United States.		
		OR   1 YEARS MONTHS		
		OR		
		SINCE		
		OR		
		MY ENTIRE LIFE3		
The ne	ext questions are about [ <b>Target S</b>	Student Name].		
J9.	Is [Target Student Name] Hisp	panic or of Latino origin?		
	PROBE: Cuban, Mexican, Puorigin?	erto Rican, South or Central American, or other Spanish culture or		
		HISPANIC OR LATINO		

J10.	Is (she/he) American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian o
	Other Pacific Islander or White?

AMERICAN INDIAN OR ALASKA NATIVE	1
ASIAN	2
BLACK OR AFRICAN AMERICAN	3
NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	4
WHITE	5

### SECTION K: CLOSE OUT AND FUTURE CONTACT

This final section K closes out the survey and provides for the payment of the respondent. In addition, respondents will be asked if they are willing to be considered for a future interview to discuss their experiences in completing the application for meal benefits for school breakfast and lunch programs. If they are willing, contact information is collected.

K1.	INTERVIEWER: DID RESPO INCOME DOCUMENTATION) I	NDENT PROVIDE SUFFICIENT (AT LEAST ONE SOURCE OF NCOME DOCUMENTATION?			
		YES			
K2.	this interview/completing this int	Thank you very much for participating in our study. For (completing terview and providing your income documentation) you will now receive \$50 for completing the survey and providing income documentation).			
	INCENTIVE PAYMENT PROVIDED:				
		YES			
	INCENTIVE PAYMENT AMOUN	NT:			
		\$30.00 for Interview			
		\$50.00 for Interview and Income Documentation 2			
		TIME INTERVIEW ENDED:   _ :   AM1 HOUR MINUTE PM2			
K3.	We are planning to contact some study participants in the future to learn more about your experiences in completing the application for meal benefits for school breakfast and lunch programs. This would be separate interview by phone. If you are chosen and answer the questions you will receive an additional \$20. Would you be interested in being contacted again to participate in this phone interview?				
		YES			
ASK TO	O THOSE WILLING TO PROVID	E CONTACT INFORMATION			

K4.	Let me confirm some contact information for you. I have your phone number as (INSERT PHONUMBER). Is that correct?			
		YESNO		
K5.	Could you please give me a pho	one number where we can reach you?		
		ENTER PHONE NUMBER		
K6.	What is another phone number where we may reach you?			
		ENTER PHONE NUMBER		
		NO SECOND NUMBER GIVEN	1	
K7. We would also like to have an email address. Do you have an email address?			lress where we can contact	
		YES,NO EMAIL ADDRESS GIVEN	1 2	
K8.	Thank you very much for particip	pating in our study. (We may be contacting	you again in the future.)	