**Appendix F1. Menu Planning Survey**

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

SELECT ONLY ONE.

Prepare or cook on-site or at a central kitchen 🡺 **GO TO QUESTION 2**

Purchase them from a private commercial vendor

Purchase them from a school food authority

Purchase them from a government vendor

Other (PLEASE SPECIFY):

1a. Why do you purchase meals 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

School food authority staff

Government vendor

<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 2b**

Child and Adult Care Food Program (CACFP) 🡺 **GO TO QUESTION 2b**

National School Lunch Program (NSLP)/School Breakfast Program (SBP)

2a. Why does <SITE NAME> use National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) meal pattern requirements 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 school year

They are required because <SITE NAME> is in the Seamless Summer Option

Other (PLEASE SPECIFY):

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

A cycle menu is a menu that is different every 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.

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 skills

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 Recipe Bowl

Institute of Child Nutrition 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 accessing or implementing menu planning tools and resources?

Yes

No 🡺 **GO TO QUESTION 7**

6a. What were the challenges you had in accessing or implementing 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 access or implement meal planning tools and resources

Do not have internet service to access online materials

Do not know how to obtain hard copies of materials

Not able to locate 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. How often does <SITE NAME> use local foods?

Local foods are those that are grown, produced and/or processed in the area.

SELECT ONLY ONE.

Every day/almost every day

2 to 3 times per week

Once a week or less

Never 🡺 **GO TO QUESTION 8**

Don’t know/Not sure 🡺 **GO TO QUESTION 8**

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

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

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

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 USDA foods

10. To what extent are each of the following factors a challenge or not a challenge in planning or preparing healthy 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 |  |  |  |  |  |
| Availability of foods that meet the requirements |  |  |  |  |  |
| Food cost |  |  |  |  |  |
| Staff time |  |  |  |  |  |
| Equipment to prepare food |  |  |  |  |  |
| Equipment to transport food |  |  |  |  |  |
| Kitchen facilities |  |  |  |  |  |
| Other (PLEASE SPECIFY): |  |  |  |  |  |

**Thank you for participating in the Summer Meals Study.**