



# **Child Nutrition Reducing Burden Study**

## **School Food Authority Survey**

**(FOR THE PRETEST)**

*November 2017*

## 1. COMPLYING WITH PROGRAM REQUIREMENTS

SFAs are at the front lines of ensuring the integrity of the school meal programs by ensuring compliance with program regulations. Federal regulations for the school meal programs define specific requirements for SFAs participating in the programs.

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

**1.1: Which of the following standards and requirements does your SFA spend the most time implementing? Please rank the three most time-consuming options by indicating the most time-consuming option with a “1,” the second most time-consuming option with a “2,” and the third most time consuming with a “3.”**

	RANK:
a. Nutrition standards for school meals	<input style="width: 80px; height: 20px;" type="text"/>
b. Smart Snacks in School nutrition standards	<input style="width: 80px; height: 20px;" type="text"/>
c. Food safety requirements	<input style="width: 80px; height: 20px;" type="text"/>
d. Procurement standards	<input style="width: 80px; height: 20px;" type="text"/>
e. Professional standards	<input style="width: 80px; height: 20px;" type="text"/>
f. Free and reduced-price eligibility determination requirements (including direct certification, applications, special provisions)	<input style="width: 80px; height: 20px;" type="text"/>
g. Other requirement (specify) _____	<input style="width: 80px; height: 20px;" type="text"/>
h. Other requirement (specify) _____	<input style="width: 80px; height: 20px;" type="text"/>
i. Other requirement (specify) _____	<input style="width: 80px; height: 20px;" type="text"/>

**1.2: For which of the following standards and requirements does your SFA spend the most time complying with reporting and record keeping requirements? Please rank the three most time-consuming options by indicating the most time-consuming option with a “1,” the second most time-consuming option with a “2,” and the third most time consuming with a “3.”**

	RANK:
a. Nutrition standards for school meals	<input type="text"/>
b. Smart Snacks in School nutrition standards	<input type="text"/>
c. Food safety requirements	<input type="text"/>
d. Procurement standards	<input type="text"/>
e. Professional standards	<input type="text"/>
f. Free and reduced-price eligibility determination requirements (including direct certification, applications, special provisions)	<input type="text"/>
g. Reimbursement claim requirements	<input type="text"/>
h. Other requirement (specify) _____	<input type="text"/>
i. Other requirement (specify) _____	<input type="text"/>
j. Other requirement (specify) _____	<input type="text"/>

- 1.3: Are the available instructions and guidance generally clear for each of the following standards and administrative requirements? Examples of instructions and guidance include written materials such as manuals, handbooks, toolkits, fact sheets, USDA policy memos, and other website resources provided on USDA and State Agency child nutrition program websites; also include technical assistance received.**

	SELECT ONE PER ROW			
	YES	NO	DON'T KNOW	NOT APPLICABLE (no instructions or guidance used)
a. Nutrition standards for school meals	1 <input type="radio"/>	0 <input type="radio"/>	DK <input type="radio"/>	NA <input type="radio"/>
b. Smart Snacks in School nutrition standards	1 <input type="radio"/>	0 <input type="radio"/>	DK <input type="radio"/>	NA <input type="radio"/>
c. Food safety requirements	1 <input type="radio"/>	0 <input type="radio"/>	DK <input type="radio"/>	NA <input type="radio"/>
d. Procurement standards	1 <input type="radio"/>	0 <input type="radio"/>	DK <input type="radio"/>	NA <input type="radio"/>
e. Professional standards	1 <input type="radio"/>	0 <input type="radio"/>	DK <input type="radio"/>	NA <input type="radio"/>
f. Reimbursement claim requirements	1 <input type="radio"/>	0 <input type="radio"/>	DK <input type="radio"/>	NA <input type="radio"/>
g. Free and reduced-price eligibility determination requirements (including direct certification, applications, special provisions)	1 <input type="radio"/>	0 <input type="radio"/>	DK <input type="radio"/>	NA <input type="radio"/>
h. Other requirement (specify) _____	1 <input type="radio"/>	0 <input type="radio"/>	DK <input type="radio"/>	NA <input type="radio"/>

- 1.4: Is your SFA aware of training resources to assist your SFAs in complying with each of the following standards and administrative requirements? Examples of training resources include trainings that are conducted in-person or by webinar and materials like presentation slides and videos.**

	SELECT ONE PER ROW	
	YES	NO
a. Nutrition standards for school meals	1 <input type="radio"/>	0 <input type="radio"/>
b. Smart Snacks in School nutrition standards	1 <input type="radio"/>	0 <input type="radio"/>
c. Food safety requirements	1 <input type="radio"/>	0 <input type="radio"/>
d. Procurement standards	1 <input type="radio"/>	0 <input type="radio"/>
e. Professional standards	1 <input type="radio"/>	0 <input type="radio"/>
f. Free and reduced-price eligibility determination requirements (including direct certification, applications, special provisions)	1 <input type="radio"/>	0 <input type="radio"/>
g. Reimbursement claim requirements	1 <input type="radio"/>	0 <input type="radio"/>
h. Other requirement (specify) _____	1 <input type="radio"/>	0 <input type="radio"/>

IF 1.4a, 1.4b, 1.4c, 1.4d, 1.4e, 1.4f, 1.4g, OR 1.4h = YES, ANSWER 1.5

**1.5 Has your SFA used any training resources to help your SFA comply with each of the following standards and administrative requirements?**

	SELECT ONE PER ROW	
	YES	NO
a. Nutrition standards for school meals	1 <input type="radio"/>	0 <input type="radio"/>
b. Smart Snacks in School nutrition standards	1 <input type="radio"/>	0 <input type="radio"/>
c. Food safety requirements	1 <input type="radio"/>	0 <input type="radio"/>
d. Procurement standards	1 <input type="radio"/>	0 <input type="radio"/>
e. Professional standards	1 <input type="radio"/>	0 <input type="radio"/>
f. Reimbursement claim requirements	1 <input type="radio"/>	0 <input type="radio"/>
g. Free and reduced-price eligibility determination requirements (including direct certification, applications, special provisions)	1 <input type="radio"/>	0 <input type="radio"/>
h. Other requirement (specify) _____	1 <input type="radio"/>	0 <input type="radio"/>

**1.6: Thinking about the various standards and requirements, please give a recent example that was especially problematic or highlights a specific concern for your SFA. Please specify the name(s) of the standards and requirements in your response. If your SFA has no problem or concern, write "None."**

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## 2. REPORTING REQUIREMENTS

Throughout the year, SFAs are required to submit a variety of information to their State Agencies regarding the school meal programs. Much of the information provided is ultimately submitted to USDA and is used to monitor program operations, understand program participation, and comply with federal rules and regulations.

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

- 2.1 For which of the following types of data does your SFA spend the most time collecting and submitting? Please rank the three most time-consuming options by indicating the most time-consuming option with a "1," the second most time-consuming option with a "2," and the third most time consuming with a "3."**

	RANK:
a. Counts of schools operating the NSLP/ SBP	<input type="text"/>
b. Counts of enrolled students in NSLP/SBP schools	<input type="text"/>
c. Counts of schools operating under special provisions	<input type="text"/>
d. Counts of students in schools that operate under special provisions	<input type="text"/>
e. Counts of students directly certified for free meals	<input type="text"/>
f. Counts of students approved for free or reduced-price meals through an application	<input type="text"/>
g. Results of verification	<input type="text"/>
h. Other requirement (specify) _____	<input type="text"/>
i. Other requirement (specify) _____	<input type="text"/>
j. Other requirement (specify) _____	<input type="text"/>

- 2.2: Are the available instructions and guidance 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, USDA policy memos, and other website resources provided on USDA and State Agency child nutrition program websites; also include technical assistance received.**

	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 <input type="radio"/>	0 <input type="radio"/>	DK <input type="radio"/>	NA <input type="radio"/>
b. Counts of enrolled students in NSLP/SBP schools	1 <input type="radio"/>	0 <input type="radio"/>	DK <input type="radio"/>	NA <input type="radio"/>
c. Counts of schools operating under special provisions	1 <input type="radio"/>	0 <input type="radio"/>	DK <input type="radio"/>	NA <input type="radio"/>
d. Counts of students in schools that operate under special provisions	1 <input type="radio"/>	0 <input type="radio"/>	DK <input type="radio"/>	NA <input type="radio"/>
e. Counts of students directly certified for free meals	1 <input type="radio"/>	0 <input type="radio"/>	DK <input type="radio"/>	NA <input type="radio"/>
f. Counts of students approved for free or reduced-price meals through an application	1 <input type="radio"/>	0 <input type="radio"/>	DK <input type="radio"/>	NA <input type="radio"/>
g. Results of verification	1 <input type="radio"/>	0 <input type="radio"/>	DK <input type="radio"/>	NA <input type="radio"/>
h. Other (specify) _____	1 <input type="radio"/>	0 <input type="radio"/>	DK <input type="radio"/>	NA <input type="radio"/>

- 2.3: Is your SFA aware of training resources to help your SFA comply 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 presentation slides and videos.**

	SELECT ONE PER ROW	
	YES	NO
a. Counts of schools operating the NSLP/ SBP	1 <input type="radio"/>	0 <input type="radio"/>
b. Counts of enrolled students in NSLP/SBP schools	1 <input type="radio"/>	0 <input type="radio"/>
c. Counts of schools operating under special provisions	1 <input type="radio"/>	0 <input type="radio"/>
d. Counts of students in schools that operate under special provisions	1 <input type="radio"/>	0 <input type="radio"/>
e. Counts of students directly certified for free meals	1 <input type="radio"/>	0 <input type="radio"/>
f. Counts of students approved for free or reduced-price meals through an application	1 <input type="radio"/>	0 <input type="radio"/>
g. Results of verification	1 <input type="radio"/>	0 <input type="radio"/>
h. Other (specify) _____	1 <input type="radio"/>	0 <input type="radio"/>

IF 2.3a, 2.3b, 2.3c, 2.3d, 2.3e, 2.3f, 2.3g, OR 2.3h = YES, ANSWER 2.4

- 2.4 Has your SFA used any training resources 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 <input type="radio"/>	0 <input type="radio"/>
b. Counts of enrolled students in NSLP/SBP schools	1 <input type="radio"/>	0 <input type="radio"/>
c. Counts of schools operating under special provisions	1 <input type="radio"/>	0 <input type="radio"/>
d. Counts of students in schools that operate under special provisions	1 <input type="radio"/>	0 <input type="radio"/>
e. Counts of students directly certified for free meals	1 <input type="radio"/>	0 <input type="radio"/>
f. Counts of students approved for free or reduced-price meals through an application	1 <input type="radio"/>	0 <input type="radio"/>
g. Results of verification	1 <input type="radio"/>	0 <input type="radio"/>
h. Other (specify) _____	1 <input type="radio"/>	0 <input type="radio"/>



**2.5 Thinking about types of data that you collect and submit for the various reports, which of the following contribute the most to the time needed to collect and compile data for reports?**

MARK ALL THAT APPLY

- Lack of available of instructions and guidance ..... 1
- Lack of clear instructions and guidance ..... 2
- Type and/or amount of information required ..... 3
- Timing and/or frequency of report submission ..... 4
- Lack of availability of staff time and/or resources ..... 5
- Other (specify) ..... 99

SPECIFY: \_\_\_\_\_

**2.6 Thinking about types of data that you collect and submit for the various reports, which of the following contribute the most to the time needed to submit reports?**

MARK ALL THAT APPLY

- Lack of available of instructions and guidance ..... 1
- Lack of clear instructions and guidance ..... 2
- Type and/or amount of information required ..... 3
- Timing and/or frequency of report submission ..... 4
- Lack of availability of staff time and/or resources..... 5
- Other (specify) ..... 99

SPECIFY: \_\_\_\_\_

**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 types of data that you collect and submit for the various reports, please give a recent example that was especially problematic or highlights a specific concern for your SFA. Please specify the name(s) of the report(s) in your response. If your SFA has no problem or concern, write "None."**

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**3. COMPLIANCE WITH PROCUREMENT STANDARDS**

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

**3.1: For which of the following aspects of procurement does your SFA spend the most time on? Please rank the three most time-consuming options by indicating the most time-consuming option with a “1,” the second most time-consuming option with a “2,” and the third most time consuming with a “3.”**

	RANK:
a. Understanding the procurement standards	<input type="text"/>
b. Issuing contract solicitations in a timely manner	<input type="text"/>
c. Identifying vendors, suppliers, and/or contractors that comply with Buy American	<input type="text"/>
d. Ensuring that all food purchases comply with Buy American	<input type="text"/>
e. Understanding geographic preference	<input type="text"/>
f. Managing contracts with local vendors or suppliers	<input type="text"/>
g. Maintaining records and/or documentation for compliance with procurement standards	<input type="text"/>
h. Managing food service management company contracts	<input type="text"/>
i. Other requirement (specify) _____	<input type="text"/>
j. Other requirement (specify) _____	<input type="text"/>
k. Other requirement (specify) _____	<input type="text"/>

- 3.2: Are the available instructions and guidance generally clear for each of the following aspects of procurement? Examples include written materials such as manuals, handbooks, toolkits, fact sheets, USDA policy memos, and other website resources provided on USDA and State Agency child nutrition program websites; also include technical assistance received.**

	SELECT ONE PER ROW	
	YES	NO
a. Understanding the procurement standards	1 <input type="radio"/>	0 <input type="radio"/>
b. Issuing contract solicitations in a timely manner	1 <input type="radio"/>	0 <input type="radio"/>
c. Identifying vendors, suppliers, and/or contractors that comply with Buy American	1 <input type="radio"/>	0 <input type="radio"/>
d. Ensuring that all food purchases comply with Buy American	1 <input type="radio"/>	0 <input type="radio"/>
e. Understanding geographic preference	1 <input type="radio"/>	0 <input type="radio"/>
f. Managing contracts with local vendors or suppliers	1 <input type="radio"/>	0 <input type="radio"/>
g. Maintaining records and/or documentation for compliance with procurement standards	1 <input type="radio"/>	0 <input type="radio"/>
h. Managing food service management company contracts	1 <input type="radio"/>	0 <input type="radio"/>
i. Other (specify) _____	1 <input type="radio"/>	0 <input type="radio"/>

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

	SELECT ONE PER ROW	
	YES	NO
a. Understanding the procurement standards	1 <input type="radio"/>	0 <input type="radio"/>
b. Issuing contract solicitations in a timely manner	1 <input type="radio"/>	0 <input type="radio"/>
c. Identifying vendors, suppliers, and/or contractors that comply with Buy American	1 <input type="radio"/>	0 <input type="radio"/>
d. Ensuring that all food purchases comply with Buy American	1 <input type="radio"/>	0 <input type="radio"/>
e. Understanding geographic preference	1 <input type="radio"/>	0 <input type="radio"/>
f. Managing contracts with local vendors or suppliers	1 <input type="radio"/>	0 <input type="radio"/>
g. Maintaining records and/or documentation for compliance with procurement standards	1 <input type="radio"/>	0 <input type="radio"/>
h. Managing food service management company contracts	1 <input type="radio"/>	0 <input type="radio"/>
i. Other (specify) _____	1 <input type="radio"/>	0 <input type="radio"/>

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

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

	SELECT ONE PER ROW	
	YES	NO
a. Understanding the procurement standards	1 <input type="radio"/>	0 <input type="radio"/>
b. Issuing contract solicitations in a timely manner	1 <input type="radio"/>	0 <input type="radio"/>
c. Identifying vendors, suppliers, and/or contractors that comply with Buy American	1 <input type="radio"/>	0 <input type="radio"/>
d. Ensuring that all food purchases comply with Buy American	1 <input type="radio"/>	0 <input type="radio"/>
e. Understanding geographic preference	1 <input type="radio"/>	0 <input type="radio"/>
f. Managing contracts with local vendors or suppliers	1 <input type="radio"/>	0 <input type="radio"/>
g. Maintaining records and/or documentation for compliance with procurement standards	1 <input type="radio"/>	0 <input type="radio"/>
h. Managing food service management company contracts	1 <input type="radio"/>	0 <input type="radio"/>
i. Other (specify) _____	1 <input type="radio"/>	0 <input type="radio"/>

**3.5: Thinking about the aspects of complying with the procurement standards, please give one recent example that was especially problematic or highlights a specific concern for your SFA. Please specify the aspect(s) of the procurement standards in your response. If your SFA has no problem or concern, 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: [IF 4.1=1 or 3] Is the way that USDA guidance documents and policy memos are distributed and/or documented user-friendly for your SFA? For example, documents and memos are typically distributed by State Agency directors and are documented on the USDA website and some State Agency websites.**

- Yes..... 1
- No ..... 0
- Don't know ..... DK

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

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

**4.4: Thinking generally about USDA guidance documents and policy memos, please give one recent example that was especially problematic or highlights a specific concern for your SFA. If your SFA has no problem or concern, write "None."**

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**4.5 What other helpful information or resources could USDA provide to SFAs operating school meal programs?**

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**5. PARTICIPATING IN RESEARCH STUDIES**

SFAs operating the school meal programs are required to cooperate with officials and federal contractors in the conduct of evaluations and research studies of the programs. Throughout the year, SFAs are asked to participate in federal research studies. The findings from these studies are used to inform policy, improve program operations, and ensure program integrity.

The questions in this section ask about your SFA’s experience participating in any prior research studies over the past 5 years.

**5.1 Excluding this study, has your SFA been asked to participate in any research studies in the last 5 years?**

- Yes..... 1
- No ..... 0      SKIP TO END

**5.2: For research studies in which your SFA has been asked to participate in over the last five (5) years, how often ...**

MARK ONE ONLY						
	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. Was the focus of the research redundant with other 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"/>
d. Did you consider the time and/or effort 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"/>
e. Did you know how to find the results of the studies once 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"/>

**5.3: Thinking about a recent research study in which you were asked to participate, please give one example of how doing so was especially problematic or highlights a specific concern for your SFA. If possible, please specify the research topic (or study name) in your response. If your SFA has no problem or concern, write “None.”**

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**5.4 In addition, other entities, such as universities and foundations, may solicit participation in studies of the school meal programs. How often did you know the research study sponsor?**

MARK ONLY ONE

- Always ..... 1
- Usually ..... 2
- Sometimes ..... 3
- Rarely ..... 4
- Never ..... 5
- Don't know ..... DK

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 60 minutes per response, with 20 minutes to complete the study and 40 to participate in the cognitive interview. This includes 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.