

# Child Nutrition Reducing Burden Study

## Final State Agency Survey

*April 2018*

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 0584-0613. The time required to complete this information collection is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-0613). Do not return the completed form to this address.

**1. REPORTING REQUIREMENTS**

The questions in this section ask about a number of standard reports that State Agencies must submit to USDA. These reports help States to establish trends, identify technical assistance needs, and ensure program integrity. We would like to better understand the effort required to collect and compile the data from SFAs and submit the reports to USDA.

**1.1: For the FNS-742: SFA Verification Collection Report, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?\_**

MARK ALL THAT APPLY

- Availability of instructions and guidance on completing the report.....1
  - Clarity of instructions and guidance on completing the report.....2
  - Availability of training.....3
  - Quality of training.....4
  - Type of information required in report           5
  - Amount of information required in report       6
  - Timing of report submission 7
  - Frequency of report submission.....8
  
  - Using the Food Programs Reporting System (FPRS) 9
  - Reviewing and reconciling information across sources before submission 10
  - Other (*specify*)       99
- SPECIFY:
- None, collecting and compiling the data and submitting this report requires minimal effort.....0

**1.2: For the FNS-834: State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?**

MARK ALL THAT APPLY

- Availability of instructions and guidance on completing the report.....1
- Clarity of instructions and guidance on completing the report.....2
- Availability of training.....3
- Quality of training.....4
- Type of information required in report           5
- Amount of information required in report       6
- Timing of report submission 7
- Frequency of report submission       8

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- Using the Food Programs Reporting System (FPRS) 9
- Reviewing and reconciling information across sources before submission 10
- Other (*specify*) 99  
SPECIFY:
- None, collecting and compiling the data and submitting this report requires minimal effort.....0

**1.3: For the FNS-640: Administrative Review Report, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?**

The FNS-640: Administrative Review Report was recently *redesigned*, and State Agencies are required to use the *new version* by March 2018.

MARK ALL THAT APPLY

- Availability of instructions and guidance on completing the report.....1
  - Clarity of instructions and guidance on completing the report.....2
  - Availability of training.....3
  - Quality of training.....4
  - Type of information required in report       5
  - Amount of information required in report       6
  - Timing of report submission 7
  - Frequency of report submission       8
  - Using the Food Programs Reporting System (FPRS) 9
  - Reviewing and reconciling information across sources before submission 10
  - Don't know (haven't completed the FNS-640)
  - Other (*specify*)       99
- SPECIFY:
- None, collecting and compiling the data and submitting this report requires minimal effort.....0

**1.4: For the FNS-828: SFA Paid Lunch Price Report, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?**

MARK ALL THAT APPLY

- Availability of instructions and guidance on completing the report.....1
  - Clarity of instructions and guidance on completing the report.....2
  - Availability of training.....3
  - Quality of training.....4
  - Type of information required in report       5
  - Amount of information required in report       6
  - Timing of report submission 7
  - Frequency of report submission       8
  - Using the Food Programs Reporting System (FPRS) 9
  - Reviewing and reconciling information across sources before submission 10
  - Other (*specify*)       99
- SPECIFY:

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- None, collecting and compiling the data and submitting this report  
requires minimal effort.....0

**1.5: For the annual Community Eligibility Provision notification and publication requirement, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?**

MARK ALL THAT APPLY

- Availability of instructions and guidance on completing the report..... 1
  - Clarity of instructions and guidance on completing the report.....2
  - Availability of training.....3
  - Quality of training.....4
  - Type of information required in report 5
  - Amount of information required in report 6
  - Timing of report submission 7
  - Frequency of report submission 8
  - Using the USDA-developed reporting template 9
  - Reviewing and reconciling information across sources before submission 10
  - Other (*specify*) 99
- SPECIFY:
- None, collecting and compiling the data and submitting this report requires minimal effort.....0

**1.6: Thinking about the standard reports that your State Agency must submit to USDA, were there any that were especially problematic or that highlighted a specific concern for your State Agency? If so, please provide one or more recent examples. Please specify the name(s) of the report(s) in your response. Any suggestions or commendations to share? If your State has no problems, concerns, suggestions or commendations to share, write "None."**

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**2. FINANCIAL REPORTING REQUIREMENTS**

State Agencies are required to submit various financial reports throughout the fiscal year. These reports collect a wide array of information that allow USDA to monitor school meals program expenditures and revenues and monitor the status of grants. The information reported to USDA is used to provide reimbursement for the meals served. Reports are also used to monitor program operations, understand program participation, and ensure compliance with Federal rules and regulations. Financial reports may also be useful for States for monitoring, disseminating information, and planning purposes.

The questions in this section ask about a number of financial reports that State Agencies must submit to USDA. We would like to better understand the effort required to collect and compile the data from SFAs and submit the reports to USDA.

**2.1: For the FNS-10: Report of School Program Operations, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?**

MARK ALL THAT APPLY

- Availability of instructions and guidance on completing the report.....1
- Clarity of instructions and guidance on completing the report.....2
- Availability of training.....3
- Quality of training.....4
- Type of information required in report           5
- Amount of information required in report       6
- Timing of report submission 7
- Frequency of report submission           8
- Using the Food Programs Reporting System (FPRS) 9
- Reviewing and reconciling information across sources before submission 10
- Other (*specify*)           99

SPECIFY:

- None, collecting and compiling the data and submitting this report requires minimal effort.....0

**2.2: For the FNS-13: Annual Report of State Revenue Matching, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?**

MARK ALL THAT APPLY

- Availability of instructions and guidance on completing the report..... 1
  - Clarity of instructions and guidance on completing the report.....2
  - Availability of training..... 3
  - Quality of training..... 4
  - Type of information required in report        5
  - Amount of information required in report        6
  - Timing of report submission 7
  - Frequency of report submission        8
  - Using the Food Programs Reporting System (FPRS) 9
  - Reviewing and reconciling information across sources before submission 10
  - Other (*specify*)        99
- SPECIFY:
- None, collecting and compiling the data and submitting this report requires minimal effort..... 0

**2.3: For the FNS-525: State Administrative Expense Funds Reallocation Report, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?**

MARK ALL THAT APPLY

- Availability of instructions and guidance on completing the report.....1
  - Clarity of instructions and guidance on completing the report.....2
  - Availability of training..... 3
  - Quality of training..... 4
  - Type of information required in report        5
  - Amount of information required in report        6
  - Timing of report submission 7
  - Frequency of report submission        8
  - Using the USDA-developed reporting template        9
  - Reviewing and reconciling information across sources before submission 10
  - Other (*specify*)        99
- SPECIFY:



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- None, collecting and compiling the data and submitting this report  
requires minimal effort.....0

**2.4: For the FNS-777: Financial Status Report, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?**

MARK ALL THAT APPLY

- Availability of instructions and guidance on completing the report..... 1
  - Clarity of instructions and guidance on completing the report.....2
  - Availability of training..... 3
  - Quality of training..... 4
  - Type of information required in report 5
  - Amount of information required in report 6
  - Timing of report submission 7
  - Frequency of report submission 8
  - Using the Food Programs Reporting System (FPRS) 9
  - Reviewing and reconciling information across sources before submission 10
  - Other (*specify*) 99
- SPECIFY:
- None, collecting and compiling the data and submitting this report requires minimal effort.....0

**2.5: For the SF-425: Federal Financial Report, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?**

MARK ALL THAT APPLY

- Availability of instructions and guidance on completing the report.....1
  - Clarity of instructions and guidance on completing the report.....2
  - Availability of training..... 3
  - Quality of training..... 4
  - Type information required in report 5
  - Amount of information required in report 6
  - Timing of report submission 7
  - Frequency of report submission 8
  - Using the Food Programs Reporting System (FPRS) 9
  - Reviewing and reconciling information across sources before submission 10
  - Other (*specify*) 99
- SPECIFY:
- None, collecting and compiling the data and submitting this report requires minimal effort.....0

2.6: **Thinking about the financial reports that your State Agency must submit to USDA, were there any that were especially problematic or that highlighted a specific concern for your State Agency? If so, please provide one or more recent examples. Please specify the name(s) of the financial report(s) in your response. Any suggestions or commendations to share? If your State has no problems, concerns, suggestions or commendations to share, write "None."**

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**3. CONDUCTING ADMINISTRATIVE REVIEWS AND PARTICIPATING IN FNS MANAGEMENT EVALUATIONS AND FINANCIAL MANAGEMENT REVIEWS**

State Agencies contribute to the integrity of the school meals programs by overseeing program operations and ensuring compliance with program regulations. State Agencies are required to conduct official reviews of SFAs to assess compliance with specific regulations, including administrative reviews. In addition, FNS is legislatively mandated to evaluate State Agency operations through FNS Management Evaluations and Financial Management Reviews.

First, we would like to better understand the effort required to conduct Administrative Reviews.

**3.1: For Administrative Reviews, which of the following contribute the most to the effort needed to prepare for, conduct, and report on the results of the reviews?**

MARK ALL THAT APPLY

- Timeliness of instructions.....1
- Availability of instructions and guidance on conducting reviews.....2
- Clarity of instructions and guidance on conducting reviews.....3
- Availability of training.....4
- Quality of training.....5
- Amount of time required to prepare for reviews.....6
- Amount of time required to conduct reviews.....7
- Type of information collected during reviews.....8
- Amount of information collected during reviews.....9
- Timing of reviews.....10
- Frequency of reviews.....11
- Availability of SA staff to conduct reviews.....12
- Providing feedback after reviews (technical assistance, corrective action).....13
- Responding to feedback (findings) after reviews.....14
- Other (*specify*).....99

SPECIFY:

**Next, we would like to better understand the effort required of your State Agency to prepare for and participate in FNS Management Evaluations and Financial Management Reviews.**

**3.2: For Management Evaluations conducted by FNS Regional Offices, which of the following contribute the most to the effort needed to prepare for and participate in the evaluations?**

MARK ALL THAT APPLY

- Availability of instructions and guidance on preparing for evaluations .....1
  - Clarity of instructions and guidance on preparing for evaluations.....2
  - Availability of training.....3
  - Quality of training.....4
  - Amount of time required to prepare for evaluations .....5
  - Type information collected during evaluations .....6
  - Amount of information collected during evaluations .....6
  - Timing of evaluations.....7
  - Frequency of evaluations.....8
  - Availability of SA staff to participate in evaluations.....9
  - Responding to feedback (findings) after evaluations.....10
  - Other (*specify*).....99
- SPECIFY:
- I have not participated in a Management Evaluation.....0

**3.3: For Financial Management Reviews conducted by FNS Regional Offices, which of the following contribute the most to the effort needed to prepare for and participate in the reviews?**

MARK ALL THAT APPLY

- Availability of instructions and guidance on preparing for reviews.....1
  - Clarity of instructions and guidance on preparing for reviews.....2
  - Availability of training.....3
  - Quality of training.....4
  - Amount of time required to prepare for reviews.....5
  - Type of information collected during reviews.....6
  - Amount of information collected during reviews.....7
  - Timing of reviews.....8
  - Frequency of reviews.....9
  - Availability of SA staff to participate in reviews.....10
  - Responding to feedback (findings) after reviews.....11
  - Other (*specify*).....99
- SPECIFY:

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- I have not participated in a Financial Management Review.....0

- 3.4: Thinking about Administrative Reviews, Management Evaluations, and Financial Management Reviews, were there any that were especially problematic or that highlighted a specific concern for your State Agency? If so, please provide one or more recent examples. Please specify the name(s) of the reviews or evaluations in your response. Any suggestions or commendations to share? If your State has no problems, concerns, suggestions or commendations to share, write "None."**

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**4. PROCUREMENT**

The procurement of all foods, goods, and services for the school meal programs must comply with procurement standards, including Federal policy requirements and USDA regulations. The standards facilitate SFA procurement of domestic and locally-sourced foods by using competitive procedures and spending program funds effectively and efficiently.

The questions in this section ask about procurement-related activities that your State Agency is asked to perform. We would like to better understand the effort needed to perform these activities.

**4.1: For procurement reviews, which of the following contribute the most to the effort needed to prepare for, conduct, and report on the results of the reviews?**

MARK ALL THAT APPLY

- Timeliness of instructions 1
  - Availability of instructions and guidance on conducting reviews.....2
  - Clarity of instructions and guidance on conducting reviews.....3
  - Availability of training.....4
  - Quality of training.....5
  - Amount of time required to prepare for reviews.....6
  - Amount of time required to conduct reviews.....7
  - Type of information collected during reviews.....8
  - Amount of information collected during reviews.....10
  - Timing of reviews.....11
  - Frequency of reviews.....12
  - Availability of SA staff to conduct reviews.....13
  - Providing feedback after reviews (technical assistance, corrective action)  
 .....14
  - Responding to feedback (findings) after reviews.....15
  - Other (*specify*).....99
- SPECIFY:
- None, preparing for, conducting, and reporting on the results of  
 procurement reviews requires minimal effort.....0

**4.2: Which of the following contribute the most to the effort needed of your State Agency for understanding procurement standards in general?**

MARK ALL THAT APPLY

- Availability of instructions and guidance.....1
- Clarity of instructions and guidance.....2



- Availability of training..... 3
- Quality of training..... 4
- Clarity of the procurement standards..... 5
- Other (*specify*) 99  
SPECIFY:
  - None, understanding procurement standards in general  
requires minimal effort..... 0

**When answering the following questions, please consider effort related to monitoring and providing technical assistance that is needed during formal procurement reviews, as well as any other time.**

**4.3: Which of the following contribute the most to the effort needed of your State Agency for monitoring food purchases and contracts for compliance with Buy American policies?**

MARK ALL THAT APPLY

- Availability of instructions and guidance..... 1
- Clarity of instructions and guidance..... 2
- Availability of training 3
- Quality of training 4
- Providing technical assistance to SFAs..... 5
- Other (*specify*) 99  
SPECIFY:
  - None, monitoring food purchases and contracts for compliance  
with Buy American requires minimal effort..... 0

**4.4: Which of the following contribute the most to the effort needed of your State Agency for monitoring other SFA food purchases and contracts?**

MARK ALL THAT APPLY

- Availability of instructions and guidance..... 1
- Clarity of instructions and guidance..... 2
- Availability of training 3
- Quality of training 4
- Providing technical assistance to SFAs..... 5
- Other (*specify*) 99  
SPECIFY:
  - None, monitoring other SFA food purchases and contracts  
requires minimal effort..... 0

**4.5: Which of the following contribute the most to the effort needed of your State Agency for monitoring equipment purchasing?**

MARK ALL THAT APPLY

- Availability of instructions and guidance.....1
- Clarity of instructions and guidance.....2
- Availability of training       3
- Quality of training   4
- Providing technical assistance to SFAs       5
- Other (*specify*)       99

SPECIFY:

- None, monitoring equipment purchasing requires minimal effort.....0

**4.6: Which of the following contribute the most to the effort needed of your State Agency for assisting SFAs with food service management company contracts?**

MARK ALL THAT APPLY

- Availability of instructions and guidance.....1
- Clarity of instructions and guidance.....2
- Availability of training       3
- Quality of training   4
- Providing technical assistance to SFAs       5
- Other (*specify*)       99

SPECIFY:

- None, assisting SFAs with food service management company contracts requires minimal effort.....0
- Not applicable, no food service management company contracts.....NA

**4.7: Thinking about the various aspects of procurement, please give a recent example that was especially problematic or highlights a specific concern for your State Agency. Any suggestions or commendations to share? If your State has no problems, concerns, suggestions or commendations to share, write "None."**

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**5. USDA GUIDANCE AND POLICY MEMOS**

USDA regularly issues guidance documents and policy memos in order to provide State Agencies and SFAs with the most up-to-date information on operating the school meal programs, including complying with legislative mandates and Federal rules and regulations. The questions in this section ask for your thoughts on the guidance documents and policy memos.

First, thinking generally only about the guidance documents that are issued by USDA, please answer the following questions. (Examples of guidance documents include manuals, handbooks, toolkits, fact sheets, and other resources provided on USDA websites.)

**5.1: In general, how timely are the guidance documents provided, so that your State Agency can efficiently apply the information discussed within the documents?**

MARK ONLY ONE

- Very timely 1
- Moderately timely 2
- Somewhat timely 3
- Not very timely 4
- Not at all timely 5
- Don't know DK

**5.2: In general, how clear and concise is the information in the guidance documents?**

- Very clear and concise.....1
- Moderately clear and concise.....2
- Somewhat clear and concise.....3
- Not very clear and concise.....4
- Not at all clear and concise.....5
- Don't know.....DK

**5.3: In general, how much detail do you think is provided in the guidance documents?**

- Far too much.....1
- Too much.....2
- About the right amount.....3
- Too little.....4
- Far too little.....5
- Don't know.....DK

**5.4: In general, how easy or not easy is it to obtain and navigate through the guidance documents?**

- Very easy..... 1
- Moderately easy..... 2
- Somewhat easy..... 3
- Not very easy..... 4
- Not at all easy..... 5
- Don't know..... DK

**Next, thinking generally only about the policy memos (for example, the “SP” series policy memos such as the SP40-2017 and SP11-2018) that are issued by USDA, please answer the following questions.**

**5.5: In general, how timely are the policy memos provided, so that your State Agency can apply the information discussed within the memos?**

MARK ONLY ONE

- Very timely 1
- Moderately timely 2
- Somewhat timely 3
- Not very timely 4
- Not at all timely 5
- Don't know DK

**5.6: In general, how clear and concise is the information in the policy memos?**

- Very clear and concise..... 1
- Moderately clear and concise..... 2
- Somewhat clear and concise..... 3
- Not very clear and concise..... 4
- Not at all clear and concise..... 5
- Don't know..... DK

**5.7: In general, how much detail do you think is provided in the policy memos?**

- Far too much..... 1
- Too much..... 2
- About the right amount..... 3
- Too little..... 4
- Far too little..... 5
- Don't know..... DK

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**5.8: In general, how easy or not easy is it to obtain and navigate through the policy memos?**

- Very easy..... 1
- Moderately easy..... 2
- Somewhat easy..... 3
- Not very easy..... 4
- Not at all easy..... 5
- Don't know..... DK

**5.9: Thinking about USDA guidance documents and policy memos, were there any that were especially problematic or that highlighted a specific concern for your State Agency? If so, please provide one or more recent examples. Any suggestions or commendations to share? If your State Agency has no problems, concerns, suggestions or commendations to share, write "None."**

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**6. AD HOC REPORTING REQUESTS**

To address questions from Congress, the White House, senior USDA officials, and others, USDA national or regional offices may issue a request to State Agencies to gather and submit additional information related to various aspects of the school meals programs.

**6.1: Thinking about ad hoc requests that your State Agency may receive from either the USDA National or Regional Office, were there any that were especially problematic or that highlighted a specific concern for your State Agency? If so, please provide one or more recent examples. Any suggestions or commendations to share? If your State Agency has no problems, concerns, suggestions or commendations to share, write "None."**

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**7. PARTICIPATING IN RESEARCH AND EVALUATION STUDIES**

State Agencies operating the school meal programs are required to cooperate with officials and Federal contractors in the conduct of research and evaluation studies of the programs. Throughout the year, State Agencies are asked to participate in USDA/FNS research and/or evaluation studies.

The questions in this section ask about your State Agency’s experience participating in research and/or evaluation studies.

**7.1:** Over the last 5 years, how often per year on average has your State Agency been asked to participate in any USDA/FNS research and/or evaluation study? *Please do not include this study in your answer.*

- 1 to 4 times per year..... 1
- 5 to 9 times per year..... 2
- 10 or more times per year..... 3
- Not required to participate over the last 5 years..... 0 SKIP TO 7.4
- Don't know..... DK SKIP TO 7.4

**7.2:** For USDA/FNS research and/or evaluation studies in which your State Agency has been asked to participate over the last 5 years, how often:

	MARK ONE ONLY PER ROW					
	1	2	3	4	5	Don't know
	Always	Often	Sometimes	Rarely	Never	
a. were you given adequate advance notice for participation?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	DK <input type="radio"/>
b. was the purpose of the research communicated to you clearly?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	DK <input type="radio"/>
c. did you feel that the research study would produce useful information?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	DK <input type="radio"/>
d. was the focus of the research redundant with other USDA/FNS studies you participated in?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	DK <input type="radio"/>
e. was the focus of the research redundant with other non-USDA/FNS studies you participated in?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	DK <input type="radio"/>
f. did you consider the time required to participate in the studies excessive?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	DK <input type="radio"/>
g. did you consider the effort required to	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	DK <input type="radio"/>



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participate in the studies excessive?						
h. did the time required to participate adversely impact your ability to perform other responsibilities?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	DK <input type="radio"/>
i. did the effort required to participate adversely impact your ability to perform other responsibilities?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	DK <input type="radio"/>
j. did the time required to participate in the studies require a new allocation of resources?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	DK <input type="radio"/>
k. did the effort required to participate in the studies require a new allocation of resources?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	DK <input type="radio"/>
l. were you given information on how to find the results of the studies after they had been published?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	DK <input type="radio"/>

**7.3: Thinking about USDA/FNS research and/or evaluation studies in which your State Agency may have participated, were there any that were especially problematic in terms of time or effort for your State Agency? If so, please provide one or more recent examples. Any research and/or evaluation studies for which you have suggestions or commendations to share? If your State Agency has no problems, concerns, suggestions or commendations to share, write "None."**

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**7.4: If your State Agency did not participate in a USDA/FNS research and/or evaluation study, please give one or more reason(s) why. Were there any studies where your participation was requested but would have been problematic? If so, please provide one or more examples. Any research and/or evaluation studies for which you have suggestions or commendations to share? If your State Agency has no problems, concerns, suggestions or commendations to share, write "None."**

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**7.5: If your agency did participate in a USDA/FNS research and/or evaluation study and found participation difficult, please provide one or more example(s) why. Any research and/or evaluation studies for which you have suggestions or commendations to share? If your State Agency has no problems, concerns, suggestions or commendations to share, write "None."**

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