



## Appendix D13. Sponsor Survey

## SECTION A: ABOUT YOUR ORGANIZATION

## A1. Which of the following best describes your organization?

## SELECT THE ONE THAT BEST DESCRIBES YOUR ORGANIZATION.

Public school food authority (SFA)
Private nonprofit school food authority (SFA)
State government agency
County government agency
Local or municipal government agency
Residential camp
National Youth Sports Program (NYSP)
Other private nonprofit organization -> GO TO QUESTION A1a
Other (PLEASE SPECIFY):

## A1a. Is this private nonprofit organization...?

## SELECT ONLY ONE.

- Boys and Girls Club
- Religious organization
- YMCA or YWCA
- Food bank
- Sponsor of the Child and Adult Care Food Program
- Other (PLEASE SPECIFY):

# A2. For how many summers, including this summer 2018, has your organization sponsored summer meal sites? Your best estimate is fine.

- \_\_\_\_ Number of summers
- Don't know

Public reporting burden for this collection of information 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. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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-xxxx\*). Do not return the completed form to this address.

A3. Has your organization sponsored summer meal sites as long as you have worked for the organization?

No

Don't know

A4. What is the total number of sites your organization is sponsoring this summer 2018?

Please include any sites that have already closed or have not yet opened this summer.

|\_\_\_\_ Number of sites

A5. About how many children receive meals and/or snacks <u>per day</u> across all of the <SFSP/SSO> sites you sponsor this summer 2018? Your best estimate is fine.

## SECTION B: SEAMLESS SUMMER OPTION [FOR SFA SPONSORS ONLY]

[PROGRAMMER: ONLY SFA SPONSORS RESPOND TO SECTION B; ROUTE TO B1 OR B3 BASED ON SAMPLED SITE'S PARTICIPATION IN SFSP OR SSO]

#### [IF SITE IS IN SFSP:]

B1. Has your organization ever participated in the Seamless Summer Option (SSO) for <SITE NAME>?

The Seamless Summer Option allows schools in the National School Lunch or School Breakfast Programs to continue to follow rules and claim reimbursement under those programs for meals served in eligible areas during the summer, instead of the Summer Food Service Program.

Yes	
No	
Don't know	1

B2. Why does your organization <u>not</u> participate in the Seamless Summer Option (SSO) for <SITE NAME> this summer 2018?

#### SELECT ONE OR MORE.

- Inadequate reimbursement rates
- Cheaper to run other programs
- Not enough internal funding
- Prefer Summer Food Service Program meal patterns
- State does not offer the Seamless Summer Option
- Other (PLEASE SPECIFY):\_

#### [PROGRAMMER:→ GO TO SECTION C]

### [IF SITE IS IN SSO:]

B3.	Has your organization ever participated in the Summer Food Service Program for <site< th=""></site<>
	NAME>?

Yes
No
Don't know

B4. Why does your organization participate in the Seamless Summer Option (SSO) for <SITE NAME>?

#### SELECT ONE OR MORE.

Less paperwork

- Easier administrative reviews by the State agency
- Easier reviews or monitoring of sites
- Other (PLEASE SPECIFY):\_\_\_\_\_

## [PROGRAMMER: → GO TO SECTION C]

## SECTION C: SPECIAL DIETS

C1. Does your organization have policies for summer meal service sites to accommodate children with food allergies or other special dietary needs?

Yes
No 🚽

GO TO SECTION D

Don't know -> GO TO SECTION D

C2. What policies does your organization have for summer meal service sites to accommodate children with food allergies or other special dietary needs?

## SELECT ONE OR MORE.

Separate tables
Special sanitation procedures in the kitchen and/or dining area
Special training for staff
Signed statement from child's physician or other healthcare professional
Site staff inspect trays of children
Menus are adapted for children with allergies or special dietary needs
A team of parents, site/sponsor staff, health professionals and/or registered dietitians
determines how best to address a child's dietary needs
Accommodations are made on a case-by-case basis
Other (PLEASE SPECIFY):

## SECTION D: FOOD SAFETY

D1. Does your organization prepare and/or deliver meals to any of your summer meal sites?

Yes
No -> GO TO SECTION E

## D2. Does your organization have a written Food Safety Plan for your summer meal sites?

A Food Safety Plan has procedures to keep the food you serve safe. These may include procedures for hand-washing, sick employees, temperature control, and/or cross contamination.

Yes
No
Don't know/Not sure

## D3. Which of the following food safety procedures do staff in your organization follow?

## SELECT ONE OR MORE.

Staff...

Wash hands before handling food
Wear gloves while handling food
Transport cold food in a refrigerated vehicle
Transport cold food in a cooler in a non-refrigerated vehicle
Serve perishable foods within 2 hours if they are kept out
Keep meals in a cooler or other cold storage until serving
Always use thermometers to monitor cooking temperatures
Always use thermometers to monitor food holding temperatures
Dispose of meals or foods that fail a quality check
Other (PLEASE SPECIFY):

## SECTION E: ABOUT YOUR SUMMER MEAL PROGRAM SITE

Please answer the following questions about <SITE NAME>. If you don't know answers to any specific questions, please check with someone else in your organization who is knowledgeable about this site.

# E1. Including this summer 2018, how many summers has <SPONSOR NAME> sponsored <SITE NAME>?

This is the first summer

- 2 years to 5 years
- More than 5 years
- Don't know

[PROGRAMMER: ASK E2 ONLY OF SPONSORS THAT ARE NOT PRIMARY MENU PLANNERS, AS INDICATED IN RECRUITMENT.]

E2. What role do sponsor staff from <SPONSOR NAME> have in menu planning for <SITE NAME>?

#### SELECT ONE OR MORE.

- Sponsor staff work closely with site and/or meal vendor to plan menus
- Sponsor staff review proposed menus to ensure they meet requirements
- Sponsor staff provide guidance materials to the site and/or meal vendor to help them plan menus

Other (PLEASE SPECIFY):\_\_\_\_\_

## SECTION F: PLANS FOR NEXT SUMMER

# F1. Does your organization plan to sponsor the summer meal program at <u>any</u> sites <u>next</u> summer?

Definitely will
Probably will
Probably won't – (PLEASE EXPLAIN)
Definitely won't – (PLEASE EXPLAIN)
Don't know

# F2. Does your organization plan to sponsor the summer meal program at <SITE NAME> <u>next</u> summer?

Definitely will
Probably will
Probably won't (PLEASE EXPLAIN)
Definitely won't (PLEASE EXPLAIN)
Don't know

## SECTION G: OTHER INFORMATION

G1. Is there anything else you would like to tell us about the summer meals program? This could be general information about the summer meals program or information specific to the summer meals program at <SITE NAME>.

<u> </u>	
G2.	What is your current job title or position?
G3.	How long have you been in your organization? Number of years or Number of months
G4.	What is the highest level of school you have completed?
	Less than high school High school graduate – high school diploma or the equivalent (for example, GED) Some college but not degree Associate degree Bachelor's degree (for example, BA, BS)

Advanced or post-graduate degree (for example, Master's degree, MD, DDS, JD, PhD, EdD)

[PROGRAMMER: Module below to be stored separately from the survey data above but with linking on ID possible.]

## SECTION H: FUTURE FOLLOWUP

H1.	Would you be available for a follow-up telephone interview in the next month or so? The
	interview will take about an hour.

Yes. Please let us know your contact information.

WORK NUMBER:\_\_\_\_\_

CELL PHONE NUMBER:\_\_\_\_\_

EMAIL ADDRESS:\_\_\_\_\_

Thank you for participating in the Summer Meals Study