Child Nutrition Reducing Burden Study

Final School Food Authority Survey

April 2018

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1. PROGRAM STANDARDS AND REQUIREMENTS

Federal regulations for the school meals programs define specific standards and requirements for SFAs participating in the programs. Complying with program standards and requirements allows SFAs to ensure the integrity of the programs and ensure that students have access to healthy meals at school.

The questions in this section ask about compliance with a variety of standards and requirements for the school meals programs.

1.1: **Is your SFA implementing the Community Eligibility Provision (CEP) district-wide (in <u>all </u>schools)?**

- ⭕..Yes 1
- ⭕..No   0

1.2: **Are the available <u>instructions and guidance</u> generally clear for each of the following standards and requirements? Examples of instructions and guidance include written materials such as manuals, handbooks, toolkits, fact sheets, and USDA policy memos; other online resources provided on USDA and State Agency Child Nutrition Programs websites; and technical assistance provided to your SFA.**

	SELECT ONE PER ROW			
	YES	NO	DON'T KNOW	NOT APPLICABLE (no instructions or guidance used)
a. Nutrition standards for school meals	1 ⭕	0 ⭕	DK ⭕	NA ⭕
b. Smart Snacks in Schools nutrition standards	1 ⭕	0 ⭕	DK ⭕	NA ⭕
c. Procurement standards	1 ⭕	0 ⭕	DK ⭕	NA ⭕
d. Professional standards	1 ⭕	0 ⭕	DK ⭕	NA ⭕
e. Free and reduced-price eligibility determination requirements (including direct certification, applications, Special Provisions)	1 ⭕	0 ⭕	DK ⭕	NA ⭕
f. Reimbursement claim requirements (including Special Provisions)	1 ⭕	0 ⭕	DK ⭕	NA ⭕
g. Other standard or requirement (specify) _____	1 ⭕	0 ⭕	DK ⭕	NA ⭕

Appendix B.2. Data Collection Instrument SFA

1.3: **Is your SFA <u>aware of training resources</u> that are available to assist your SFAs in complying with each of the following standards and requirements? Examples of training resources include trainings that are conducted in-person or by webinar and materials like training manuals, presentation slides, and videos.**

	SELECT ONE PER ROW	
	YES	NO
a. Nutrition standards for school meals	1 ○	0 ○
b. Smart Snacks in Schools nutrition standards	1 ○	0 ○
c. Procurement standards	1 ○	0 ○
d. Professional standards	1 ○	0 ○
e. Free and reduced-price eligibility determination requirements (including direct certification, applications, Special Provisions)	1 ○	0 ○
f. Reimbursement claim requirements (including Special Provisions)	1 ○	0 ○
g. Other standard or requirement (specify)	1 ○	0 ○

_____

IF 1.3a, 1.3b, 1.3c, 1.3d, 1.3e, 1.3f, OR 1.3g = YES, ANSWER 1.4. PROGRAMMER: DISPLAY ONLY ITEMS MARKED YES IN 2.3.

1.4: **Has your SFA <u>used any training resources</u> to help your SFA comply with each of the following standards and requirements?**

	SELECT ONE PER ROW	
	YES	NO
a. Nutrition standards for school meals	1 ○	0 ○
b. Smart Snacks in Schools nutrition standards	1 ○	0 ○
c. Procurement standards	1 ○	0 ○
d. Professional standards	1 ○	0 ○
e. Reimbursement claim requirements (including Special Provisions)	1 ○	0 ○
f. Free and reduced-price eligibility determination requirements (including direct certification, applications, Special Provisions)	1 ○	0 ○
g. Other standard or requirement (specify)	1 ○	0 ○

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Appendix B.2. Data Collection Instrument SFA

1.5: **Thinking about the various** <u>standards and requirements</u>**, were there any that were especially problematic or that highlighted a specific concern for your SFA? If so, please provide one or more recent examples. Any suggestions or commendations to share?** If your SFA has no problems, concerns, suggestions or commendations to share, write "None."

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2. REPORTING REQUIREMENTS

Throughout the year, SFAs are required to submit a variety of data to their State Agencies regarding the school meals programs. Much of the data provided is ultimately submitted to USDA and is used to monitor program operations, understand program participation, and comply with USDA rules and regulations. Complying with reporting requirements helps SFAs ensure program integrity.

The questions in this section ask about several aspects of reporting.

2.1: **On a scale of 1 to 5, with 1 being "not at all time-consuming (less than one hour/week)" and 5 being "extremely time-consuming (10 or more hours/week)," please rate the extent to which <u>collecting and submitting the following types of data is time-consuming for your SFA.</u>**

	1	2	3	4	5
	Not at all time-consuming (less than one hour/week)	Not very time-consuming	Moderately time-consuming	Very time-consuming	Extremely time-consuming (10 or more hours/week)
a. Counts of schools operating the NSLP/SBP	1 ◯	2 ◯	3 ◯	4 ◯	5 ◯
b. Counts of enrolled students in NSLP/SBP	1 ◯	2 ◯	3 ◯	4 ◯	5 ◯
c. Counts of schools operating under Special Provisions	1 ◯	2 ◯	3 ◯	4 ◯	5 ◯
d. Counts of students in schools operating under Special Provisions	1 ◯	2 ◯	3 ◯	4 ◯	5 ◯
e. Counts of students directly certified for free meals	1 ◯	2 ◯	3 ◯	4 ◯	5 ◯
f. Counts of students approved for free or reduced price meals through an application	1 ◯	2 ◯	3 ◯	4 ◯	5 ◯
g. Results of verification	1 ◯	2 ◯	3 ◯	4 ◯	5 ◯
h. Other data (specify) _____	1 ◯	2 ◯	3 ◯	4 ◯	5 ◯

Appendix B.2. Data Collection Instrument SFA

2.2: **Are the available <u>instructions and guidance</u> generally clear for collecting and submitting the following types of data? Examples of instructions and guidance include written materials such as manuals, handbooks, toolkits, fact sheets, and USDA policy memos; other online resources provided on USDA and State Agency Child Nutrition Programs websites; and technical assistance provided to your SFA.**

	SELECT ONE PER ROW			
	YES	NO	DON'T KNOW	NOT APPLICABLE (no instructions or guidance used)
a. Counts of schools operating the NSLP/ SBP	1 ◯	0 ◯	DK ◯	NA ◯
b. Counts of enrolled students in NSLP/SBP schools	1 ◯	0 ◯	DK ◯	NA ◯
c. Counts of schools operating under Special Provisions	1 ◯	0 ◯	DK ◯	NA ◯
d. Counts of students in schools operating under Special Provisions	1 ◯	0 ◯	DK ◯	NA ◯
e. Counts of students directly certified for free meals	1 ◯	0 ◯	DK ◯	NA ◯
f. Counts of students approved for free or reduced-price meals through an application	1 ◯	0 ◯	DK ◯	NA ◯
g. Results of verification	1 ◯	0 ◯	DK ◯	NA ◯
h. Other data (specify) _____	1 ◯	0 ◯	DK ◯	NA ◯

Appendix B.2. Data Collection Instrument SFA

2.3: **Is your SFA <u>aware of training resources</u> that are available to help your SFA with collecting and submitting the following types of data? Examples of training resources include trainings that are conducted in-person or by webinar and materials like training manuals, presentation slides, and videos.**

	SELECT ONE PER ROW	
	YES	NO
a. Counts of schools operating the NSLP/ SBP	1 ◯	0 ◯
b. Counts of enrolled students in NSLP/SBP schools	1 ◯	0 ◯
c. Counts of schools operating under Special Provisions	1 ◯	0 ◯
d. Counts of students in schools operating under Special Provisions	1 ◯	0 ◯
e. Counts of students directly certified for free meals	1 ◯	0 ◯
f. Counts of students approved for free or reduced-price meals through an application	1 ◯	0 ◯
g. Results of verification	1 ◯	0 ◯
h. Other data (specify) _____	1 ◯	0 ◯

IF 2.3a, 2.3b, 2.3c, 2.3d, 2.3e, 2.3f, 2.3g, OR 2.3h = YES, ANSWER 2.4. PROGRAMMER: DISPLAY ONLY ITEMS MARKED YES IN 2.3.

2.4: **Has your SFA <u>used any training resources</u> to help your SFA collect and submit the following types of data?**

	SELECT ONE PER ROW	
	YES	NO
a. Counts of schools operating the NSLP/ SBP	1 ◯	0 ◯
b. Counts of enrolled students in NSLP/SBP schools	1 ◯	0 ◯
c. Counts of schools operating under Special Provisions	1 ◯	0 ◯
d. Counts of students in schools operating under Special Provisions	1 ◯	0 ◯
e. Counts of students directly certified for free meals	1 ◯	0 ◯

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f.	Counts of students approved for free or reduced-price meals through an application	1 ⭕	0 ⭕
g.	Results of verification	1 ⭕	0 ⭕
h.	Other data (specify)	1 ⭕	0 ⭕

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2.5: **Thinking about types of data that your SFA collects and submits to your State Agency, which of the following contribute the most to the time needed to <u>collect and compile the data</u>?**

- MARK ALL THAT APPLY
- ☐Availability of instructions and guidance...1
- ☐Clarity instructions and guidance...2
- ☐Type of information required..3
- ☐Amount of information required..4
- ☐Timing of submission 5
- ☐Frequency of submission 6
- ☐Availability of staff time and/or resources 7
- ☐Other (specify)..99
- SPECIFY:
- ☐My SFA has no issues collecting and compiling data. 0

2.6: **Thinking about types of data that your SFA collects and submits to your State Agency, which of the following contribute the most to the time needed to <u>submit the data</u>?**

- MARK ALL THAT APPLY
- ☐Lack of available of instructions and guidance..1
- ☐Lack of clear instructions and guidance...2
- ☐Type of information required..3
- ☐Amount of information required..4
- ☐Timing of submission 5
- ☐Frequency of submission 6
- ☐Lack of availability of staff time and/or resources...7
- ☐Other (specify)..99
- SPECIFY:
- ☐My SFA has no issues submitting data. 0

2.7: **Does your SFA use any automated technology (computer) systems for determining students' certification status?**

- ⭕Yes...1

- ○No...0
- ○Don't know...DK

2.8: **Thinking about the types of data that you collect, compile, and submit to your State Agency, were there any that were especially problematic or that highlighted a specific concern for your SFA? If so, please provide one or more recent examples. Any suggestions or commendations to share?** **If your SFA has no problems, concerns, suggestions or commendations to share, write "None."**

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3. PROCUREMENT STANDARDS

The procurement of all foods, goods, and services for the school meals programs must comply with procurement standards, including Federal policy requirements and FNS regulations. Complying with procurement standards facilitates SFA procurement of domestic and locally-sourced foods using competitive procedures and helps SFAs to ensure that program funds are used effectively and efficiently.

3.1: On a scale of 1 to 10, with 1 being "the least time-consuming" and 10 being "the most time-consuming" please rate the extent to which <u>the following aspects of procurement are time-consuming for your SFA.</u>

	Please rate from 1 (least time-consuming) to 10 (most time-consuming)
a. Understanding the procurement standards	$_1$ ◯
b. Issuing contract solicitations in a timely manner	$_1$ ◯
c. Identifying vendors, suppliers, and/or contractors that comply with Buy American	$_1$ ◯
d. Ensuring that all food purchases comply with Buy American	$_1$ ◯
e. Understanding geographic preference	$_1$ ◯
f. Managing contracts with local vendors or suppliers	$_1$ ◯
g. Maintaining records and or documentation for compliance with procurement standards	$_1$ ◯
h. Managing food service management company contracts	$_1$ ◯
i. Ordering produce through the USDA Department of Defense (DoD) Fresh Fruit and Vegetable Program	$_1$ ◯
j. Other aspect (specify) _____ _	$_1$ ◯

3.2: **Are the available <u>instructions and guidance</u> generally clear for each of the following aspects of procurement? Examples include written materials such as manuals, handbooks, toolkits, fact sheets, and USDA policy memos; other online resources provided on USDA and State Agency Child Nutrition Programs websites; and technical assistance provided to your SFA.**

		SELECT ONE PER ROW		
		YES	NO	NOT APPLICABLE
a.	Understanding the procurement standards	1 ◯	0 ◯	
b.	Issuing contract solicitations in a timely manner	1 ◯	0 ◯	
c.	Identifying vendors, suppliers, and/or contractors that comply with Buy American	1 ◯	0 ◯	
d.	Ensuring that all food purchases comply with Buy American	1 ◯	0 ◯	
e.	Understanding geographic preference	1 ◯	0 ◯	
f.	Managing contracts with local vendors or suppliers	1 ◯	0 ◯	
g.	Maintaining records and/or documentation for compliance with procurement standards	1 ◯	0 ◯	
h.	Managing food service management company contracts	1 ◯	0 ◯	NA ◯ Not applicable - My SFA does not manage a food service management company contract.
i.	Ordering produce through the USDA Department of Defense (DoD) Fresh Fruit and Vegetable Program	1 ◯	0 ◯	NA ◯ Not applicable - My SFA does not order produce through the USDA DoD Fresh Fruit and Vegetable Program.
j.	Other aspect (specify) _____	1 ◯	0 ◯	

Appendix B.2. Data Collection Instrument SFA

3.3: **Is your SFA <u>aware of training resources</u> that are available to assist your SFA with the following aspects of procurement? Examples of training resources include trainings that are conducted in-person or by webinar and materials like training manuals, presentation slides, and videos.**

	SELECT ONE PER ROW		
	YES	NO	NOT APPLICABLE
a. Understanding the procurement standards	1 ○	0 ○	
b. Issuing contract solicitations in a timely manner	1 ○	0 ○	
c. Identifying vendors, suppliers, and/or contractors that comply with Buy American	1 ○	0 ○	
d. Ensuring that all food purchases comply with Buy American	1 ○	0 ○	
e. Understanding geographic preference	1 ○	0 ○	
f. Managing contracts with local vendors or suppliers	1 ○	0 ○	
g. Maintaining records and/or documentation for compliance with procurement standards	1 ○	0 ○	
h. Managing food service management company contracts	1 ○	0 ○	NA ○ Not applicable - My SFA does not manage a food service management company contract
i. Ordering produce through the USDA Department of Defense (DoD) Fresh Fruit and Vegetable Program	1 ○	0 ○	NA ○ Not applicable - My SFA does not order produce through the USDA DoD Fresh Fruit and Vegetable Program
j. Other aspect (specify) _____	1 ○	0 ○	

Appendix B.2. Data Collection Instrument SFA

IF 3.3a, 3.3b, 3.3c, 3.3.d, 3.3e, 3.3f, 3.3g, 3.3h, OR 3.3i = YES, ANSWER 3.4. PROGRAMMER: DISPLAY ONLY ITEMS MARKED YES IN 2.3.

3.4: **Has your SFA <u>used any training resources</u> to help with the following aspects of procurement?**

		SELECT ONE PER ROW	
		YES	NO
a.	Understanding the procurement standards	1 ○	0 ○
b.	Issuing contract solicitations in a timely manner	1 ○	0 ○
c.	Identifying vendors, suppliers, and/or contractors that comply with Buy American	1 ○	0 ○
d.	Ensuring that all food purchases comply with Buy American	1 ○	0 ○
e.	Understanding geographic preference	1 ○	0 ○
f.	Managing contracts with local vendors or suppliers	1 ○	0 ○
g.	Maintaining records and/or documentation for compliance with procurement standards	1 ○	0 ○
h.	Managing food service management company contracts	1 ○	0 ○
i.	Ordering produce through the USDA Department of Defense (DoD) Fresh Fruit and Vegetable Program	1 ○	0 ○
j.	Other aspect (specify) _____	1 ○	0 ○

3.5: **Thinking about <u>the various aspects of procurement</u>, please give a recent example that was especially problematic or highlights a specific concern for your SFA. If your SFA has no problem or concern to share, write "None."**

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4. 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. State Agencies may further adapt USDA guidance documents and policy memos for local settings.

The questions in this section ask for your general thoughts on USDA guidance documents and policy memos.

4.1:   What forms of USDA guidance documents and policy memos does your SFA use?

- ○Original form, as developed by USDA...1
- ○Adapted form, as developed by our State Agency..2
- ○Original and adapted forms, as developed by USDA and our State Agency...3

4.2:   How easy or not easy is it to obtain and navigate through the USDA guidance documents and policy memos?

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

4.3:   How often does your State Agency offer training or technical assistance on the topics covered in USDA guidance documents and policy memos?

- ○Always...1
- ○Often...2
- ○Sometimes...3
- ○Rarely..4
- ○Never...5

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

Appendix B.2. Data Collection Instrument SFA

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5. PARTICIPATING IN RESEARCH AND EVALUATION STUDIES

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

The questions in this section ask about your SFA's experience participating in any prior research and/or evaluation studies over the past 5 years.

5.1: **Over the last 5 years, <u>how often per year</u> on average has your SFA 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 5.4
- ❍ Don't know...DK SKIP TO 5.4

5.2: **For <u>Federal research studies</u> in which your SFA has been asked to participate over the last 5 years:**

	MARK ONE ONLY					
	1	2	3	4	5	Don't know
	Always	Often	Sometimes	Rarely	Never	
a. How often were you given adequate advance notice for participation?	1 ❍	2 ❍	3 ❍	4 ❍	5 ❍	DK ❍
b. How often was the purpose of the research communicated to you clearly?	1 ❍	2 ❍	3 ❍	4 ❍	5 ❍	DK ❍
c. How often was the focus of the research redundant with other studies you participated in?	1 ❍	2 ❍	3 ❍	4 ❍	5 ❍	DK ❍
d. How often did you consider the time required to participate in the studies excessive?	1 ❍	2 ❍	3 ❍	4 ❍	5 ❍	DK ❍
e. How often were you given information on how to find the results of the studies after they had been published?	1 ❍	2 ❍	3 ❍	4 ❍	5 ❍	DK ❍

5.3: **If your SFA <u>did not</u> 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.**

Appendix B.2. Data Collection Instrument SFA

Any research and/or evaluation studies for which you have suggestions or commendations to share? If your SFA has no problems, concerns, suggestions or commendations to share, write "None."

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5.4: **If your SFA <u>did</u> 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 SFA has no problems, concerns, suggestions or commendations to share, write "None."

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