



OMB Control No: 0584-XXXX
 Expiration Date: XX/XX/20XX

Appendix F1. Menu Planning Survey

1. How does <SITE NAME> provide summer meals and/or snacks?

SELECT ONLY ONE.

- Prepare or cook meals on-site or at a central kitchen → **GO TO QUESTION 2**
- Purchase meals from a private commercial vendor
- Purchase meals from a school or school food authority (SFA)
- Other (PLEASE SPECIFY): _____

1a. Why do you choose to purchase meals for <SITE NAME> instead of preparing them on-site or at a central kitchen?

SELECT ONE OR MORE.

- Do not have kitchen facilities and equipment
- Do not have staff to prepare meals
- It is cost efficient to purchase meals
- It allows us to serve a wider variety of foods
- Other (PLEASE SPECIFY): _____

1b. Who delivers the food to <SITE NAME> everyday?

- Sponsor or someone hired by sponsor
- Private vendor/company
- <SITE NAME> staff or someone hired by <SITE NAME>
- Other (PLEASE SPECIFY): _____

2. In serving summer meals to children, which of the following meal patterns does <SITE NAME> follow?

SELECT ONLY ONE.

- Summer Food Service Program (SFSP) → **GO TO QUESTION 2c**
- Child and Adult Care Food Program (CACFP) → **GO TO QUESTION 2c**
- National School Lunch Program (NSLP)/School Breakfast Program (SBP), including Seamless Summer Option (SSO)

2a. Are the menus at <SITE NAME> during the summer ...

- Mostly/exactly the same as the menus during the school year
- Somewhat different than the menus during the school year

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Completely different than the menus during the school year

2b. Why does <SITE NAME> use National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) menus during the summer?

SELECT ONE OR MORE.

- No need to re-train staff
- School menus provide good variety
- Do not want to plan new menus
- Children like the school-year menus
- Cost effective
- Use same vendor as during the school year
- Other (PLEASE SPECIFY): _____

2c. Does <SITE NAME> use cycle menus?

A cycle menu is a menu that is different each day but repeats after a certain number of days or weeks.

- Yes → **What is the length of the cycle for the menu?**
 - 1 week
 - 2 weeks
 - 3 weeks
 - 4 weeks
 - Other (PLEASE SPECIFY): _____
- No

3. Which of the following factors are considered in planning menus for <SITE NAME> for the summer?

SELECT ONE OR MORE.

- Nutritional quality of the meal
- Availability of foods
- Availability of kitchen facilities to prepare and/or store food
- Preferences of children
- Predominant age of children being served
- Types of meals served (i.e., breakfast, lunch, supper, snacks)
- Staff cooking or food preparation skills
- Food cost
- Labor cost
- Type of eating facilities available at <SITE NAME>
- Local or cultural practices → please list the local or cultural practices that influence menu planning for <SITE NAME>.

Other (PLEASE SPECIFY): _____

4. Which of the following menu planning tools and resources have you used to plan summer meals?

SELECT ONE OR MORE.

- USDA Team Nutrition materials
- USDA MyPlate materials
- USDA Healthy Meals Resource System
- USDA Summer Meals Toolkit
- USDA What's Cooking?
- USDA Mixing Bowl
- Institute of Child Nutrition (ICN) materials
- Tools and resources developed by the State agency
- Other (PLEASE SPECIFY): _____
- I haven't used any menu planning tools or resources to plan summer meals

5. Are there other tools and resources you need to plan summer meals but do not have?

- No
- Yes (PLEASE SPECIFY): _____

6. Did you have any challenges in finding and using menu planning tools and resources?

- Yes
- No → **GO TO QUESTION 7**

6a. What were the challenges you had in finding and using menu planning tools and resources?

SELECT ONE OR MORE.

- Do not know of any meal planning tools and resources
- Do not have staff available to find and use meal planning tools and resources
- Do not have internet service to get online materials
- Do not know how to get paper copies of materials
- Not able to find materials in the language we need
- Materials are not written at appropriate level for what we need
- Materials are not user-friendly
- Other challenge(s) (PLEASE SPECIFY): _____

7. Did <SITE NAME> purchase any of the following foods from local growers, farmers, processors, and/or manufacturers?

There is no standard definition for the term local. Local foods may be foods that are grown, produced, or processed within a specific location or region, such as within a state or within a certain number of miles from the site

SELECT ONE OR MORE.

- Fruits
- Vegetables
- Fluid Milk
- Other dairy (e.g., cheese)
- Meat/Poultry
- Eggs
- Seafood
- Plant based protein items such as beans, seeds, nuts
- Grains/flour
- Bakery Products
- Herbs
- Other product type (PLEASE SPECIFY): _____
- Did not purchase any local foods → **GO TO QUESTION 7b**

- 7a. How often does <SITE NAME> use local foods?

SELECT ONLY ONE.

- Every day/almost every day
- 2 to 3 times per week
- Once a week or less
- Never
- Don't know/Not sure

- 7b. Which of the following factors affect your decision to purchase (or not purchase) local foods for <SITE NAME>?

SELECT ONE OR MORE.

- Cost to purchase local foods
- Cost to prepare local foods
- Limited availability of local vendors
- Limited availability of local foods
- Limited storage capacity
- Delivery schedules
- Not enough staff and equipment to process and/or serve local foods
- Food safety concerns and/or requirements prohibit local food purchasing
- Other, please specify: _____

8. How often do the summer meals and snacks include *fresh* fruits and vegetables?

Fresh fruits and vegetables are generally in their original form or sliced or peeled to make them easy to eat. Fresh fruits and vegetables are not canned, frozen or dried.

SELECT ONLY ONE.

- Every day or almost every day
- 2 to 3 times per week
- Once a week or less
- Never
- Don't know/Not sure

9. How often does <SITE NAME> serve USDA Foods (sometimes known as 'commodity foods') in summer meals?

SELECT ONE OR MORE.

- USDA Foods are not available to <SITE NAME> → **GO TO QUESTION 10**
- Every day or almost every day
- 2 to 3 times per week
- Once a week or less
- Never → **GO TO QUESTION 10**
- Don't know/Not sure → **GO TO QUESTION 10**

9a. What types of USDA Foods are used to prepare summer meals?

SELECT ONE OR MORE.

- Fruits
- Vegetables
- Other dairy (e.g., cheese)
- Meat/Poultry
- Eggs
- Seafood
- Plant based protein items such as beans, seeds, nuts
- Grains/flour
- Bakery Products
- Other product type (PLEASE SPECIFY): _____
- Did not use any USDA foods

10. To what extent are each of the following factors a challenge or not a challenge in planning or preparing meals for <SITE NAME>?

SELECT ONLY ONE BOX PER ROW.

	Not a challenge	Somewhat of a challenge	Challenge	Significant challenge	Not sure
Understanding meal pattern requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of foods that meet the requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment to prepare or serve food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities to serve food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment to transport food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of nutritionist or Registered Dietitian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's food preferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (PLEASE SPECIFY): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for participating in the Summer Meals Study.