Appendix C.2 State CN Director Survey (web version)

Landing Page

Child Nutrition Program Operations Study II - 2018-19

2018-19 CN-OPS-II State CN Director Survey

PDF VERSION OF THE SURVEY FREQUENTLY ASKED QUESTIONS

OMB Number: 0584-0607 Expiration Date: 07/31/2020

MMID: NO RESPONSE

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2018-2019 CN-OPS-II State Child Nutrition Director Survey

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 0584-0607. The time required to complete this information collection is estimated to average 120 minutes [or 2 hours] 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. 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 (0584-0607). Do not return the completed form to this address.

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Survey Introduction

CN-OPS-II SURVEY INTRODUCTION

This survey is being conducted for the Food and Nutrition Service, U.S. Department of Agriculture as part of a study of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and other USDA food programs throughout the country. All responses will be treated in strict privacy; no names will be used in our study reports, and only aggregated results will be reported.

The study is authorized by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) and cooperation by selected states, local education agencies, and schools is required under Section 305 of the HHFKA. Section 305 of the Healthy, Hunger-Free Kids Act of 2010 states that "States, State educational agencies, local educational agencies, schools, institutions, facilities, and contractors participating in programs authorized under this Act and the Child Nutrition Act of 1966 (42 U.S.C 1771 et seq.) shall cooperate with officials and contractors acting on behalf of the Secretary, in the conduct of evaluations and studies under those Acts."

Send comments regarding the burden estimate (2 hours) or any other aspect of this collection of information, including suggestions for reducing this burden, to:

J.S. Department of Agriculture Food and Nutrition Service Office of Policy Support 3101 Park Center Drive Alexandria, VA 22302 Attn: Holly Figueroa

If you have any questions about this survey, please email CNOPS2@2MNESFARCH.COM or call 1.844.503.7045 (toll-free).

We thank you for your cooperation and participation in this very important study.

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Web Instructions

INSTRUCTIONS FOR COMPLETING THE SURVEY

- Click the "Save & Continue" button to progress in the survey. You must click this button to save your responses. If
 you cannot complete the survey in one sitting, click the "Save & Continue" button before you close your
 browser. Your answers will be saved.
- Click the "Back" button to go to the previous question. Please note that clicking the "Back" button will not save
 your response to the current question. You must first click the "Save & Continue" button to save your response.
- Use the "Table of Contents" on the top of your page to navigate to different sections in the survey. To hide and
 unhide the "Table of Contents" click the "TABLE OF CONTENTS" button on the top of the survey. Please note that if
 you use the "Table of Contents" to navigate to a partially completed section you will be brought to the
 first question in the section. You can use the "Save and Continue" button to navigate to forward.
- If you need a colleague to complete a section of the survey, you should forward them the email with your unique link. They do not need a separate link.
- Avoid having multiple people logged into the survey at once. Responses may not be recorded correctly if
 multiple users are logged into the survey at the same time.
- If you or a colleague are returning to finish your saved survey, the program will return to the point where you left
 off. You can use the "Table of Contents" menu to return to previous questions.
- Use the buttons and links within the survey. For example, using "Enter" on your keyboard or your browser's "Back" function may cause errors.
- Questions will not always be numbered sequentially. Some may be automatically skipped because they do not
 apply to you.
- If you have any questions about the study or about completing this survey, please email CNOPS2@2MRESEARCH.COM or call 1.844.503.7045 (toll-free).

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Contact information

CONTACT INFORMATION Before starting the survey, please fill in the requested contact information below. If the information below is prefilled, please review and update the information as necessary. Contact information for the Child Nutrition Director: Please review and update the prefilled information as necessary. First Name: Last Name: Street Address 1: Street Address 2: City: State: Zip: Phone Number: Extension: Email: If you are not the Child Nutrition Director, please fill out your name and contact information below: First Name: Last Name: Title: Street Address 1: Street Address 2: City: State: Zip: Phone Number: Extension: Email: Save and Continue Back

1. FOOD SERVICE ADMINISTRATION The first few questions are about public SFAs and schools in your State operating under Provision 2 and Provision 3 in the 2017-2018 school year. The questions will ask separately about those operating NSLP only, SBP only, and both NSLP and SBP. When providing counts of schools, you may group schools together as you would for administrative reporting. For example, you may group two schools with a shared cafeteria. Back

q1x1

q1x2

Please provide the number of public SFAs and schools in your State that are operating SBP only under Provision 2 and Provision 3.

IF NONE, PLEASE ENTER 0.

SFAs
Schools
Back

Save and Continue

q1x3

Please provide the number of public SFAs and schools in your State that are operating both NSLP and SBP under Provision 2 and Provision 3.

IF NONE, PLEASE ENTER 0.

SFAs Provision 2 Provision 3
SFAs Schools Schools Schools Save and Continue

q1x4

How many public SFAs and schools in your State are operating under the Community Eligibility Provision (CEP)?

IF NONE, PLEASE ENTER 0.

CEP
SFAs
Schools

Back

Save and Continue

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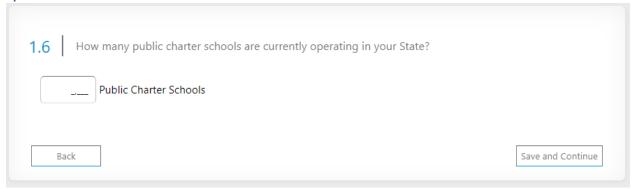
The next few questions are about <u>public</u> charter schools and residential child care institutions (RCCIs) in your State. Public charter schools are those sponsored by a public school district. RCCIs are any distinct part of a public or non-profit private institution which maintains children in residence, operates principally for the care of children, and if private, is licensed by the State or local government to provide residential childcare services under the appropriate licensing code.

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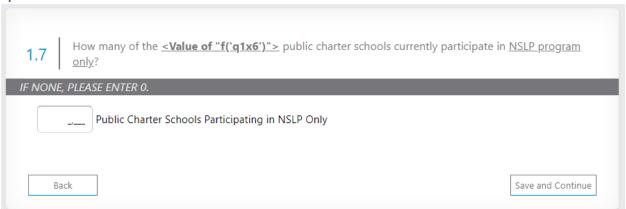
q1x5

| 1.5 Does your State have any public charter schools? | |
|---|-------------------|
| Public charter schools are charter schools sponsored by public school district. | |
| O Yes | |
| O No | |
| | |
| Back | Save and Continue |

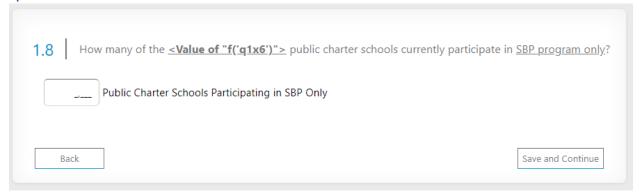
q1x6



q1x7



q1x8



q1x9

How many of the < Value of "f('q1x6')"> public charter schools currently participate in both NSLP and SBP programs?

IF NONE, PLEASE ENTER 0.

Public Charter Schools Participating in both NSLP and SBP

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q1x10

How many residential child care institutions (RCCIs) in your State currently participate in the NSLP and/or SBP programs?

RCCIs are any distinct part of a public or non-profit private institution which maintains children in residence, operates principally for the care of children, and, if private, is licensed by the State or local government to provide residential childcare services under the appropriate licensing code. Please include RCCIs with and without schools on location.

IF NONE, PLEASE ENTER 0.

_____ RCCIs Participating in NSLP and/or SBP

i115

2. SUBSIDIES, RESOURCES, AND FUNDING The following questions are about subsidies and resources your State provides to SFAs. Most questions concern SY 2017-18 but a few concern totals from SY 2016-17. Back

q2x1

| 2.1 Does your State provide subsidies for <u>breakfasts</u> to SFAs in school year (SY) 2017-2018? | |
|--|-------------------|
| O Yes O No | |
| Back | Save and Continue |

q2x2

2.2 Which of the following subsidies does your State provide to SFAs for breakfasts?

SELECT ALL THAT APPLY

Per-meal reimbursement
Annual lump sum
Supplement to cover specific costs
Amount based on a percentage of low-income students
Other (Specify)

Back

Save and Continue

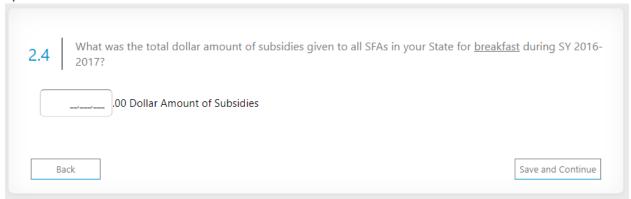
2.3 Please explain how your State determines subsidies for breakfast.

For example: 2 cents per breakfast served.

Back

Save and Continue

q2x4



q2x5



2.6 Which of the following subsidies does your State provide to SFAs for lunches?

SELECT ALL THAT APPLY

Per-meal reimbursement
Annual lump sum
Supplement to cover specific costs
Amount based on a percentage of low-income students
Other (Specify)

Back

Save and Continue

q2x7

2.7 Please explain how your State determines subsidies for <u>lunches</u>.

For example: 2 cents per lunch served.

Back

Save and Continue

q2x8

| LECT ONE RESPONSE PER ROW | | | |
|--------------------------------------|-----|----|--|
| | Yes | No | |
| reparation of reimbursable meals | 0 | 0 | |
| reparation of non-reimbursable meals | 0 | 0 | |
| quipment | 0 | 0 | |
| reparing claims | 0 | 0 | |
| torage | 0 | 0 | |
| ontracted services | 0 | 0 | |
| overhead/indirect costs | 0 | 0 | |
| Other (Specify) | | 0 | |

i116

All SFAs operating NSLP and/or SBP must have a meal charge policy to address situations where children not certified to receive free meals do not have money to cover the cost of the meal at the time of the meal service. Some States have developed a State-level meal charge policy to be implemented by all SFAs operating the NSLP and SBP throughout the State.

Back

q2x10

2.10 Does your State have a meal charge policy that must be implemented statewide by all SFAs operating NSLP and/or SBP?

Yes
No

Back

Save and Continue

| 2.11 | What type of meal charge policy components are currently in place at the State level in your State? |
|---------|--|
| SELECT. | ALL THAT APPLY |
| | Students unable to pay are allowed to charge regular, reimbursable meals |
| | Students unable to pay receive an alternate meal (e.g., a cheese sandwich) |
| | Students unable to pay have a limit to the number of meals they can charge |
| | Students unable to pay are denied a meal |
| 0 | Households are encouraged to apply for free or reduced price school meals when their student is unable to pay |
| | Households are notified of low or negative balances (e.g., phone calls, text messages, and/or notes sent home) |
| 0 | Outside funding sources (e.g., community donations) are provided to pay for meals or debt when students incur meal charges |
| | Other (Specify) |
| | |

q2x12

| 2.12 Does your State offer technical assistance to SFAs to help SFAs manage unpaid me | al charges? |
|---|-------------------|
| O Yes O No | |
| Back | Save and Continue |

2.13 Where does your State gather technical assistance information related to unpaid meal charges to share with SFAs?

SELECT ALL THAT APPLY

FNS Policy guidance
Best practices resources developed by FNS
Best practices resources developed by your State
Best practices resources developed by other States
Best practices resources developed by other institutions (for example, the School Nutrition Association)
Other (Specify)

q2x14

2.14 What methods does your State agency use to provide technical assistance related to unpaid meal charges?

SELECT ALL THAT APPLY

Online documents and resources
Handbooks / guides
In person presentations
Webinar presentations
Phone or email communications
Other (Specify)

Back

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3. BUY AMERICAN / LOCAL FOOD PURCHASING The Buy American provision requires SFAs to purchase, to the maximum extent practicable, domestic commodities or products. A domestic commodity or product is defined as an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities produced in the United States. Back Save and Continue

q3x1

| 3.1 Does your State have its own Buy American requirements in addition to the federal | I requirements? |
|---|-------------------|
| O Yes O No | |
| Back | Save and Continue |

| ECT. | ALL THAT APPLY | |
|------|---|------------------|
| | Buy American provision requirement to procure domestic commodities or products | |
| 0 | Definition of a domestic commodity or product | |
| 0 | Criteria for SFAs to receive exceptions to the Buy American provision | |
| 0 | Requirement for SFAs to document the Buy American provision in all procurement solic contracts | citations and/or |
| 0 | Requirement for SFAs to document the Buy American provision in all procurement prodocument prototypes | cedures and/or |
| 0 | Encouragement for SFAs to procure domestic foods from local, regional, small, women minority-owned businesses | -owned, and/or |
| 0 | Encouragement for SFAs to order USDA Foods | |
| 0 | State procurement reviews to ensure SFA compliance with the Buy American provision | |
| | Other (Specify) | |

| | Yes | No | Not Applicable |
|---|-----|----|-------------------|
| Buy American provision requirement to procure domestic commodities or products | 0 | 0 | 0 |
| Definition of a domestic commodity or product | 0 | 0 | 0 |
| Criteria for SFAs to receive exceptions to the Buy American provision | 0 | 0 | 0 |
| Requirement for SFAs to document the Buy American provision in all procurement solicitations and/or contracts | 0 | 0 | 0 |
| Requirement for SFAs to document the Buy American provision in all procurement procedures and/or document prototypes | 0 | 0 | 0 |
| Encouragement for SFAs to procure domestic foods from local, regional, small, women- owned, and/or minority-owned businesses | 0 | 0 | 0 |
| Encouragement for SFAs to order USDA Foods | 0 | 0 | 0 |
| State procurement reviews to ensure SFA compliance with the Buy American provision | 0 | 0 | 0 |
| Other (Specify) | 0 | 0 | 0 |
| Back | | Sa | ve and Continu |

q3x4

What methods are used to share guidance on your State's Buy American policy with SFAs? Online documents and resources Handbooks / guides In person presentations Webinar presentations Phone or email communications None - State does not provide guidance to SFAs on Buy American policy Other (Specify) Back Save and Continue

q3x5

| 3.5 | Does your State agency ensure SFA compliance with the Buy American provision? | |
|-----|---|-------------------|
| 0 | Yes | |
| 0 | No | |
| 0 | Don't know | |
| | | |
| В | ack | Save and Continue |

q3x6

3.6 How does your State agency ensure SFA compliance with the Buy American provision?

| | DURING ADMINISTRATIVE REVIEW | DURING PROCUREMENT REVIEW | DURING OTHER REVIEW | COMPLIANCE NOT CHECKED |
|--|------------------------------------|---------------------------------|---------------------------|------------------------------|
| Check that SFAs are purchasing domestic commodities/products | 0 | 0 | 0 | 0 |
| Check that contract solicitations contain Buy American language | 0 | 0 | 0 | 0 |
| Check that contracts contain Buy American anguage | 0 | 0 | 0 | 0 |
| Check that supplier invoices or receipts show that solicited domestic commodities/products were provided by the contractor | 0 | 0 | 0 | 0 |
| ook at food product labels in SFA storage facilities | 0 | 0 | 0 | 0 |
| Other | • | 0 | 0 | 0 |
| Please specify | | | | |

i118

SFAs may make exceptions to the Buy American provision when the use of domestic commodities or products is not practical. That is, domestic foods are in inadequate supply, low quality, or significantly higher in cost than non-domestic commodities or products.

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q3x7

3.7 Does your State require SFAs to document the use of exceptions to the Buy American Provision?

By documenting exceptions, we mean tracking the use of exceptions and maintaining supporting documents to justify their use when purchasing non-domestic agricultural commodities and food products.

O Yes
O No
O Don't know

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Save and Continue

g3x8

Are SFAs required to document (that is, track and maintain supporting documents for) any of the following types of information to show why an exception to the federal Buy American provision is used? SELECT ONE RESPONSE PER ROW Yes No The domestic commodity or product is in inadequate supply 0 0 The domestic commodity or product is low quality 0 0 The domestic commodity or product is substantially higher in cost than the non-domestic commodity 0 or product counterpart Alternative domestic commodity or product options were researched and considered 0 The domestic commodity or product availability or pricing was verified using a third-party verification 0 0 (for example, the Agricultural Marketing Service report) Other (Specify) 0 Save and Continue Back

q3x9

3.9 Does your State provide SFAs with guidance and/or a reporting template for documenting exceptions to the Buy American provision?

SELECT ONE RESPONSE PER ROW

Our State provides SFAs with guidance
Our State provides SFAs with a reporting template

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i119

SFAs may apply the geographic preference option when procuring foods. That is, they may apply a local preference in procuring unprocessed or minimally processed agricultural products that are locally grown or raised. SFAs may define local food purchasing as they choose. "Local" may be defined as the same city/county, within a mileage radius, within a day's drive, within the State, or within the region. SFAs may purchase local foods from local farmers, ranchers, dairies, fishermen, food processors, and distributors. The geographic preference may vary across products (i.e., 50 miles for apples, 100 miles for potatoes, and within the county for dairy).

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Save and Continue

q3x10

3.10 Do any SFAs in your State apply geographic preference when making local food purchases?

Yes

No
Don't know

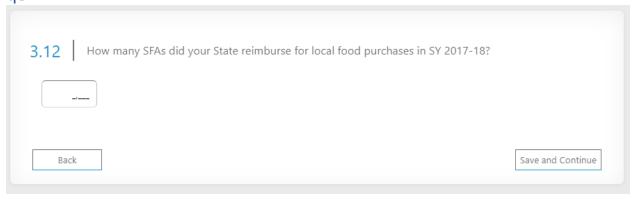
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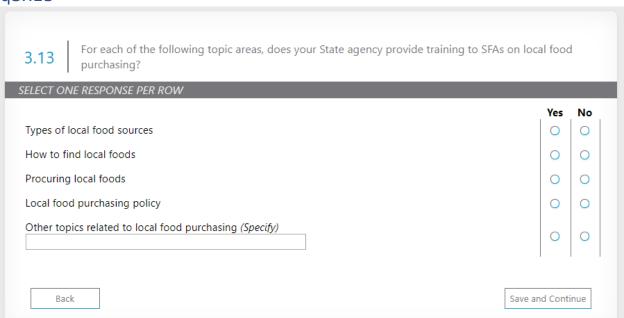
q3x11

| 3.11 | Regardless of whether or not SFAs in your State apply geographic preference, does your State agency provide reimbursement to SFAs for local food purchasing? |
|------|--|
| 0 | Yes |
| 0 | No |
| 0 | Don't know |
| | |
| R | Save and Continu |

q3x12



q3x13



Did SFAs in your State experience any of the following challenges related to local food purchasing? SELECT ONE RESPONSE PER ROW No Yes Limited food availability 0 Transportation and/or delivery barriers 0 0 Low student demand for local foods 0 0 Inadequate facilities for storing local foods 0 0 Limited capacity for local food preparation 0 0 Difficulty incorporating local foods into the menu 0 0 High cost of local foods 0 0 Understanding local food purchasing and contracting 0 0 Not enough staff time to develop local food purchasing arrangements 0 0 Other (Specify) Save and Continue Back

i120

4. FARM TO SCHOOL

The following questions ask about your State's role in supporting farm to school among SFAs and schools in your State.

Farm to school activities generally promote efforts to connect schools with local or regional farms in order to increase the availability of local or regional foods in child nutrition programs and develop related educational programming. These activities include, but are not limited to:

- Serving local foods: Local or regional foods are purchased, promoted, and served in the cafeteria or as a snack or taste-test, including foods from an edible garden
- Education: Students participate in educational and experiential activities related to agriculture, food, health, or nutrition in their school curriculum
- School gardens: Students engage in hands-on learning through gardening

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Did your State agency (or other agencies in your State) conduct any of the following farm to school activities 4.1 SELECT ONE RESPONSE PER ROW Yes No **ACTIVITY** Implement policies that require or encourage SFAs and/or schools to purchase local foods 0 0 Financially support health, wellness, or other programming that promotes farm to school activities 0 0 Develop state-level task forces, councils, or working groups that research, assess, or implement farm to school programs and/or provide farm to school guidance to schools Create websites, databases, or directories that share information and promote farm to school efforts 0 0 Create websites, databases or directories that list local agriculture producers 0 Host gatherings or conferences devoted to farm to school 0 0 Conduct marketing or promotion of farm to school 0 0 Other (Specify) 0 0

q4x2

Back

| Did your State agency (or other agencies in your State) offer training related to farm SFAs or schools in SY 2017-18? | n to school activities for |
|---|----------------------------|
| ○ Yes ○ No | |
| Back | Save and Continue |

Save and Continue

| 4.3 Which of the following training topics did your State offer to SFAs or schools in SY 2017-2018? | | | | |
|---|---|--|--|--|
| SELECT . | ALL THAT APPLY | | | |
| | Integration of farm to school into wellness policies and practices | | | |
| | Integration of farm to school into curriculum | | | |
| | Engaging partners, including producers and parents, in Farm to School | | | |
| | Farm to school planning | | | |
| | Small and micro purchases | | | |
| | Local food procurement | | | |
| | Identifying local producers | | | |
| | Local food meal preparation and serving strategies | | | |
| | Benefits of local foods | | | |
| | Local food promotion and marketing strategies | | | |
| | Geographic preference | | | |
| | Other (Specify) | | | |
| | | | | |
| В | ack Save and Continue | | | |

i121

The following questions are about State employees in your State agency (or other agencies in your State) who work on farm to school activities with various child nutrition programs in SY 2017-2018. Please obtain staff information from other agencies that work on farm to school as needed.

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q4x4

| 4.4 Did your State have any staff that worked on farm to school activities | in any capacity in SY 2017-2018? |
|--|----------------------------------|
| O Yes O No | |
| | |
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i122

The next few questions are about dedicated farm to school staff employed in your State (or State agency) that worked on farm to school in SY 2017-2018. An example of this kind of dedicated staff member could be a farm to school coordinator or program manager. Include dedicated farm to school staff regardless of whether their position is full-time or part-time.

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q4x6

i123

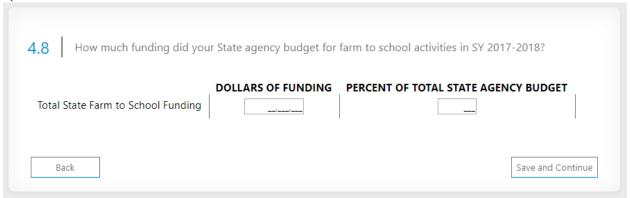
The following questions are about State funding for farm to school activities in SFAs and/or schools in your State in SY 2017-2018.

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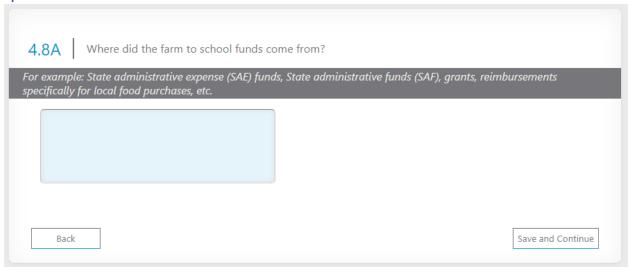
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| .7 | old your State agency budget include funding for any farm to school activities in SY 2017- | 2018? |
|------|--|-------------------|
| O Ye | | |
| Back | | Save and Continue |

q4x8



q4x8a



How many schools received additional reimbursements from your State to purchase local foods in SY 2017-2018?

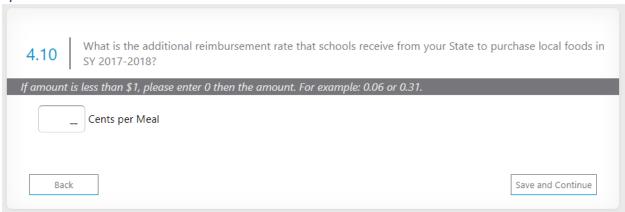
If no schools received additional reimbursements, please enter 0.

_____ Schools Reimbursed

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Save and Continue

q4x10



q_verification

You have just completed the CN-OPS-II State Child Nutrition Director survey. Are you ready to submit your responses?

If you are ready, select "Yes" and press the "Next" button below and your survey will be submitted. If you need to double check an answer, press the "Back" button below or click the "Table of Contents" above and select the section you would like to review.

Yes

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Thank you for completing this survey! Your survey has been submitted. If you have any questions about this survey, please email CNOPS2@2MRESEARCH.COM or call 1.844.503.7045 (toll-free).

You may now close your survey window by clicking the "X" on the top right of your page