**Appendix D.1  
School Food Authority Director Survey**

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| --- |
| OMB Number: 0584-0607  Expiration Date: MM/DD/YYYY |
| Child Nutrition Program Operations Study II  CN-OPS-II  School Food Authority (SFA) Director  Survey 2018-19  FOR PLANNING PURPOSES ONLY |
| 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. |
| **C:\Users\dbellow\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\4IFK468L\USDA-logo_high-res.png**U.S. Department of Agriculture  Food and Nutrition Service |

**This survey is being conducted for the U.S. Department of Agriculture, Food and Nutrition Service 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 National School Lunch Act (NSLA) and cooperation by selected States, local education agencies, and schools is encouraged 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.”**

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

**U.S. Department of Agriculture  
Food and Nutrition Service  
Office of Policy Support  
3101 Park Center Drive, Room 1014   
Alexandria, VA 22302   
Attn: Holly Figueroa**

**If you have any questions about this survey, please email** [**CNOPS2@2mresearch.com**](mailto:CNOPS2@2mresearch.com) **or call 1.844.503.7045 (toll-free). Do not return the completed form to this address.**

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

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.

School District Name

Please fill in the contact information for the SFA Director below: *(Update where necessary)*

First Name:

Last Name:

Address 1:

Address 2:

City:

State:

Zip:

Phone Number:

Ext.

Email Address:

If you are not the SFA Director please fill out your name and contact information:

First Name:

Last Name:

Title:

Street Address 1:

Street Address 2:

City:

State:

Zip:

Phone Number: Ext.

Email:

1. SCHOOL PARTICIPATION

This section includes questions about schools in your school food authority (SFA) participating in the National School Lunch Program (NSLP), NSLP Afterschool Snack Service, School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP), the Seamless Summer Option (SSO), and the Summer Food Service Program (SFSP) in School Year (SY) 2018-19. When providing counts of schools, you may group schools together as you would for administrative reporting. For example, you may report two schools with a shared cafeteria as one school in this survey.

1.1 What is the total number of schools in your SFA? Please enter your responses by school level.

*CNOPS II Year 2 & 3*

* Elementary schools are schools composed of any span of grades from pre-kindergarten through 6th grade, such as pre-K-4, 4-6, or K-5.
* Middle schools are schools that have no grade lower than 6 and no grade higher than 9, such as 6-8, 6-7, 7-8, or 6-9. These schools may also be known as junior high schools.
* High schools are schools that have no grade lower than 9 and continue through 12th grade, such as grade 9 only, 9-10, or 9-12.
* Other schools are schools that do not meet the elementary, middle, or high school definitions, such as 6-12, K-8, or K-12.

IF NONE, PLEASE ENTER 0.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | a. ELEMENTARY SCHOOLS | b. MIDDLE SCHOOLS | c. HIGH SCHOOLS | d. OTHER SCHOOLS | TOTAL |
| Total number of **schools** in your SFA |  |  |  |  | FILLS WITH SUM |

1.2.1 This question is about the number of elementary schools that participate in school meal programs in SY 2018-19.

*CNOPS II Year 2 & 3*

*CNOPS II Year 2 & 3*

*CNOPS II Year 2 & 3*

*CNOPS II Year 2 & 3*

IF NONE, PLEASE ENTER 0.

|  |  |
| --- | --- |
|  | ELEMENTARY SCHOOLS |
| a. Of the elementary schools, how many participate in NSLP **only**? |  |
| b. Of the elementary schools, how many schools participate in SBP **only**? |  |
| c. Of the elementary schools, how many schools participate in **both** SBP **and** NSLP? |  |
| d. Of the elementary schools, how many schools participate in **neither** SBP **nor** NSLP? |  |
| e. Of the elementary schools, how many schools participate in **NSLP Afterschool Snack Service**? |  |

1.2.2 This question is about the number of middle schools that participate in school meal programs in SY 2018-19.

*CNOPS II Year 2 & 3*

IF NONE, PLEASE ENTER 0.

|  |  |
| --- | --- |
|  | MIDDLE SCHOOLS |
| a. Of the middle schools, how many participate in NSLP **only**? |  |
| b. Of the middle schools, how many schools participate in SBP **only**? |  |
| c. Of the middle schools, how many schools participate in **both** SBP **and** NSLP? |  |
| d. Of the middle schools, how many schools participate in **neither** SBP **nor** NSLP? |  |
| e. Of the middle schools, how many schools participate in **NSLP Afterschool Snack Service**? |  |

1.2.3 This question is about the number of high schools that participate in school meal programs in SY 2018-19.

*CNOPS II Year 2 & 3*

IF NONE, PLEASE ENTER 0.

|  |  |
| --- | --- |
|  | HIGH SCHOOLS |
| a. Of the high schools, how many participate in NSLP **only**? |  |
| b. Of the high schools, how many schools participate in SBP **only**? |  |
| c. Of the high schools, how many schools participate in **both** SBP **and** NSLP? |  |
| d. Of the high schools, how many schools participate in **neither** SBP **nor** NSLP? |  |
| e. Of the high schools, how many schools participate in **NSLP Afterschool Snack Service**? |  |

1.2.4 This question is about the number of other schools (not designated as elementary, middle, or high schools) that participate in school meal programs in SY 2018-19.

*CNOPS II Year 2 & 3*

IF NONE, PLEASE ENTER 0.

|  |  |
| --- | --- |
|  | OTHER SCHOOLS |
| a. Of the other schools, how many participate in NSLP **only**? |  |
| b. Of the other schools, how many schools participate in SBP **only**? |  |
| c. Of the other schools, how many schools participate in **both** SBP **and** NSLP? |  |
| d. Of the other schools, how many schools participate in **neither** SBP **nor** NSLP? |  |
| e. Of the other schools, how many schools participate in **NSLP Afterschool Snack Service**? |  |

1.3 Does your SFA have any schools that participate in the following programs during SY 2018-19?

* For the CACFP, USDA funds afterschool programs to serve a meal or snack to children up to age 18 in low-income areas. To participate, afterschool programs must provide structured afterschool activities.

*New*

* FFVP is a Federally assisted program providing free fresh fruit and vegetable snacks to students in participating elementary schools during the school day.
* Both SSO and SFSP provide meals to children in low-income areas when school is not in session. Only SFAs participating in the NSLP and SBP are eligible to sponsor the SSO.

|  |  |  |
| --- | --- | --- |
|  | Select one per row | |
|  | YES | NO |
| a. CACFP At-Risk Afterschool Meals Component | 1 🔾 | 0 🔾 |
| b. Fresh Fruit and Vegetable Program (FFVP) | 1 🔾 | 0 🔾 |
| c. Summer Food Service Program (SFSP) | 1 🔾 | 0 🔾 |
| d. Seamless Summer Option (SSO) | 1 🔾 | 0 🔾 |

PROGRAMMER: IF 1.3a, b, c, AND d =NO, SKIP TO 2.1.

IF 1.3a=NO, SKIP TO 1.7

1.4 Is your SFA the sponsor of each participating school’s CACFP At-Risk Afterschool Meals Component?

*CNOPS II Year 2 & 3- edited*

*A sponsor is an organization that has entered into an agreement with their administering State agencies to assume administrative and financial responsibilities for CACFP operations. Examples of sponsors include public or private nonprofit schools or SFAs, private nonprofit organizations, public or private nonprofit camps, and units of local, municipal, county, tribal, or State government.*

🔾 Yes 1 SKIP TO 1.6

🔾 No 0

1.5 How many schools in your SFA currently participate as sponsors in the CACFP At-Risk Afterschool Meals Component in SY 2018-19? Please enter your responses by school level.

*CNOPS II Year 2 & 3- edited*

Please do not count schools that are expected to participate in the future if they do not participate in SY 2018-19.

|  |  |
| --- | --- |
| IF NONE, PLEASE ENTER 0. | NUMBER OF SPONSORS |
| a. Elementary schools |  |
| b. Middle schools |  |
| c. High schools |  |
| d. Other schools |  |

1.6 How many schools in your SFA participate as sites or providers in the CACFP At-Risk Afterschool Meals component in SY 2018-19, regardless of whether your SFA is the sponsor?

*CNOPS II Year 2 & 3- edited*

*A site is a physical location, approved by the State agency, where meals are served during a supervised time period. Sites are typically child care centers, afterschool care programs, or schools and must provide educational or enrichment activities.*

Please enter your responses by school level.

Please do not count schools that are expected to participate in the future if they do not participate in SY 2018-19.

|  |  |
| --- | --- |
| IF NONE, PLEASE ENTER 0. | NUMBER OF SITES |
| a. Elementary schools |  |
| b. Middle schools |  |
| c. High schools |  |
| d. Other schools |  |

IF 1.3b=NO, SKIP TO 1.8

**1.7 How many elementary schools in your SFA participate in the Fresh Fruit and Vegetable Program?**

NEW

NUMBER OF ELEMENTARY SCHOOLS

IF 1.3c OR 1.3d=1: **The following questions are about your SFA’s participation in the Seamless Summer Option (SSO) and the Summer Food Service Program (SFSP).**

IF 1.3d=NO, SKIP TO 1.10.

1.8 Did your SFA sponsor any feeding sites under the SSO in the summer of 2018?

*CNOPS II Year 2 & 3*

🔾 Yes 1

🔾 No 0 SKIP TO 1.10

1.9 How many school and non-school feeding sites in your SFA participated in the SSO during the summer of 2018?

*CNOPS II Year 2 & 3*

*A site is a physical location where children gather and meals are served. Sites may include schools, camps, churches, community centers, housing projects, libraries, migrant centers, parks, playgrounds, pools, and other public sites where children gather.*

|  |  |
| --- | --- |
| IF NONE, PLEASE ENTER 0. | NUMBER OF SITES |
| a. School sites |  |
| b. Non-school sites |  |

IF 1.3c=NO, SKIP TO 1.13.

1.10 Did your SFA sponsor any feeding sites under the SFSP in the summer of 2018?

*CNOPS II Year 2 & 3*

🔾 Yes 1

🔾 No 0 SKIP TO 1.12

1.11 How many school and non-school feeding sites did your SFA sponsor through the SFSP during the summer of 2018?

*CNOPS II Year 2 & 3*

*A site is a physical location where children gather and meals are served. Sites may include schools, camps, churches, community centers, housing projects, libraries, migrant centers, parks, playgrounds, pools, and other public sites where children gather.*

|  |  |
| --- | --- |
| IF NONE, PLEASE ENTER 0. | NUMBER OF SITES |
| a. School sites |  |
| b. Non-school sites |  |

1.12 How many schools in your SFA sponsored the SFSP during the summer of 2018? Please include school sponsors regardless of whether they also act as a site.

*CNOPS II Year 2 & 3*

IF NONE, PLEASE ENTER 0.

NUMBER OF SCHOOLS

1.13 What are the biggest administrative challenges, if any, that your SFA encounters in participating in any child nutrition programs other than the NSLP and SBP?

*New*

SELECT ALL THAT APPLY

🞏 Application processes 1

🞏 Eligibility requirements 2

🞏 Reporting requirements 3

🞏 Accessibility for eligible students 4

🞏 Maintaining program funding 5

🞏 Different meal pattern requirements and/or food crediting than NSLP and SBP 6

🞏 Fluctuating participation/ attendance levels 7

🞏 Difficulty recruiting site staff 8

🞏 No challenges 0

🞏 Other *(specify)* 99

Specify (STRING (NUM))

2. STUDENT PARTICIPATION

This section includes questions about student enrollment and National School Lunch Program (NSLP) and School Breakfast Program (SBP) participation at the schools in your SFA during SY 2018-19.

For this question, please record your responses separately by school level.

* Elementary schools are schools composed of any span of grades from pre-kindergarten through 6th grade, such as pre-K-4, 4-6, or K-5.
* Middle schools are schools that have no grade lower than 6 and no grade higher than 9, such as 6-8, 6-7, 7-8, or 6-9. These schools may also be known as junior high schools.
* High schools are schools that have no grade lower than 9 and continue through 12th grade, such as grade 9 only, 9-10, or 9-12.
* Other schools are schools that do not meet the elementary, middle, or high school definitions, such as 6-12, K-8, or K-12.

2.1 As of the last operating day of October 2018, what was the total number of students enrolled in your SFA?

*CNOPS II Year 2 & 3*

The total student enrollment should include prekindergarten and kindergarten students who attend school for half a day and may not have access to meals. Children attending a school within the SFA that does not participate in the NSLP or the SBP should also be included in this count.

IF NONE, PLEASE ENTER 0.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ELEMENTARY SCHOOLS | MIDDLE SCHOOLS | HIGH SCHOOLS | OTHER  SCHOOLS | TOTAL |
| Total number of **students** enrolled in your SFA |  |  |  |  | FILLS WITH SUM |

2.2 What was the total number of operating days (i.e., number of days that meals were served) for SBP in October 2018?

*CNOPS II Year 1, 2, & 3*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IF NONE, PLEASE ENTER 0. | ELEMENTARY SCHOOLS | MIDDLE SCHOOLS | HIGH SCHOOLS | OTHER SCHOOLS |
| Number of SBP operating days in October 2018. |  |  |  |  |

2.3 What was the total number of operating days (i.e., number of days that meals were served) for NSLP in October 2018?

*CNOPS II Year 1, 2 ,& 3*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IF NONE, PLEASE ENTER 0. | ELEMENTARY SCHOOLS | MIDDLE SCHOOLS | HIGH SCHOOLS | OTHER SCHOOLS |
| Number of NSLP operating days in October 2018 |  |  |  |  |

The following questions ask you to report the number of students approved to receive free and reduced price breakfasts and lunches, the number of school breakfasts and lunches served or claimed as paid, reduced price, or free, and the number of enrolled students that did not have access to school breakfasts and lunches.

Provide counts for October 2018 by school level. For meal counts, exclude second meals served to students.

If schools in your SFA operate under Provision 1, Provision 2, Provision 3, or the Community Eligibility Provision (CEP), indicate the number of students certified for free or reduced price meals (this is equal to the provision claiming percentage x enrollment) and the number of student lunches and student breakfasts claimed in each appropriate category.

2.4 For student breakfasts during October 2018:

*CNOPS II Year 1, 2 ,& 3 - edited*

*CNOPS II Year 1, 2 ,& 3*

*CNOPS II Year 1, 2 ,& 3*

*CNOPS II Year 1, 2 ,& 3*

IF NONE, PLEASE ENTER 0.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| STUDENT BREAKFASTS | ELEMENTARY SCHOOLS | MIDDLE SCHOOLS | HIGH SCHOOLS | OTHER SCHOOLS |
| 1. How many of the total enrolled students were approved to receive free breakfast? |  |  |  |  |
| 1. How many of the total enrolled students were approved to receive reduced price breakfast? |  |  |  |  |
| c. What was the total number of paid breakfasts claimed? |  |  |  |  |
| d. What was the total number of reduced price breakfasts claimed? |  |  |  |  |
| e. What was the total number of free breakfasts claimed? |  |  |  |  |
| f. How many of the total enrolled students **did not** have access to SBP?\* |  |  |  |  |

\*The total student enrollment should include prekindergarten and kindergarten students who attend school half day and may not have access to meals. Children attending a school within the SFA that does not participate in the NSLP or the SBP should also be included in this count.

2.5 In the past two years, how has student participation in the SBP changed in your SFA?

🔾 SBP participation increased 1

NEW – not pretested

🔾 SBP participation remained about the same 2 SKIP TO 2.7

🔾 SBP participation decreased 3

🔾 Not applicable, no SBP program in SFA n SKIP TO 2.7

🔾 Don’t know d SKIP TO 2.7

2.6 What do you think are the biggest drivers of this change in SBP participation?

NEW – not pretested

2.7 For student lunches during October 2018:

*CNOPS II Year 1, 2, & 3 - edited*

IF NONE, PLEASE ENTER 0.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| STUDENT LUNCHES | ELEMENTARY SCHOOLS | MIDDLE SCHOOLS | HIGH SCHOOLS | OTHER SCHOOLS |
| 1. How many of the total enrolled students were approved to receive free lunch? |  |  |  |  |
| 1. How many of the total enrolled students were approved to receive reduced price lunch? |  |  |  |  |
| c. What was the total number of paid lunches claimed? |  |  |  |  |
| d. What was the total number of reduced price lunches claimed? |  |  |  |  |
| e. What was the total number of free lunches claimed? |  |  |  |  |
| f. How many of the total enrolled students **did not** have access to NSLP?\* |  |  |  |  |

\*The total student enrollment should include prekindergarten and kindergarten students who attend school half day and may not have access to meals. Children attending a school within the SFA that does not participate in the NSLP or the SBP should also be included in this count.

2.8 In the past two years, how has student participation in the NSLP changed in your SFA?

🔾 NSLP participation increased 1

NEW– not pretested

🔾 NSLP participation remained about the same 2 SKIP TO 3.1

🔾 NSLP participation decreased 3

🔾 Don’t know d SKIP TO 3.1

2.9 What do you think are the biggest drivers of this change in NSLP participation?

NEW-–not pretested

3. MEAL PRICES AND MEAL COUNTING

The next questions are about average meal prices charged during SY 2018-19.

3.1 Do all schools in your SFA serve all school meals at no charge to students?

🔾 Yes 1 SKIP TO 3.10

*CNOPS II Year 3*

🔾 No 0

For these questions, please record your responses separately by school level.

* Elementary schools are schools composed of any span of grades from pre-kindergarten through 6th grade, such as pre-K-4, 4-6, or K-5.
* Middle schools are schools that have no grade lower than 6 and no grade higher than 9, such as 6-8, 6-7, 7‑8, or 6-9. These schools may also be known as junior high schools.
* High schools are schools that have no grade lower than 9 and continue through 12th grade, such as grade 9 only, 9-10, or 9-12.
* Other schools are schools that do not meet the elementary, middle or junior high, or high school definition, such as 6-12, K-8, or K-12.

If prices vary within a school level, please provide the average price for that school level. Please exclude $0 meal prices from average price calculations.

3.2 In schools that charge for breakfasts, what was the average price charged for paid breakfasts in your SFA at the beginning of SY 2018-19? If no students in your SFA are charged for a paid breakfast, please check the appropriate box.

*CNOPS II Year 2 & 3- - edited*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ELEMENTARY SCHOOLS | MIDDLE SCHOOLS | HIGH  SCHOOLS | OTHER  SCHOOLS |
| a. Paid breakfast price | $ | $ | $ | $ |
| b. Not applicable – Breakfasts are served free of charge to all students | 1 🔾 | 1 🔾 | 1 🔾 | 1 🔾 |
| c. Not Applicable – No SBP | 2 🔾 | 2 🔾 | 2 🔾 | 2 🔾 |

3.2a In schools that charge for breakfasts, what was the average price charged for reduced price breakfasts in your SFA at the beginning of SY 2018-19? If no students in your SFA are charged for a reduced price breakfast, please check the appropriate box.

*New*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ELEMENTARY SCHOOLS | MIDDLE SCHOOLS | HIGH  SCHOOLS | OTHER  SCHOOLS |
| a. Reduced price breakfast | $ | $ | $ | $ |
| b. Not applicable – Breakfasts are served free of charge to students certified for reduced price meals | 1 🔾 | 1 🔾 | 1 🔾 | 1 🔾 |
| c. Not applicable – Breakfasts are served free of charge to all students | 2 🔾 | 2 🔾 | 2 🔾 | 2 🔾 |
| d. Not Applicable – No SBP | 3 🔾 | 3 🔾 | 3 🔾 | 3 🔾 |

3.3 In schools that charge for lunches, what was the average price charged for paid lunches in your SFA at the beginning of SY 2018-19? If no students in your SFA are charged for a paid lunch, please check the appropriate box.

*CNOPS II Year 2 & 3- edited*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LUNCH PRICES | ELEMENTARY SCHOOLS | MIDDLE SCHOOLS | HIGH  SCHOOLS | OTHER  SCHOOLS |
| a. Paid lunch price | $ | $ | $ | $ |
| b. Not applicable – Lunches are served free of charge to all students | 1 🔾 | 1 🔾 | 1 🔾 | 1 🔾 |
| c. Not Applicable – No School Lunch Program | 2 🔾 | 2 🔾 | 2 🔾 | 2 🔾 |

3.3a In schools that charge for lunches, what was the average price charged for reduced price lunches in your SFA at the beginning of SY 2018-19? If no students in your SFA are charged for a reduced price lunch, please check the appropriate box.

*New*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LUNCH PRICES | ELEMENTARY SCHOOLS | MIDDLE SCHOOLS | HIGH  SCHOOLS | OTHER  SCHOOLS |
| a. Reduced price lunch | $ | $ | $ | $ |
| b. Not applicable – Lunches are served free of charge to students certified for reduced price meals | 1 🔾 | 1 🔾 | 1 🔾 | 1 🔾 |
| c. Not applicable – Lunches are served free of charge to all students | 2 🔾 | 2 🔾 | 2 🔾 | 2 🔾 |
| d. Not Applicable – No School Lunch Program | 3 🔾 | 3 🔾 | 3 🔾 | 3 🔾 |

3.4 What was the average price charged for adult breakfasts in your SFA at the beginning of SY 2018-19? If breakfasts are not served to adults or adults purchase reimbursable meal components a la carte, check the appropriate box.

NEW

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PRICES | ELEMENTARY SCHOOLS | MIDDLE SCHOOLS | HIGH  SCHOOLS | OTHER  SCHOOLS |
| a. Breakfast for adults | $ | $ | $ | $ |
| b. Not Applicable –Breakfasts are not served to adults, or adults purchase reimbursable meal components a la carte | 1 🔾 | 1 🔾 | 1 🔾 | 1 🔾 |

3.4a What was the average price charged for adult lunches in your SFA at the beginning of SY 2018-19? If lunches are not served to adults or adults purchase reimbursable meal components a la carte, check the appropriate box.

NEW

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PRICES | ELEMENTARY SCHOOLS | MIDDLE SCHOOLS | HIGH  SCHOOLS | OTHER  SCHOOLS |
| a. Lunch for adults | $ | $ | $ | $ |
| b. Not applicable –Lunches are not served to adults, or adults purchase reimbursable meal components a la carte | 1 🔾 | 1 🔾 | 1 🔾 | 1 🔾 |

SFAs participating in the NSLP are required to increase the prices charged for paid meals until their weighted average lunch prices meet the difference between Federal reimbursements for free and paid lunches. This is known as the “Paid Lunch Equity” provision.

3.5 During SY 2018-19, what actions did your SFA take in response to the Paid Lunch Equity provision?

**select ALL THAT APPLY**

*CNOPS II Year 2 &3*

🞏 Increase paid lunch prices in all schools 1

🞏 Increase paid lunch prices in some schools 2

🞏 Add funds from non-Federal sources to the nonprofit school food services account 3

🞏 Request an exemption/waiver from the Paid Lunch Equity requirement from the State 4

🞏 No action taken 0

🞏 Other (Specify) 99

Specify (STRING (NUM))

3.6 For SY 2018-19, SFAs are exempt from the Paid Lunch Equity provision requirement if they had a positive or zero balance in the nonprofit school foodservice account as of January 31, 2018. Did your SFA receive an exemption from the Paid Lunch Equity provision in SY 2018-19?

NEW

🔾 Yes 1

🔾 No 0 SKIP TO 3.10

🔾 Don’t know 3 SKIP TO 3.8

3.7 What was the basis for exempting your SFA from Paid Lunch Equity in SY 2018-19?

🔾 Nonprofit school foodservice account had a positive or zero balance as of January 31, 2018 1

NEW

🔾 Nonprofit school foodservice account would exceed the three-month operating balance because of paid meal pricing or revenues 2

🔾 Other (specify) 99

Specify (STRING (NUM))

3.8 In SY 2018-19, did your SFA lower prices for paid meals?

NEW

🔾 Yes 1

🔾 No 0 SKIP TO 3.10

3.9 In which school levels were prices lowered? If there are no schools of a level in your SFA, select “not applicable.” Please do not count schools that lowered prices to $0 (free) because they began operating under Provision 1, 2, 3 or the CEP.

NEW

|  |  |  |  |
| --- | --- | --- | --- |
|  | Select one per row | | |
|  | PRICES LOWERED | PRICES NOT LOWERED | NOT APPLICABLE |
| a. Elementary schools | 1 🔾 | 0 🔾 | NA 🔾 |
| b. Middle schools | 1 🔾 | 0 🔾 | NA 🔾 |
| c. High schools | 1 🔾 | 0 🔾 | NA 🔾 |
| d. Other schools | 1 🔾 | 0 🔾 | NA 🔾 |

The following questions ask about your SFA's service methods.

3.10 Aside from cafeteria breakfast lines, do any schools in your SFA use the following service methods for school breakfast?

*CNOPS II Year 2 & 3- edited*

|  |  |  |
| --- | --- | --- |
|  | Select one response per row | |
|  | YES | NO |
| a. Grab ‘N’ Go | 1 🔾 | 0 🔾 |
| b. Kiosk or cart (not for Grab ‘N’ Go) | 1 🔾 | 0 🔾 |
| c. Meal delivery to the classroom | 1 🔾 | 0 🔾 |
| d. Vending machine dispensed meal | 1 🔾 | 0 🔾 |
| e. Food truck | 1 🔾 | 0 🔾 |
| f. Breakfast on the Bus | 1 🔾 | 0 🔾 |
| g. Other *(Specify)* | 1 🔾 | 0 🔾 |
| (STRING (NUM)) |  |  |

3.11 Aside from cafeteria lunch lines, do any schools in your SFA use the following service methods for school lunch?

*CNOPS II Year 2 & 3*

|  |  |  |
| --- | --- | --- |
|  | Select one response per row | |
|  | YES | NO |
| a. Grab ‘N’ Go | 1 🔾 | 0 🔾 |
| b. Kiosk or cart (not for Grab ‘N’ Go) | 1 🔾 | 0 🔾 |
| c. Meal delivery to the classroom | 1 🔾 | 0 🔾 |
| d. Vending machine dispensed meal | 1 🔾 | 0 🔾 |
| e. Food truck | 1 🔾 | 0 🔾 |
| f. Other *(Specify)* | 1 🔾 | 0 🔾 |
| (STRING (NUM)) |  |  |

3.12 What methods do schools in your SFA regularly use to track the number of free, reduced price, and paid breakfasts served to students in the cafeteria?

*CNOPS II Year 2 & 3-edited*

|  |  |  |
| --- | --- | --- |
|  | **CAFETERIA**  *Select one response per row* | |
|  | YES | NO |
| a. POS system that captures foods selected and student certification status | 1 🔾 | 0 🔾 |
| b. Student-entered Personal Identification Numbers (PINs) | 1 🔾 | 0 🔾 |
| c. Portable scanners or staff-entered PINs | 1 🔾 | 0 🔾 |
| d. Coded ID cards or cards with magnetic strips | 1 🔾 | 0 🔾 |
| e. Biometric technology (for example, fingerprint scanners) | 1 🔾 | 0 🔾 |
| f. Online ordering | 1 🔾 | 0 🔾 |
| g. Rosters or cashier lists | 1 🔾 | 0 🔾 |
| h. Cash register tapes that capture student certification status | 1 🔾 | 0 🔾 |
| i. Coded tickets or tokens | 1 🔾 | 0 🔾 |
| j. Hand held clicker | 1 🔾 | 0 🔾 |
| k. Other *(Specify)* | 1 🔾 | 0 🔾 |
| (STRING (NUM)) |  |  |

3.13 What methods do schools in your SFA regularly use to track the number of free, reduced price, and paid breakfasts served to students in non-cafeteria points of service?

*CNOPS II Year 2 & 3-edited*

|  |  |  |
| --- | --- | --- |
|  | **NON-CAFETERIA**  *Select one response per row* | |
|  | YES | NO |
| a. POS system that captures foods selected and student certification status | 1 🔾 | 0 🔾 |
| b. Student-entered Personal Identification Numbers (PINs) | 1 🔾 | 0 🔾 |
| c. Portable scanners or staff-entered PINs | 1 🔾 | 0 🔾 |
| d. Coded ID cards or cards with magnetic strips | 1 🔾 | 0 🔾 |
| e. Biometric technology (for example, fingerprint scanners) | 1 🔾 | 0 🔾 |
| f. Online ordering | 1 🔾 | 0 🔾 |
| g. Rosters or cashier lists | 1 🔾 | 0 🔾 |
| h. Cash register tapes that capture student certification status | 1 🔾 | 0 🔾 |
| i. Coded tickets or tokens | 1 🔾 | 0 🔾 |
| j. Hand held clicker | 1 🔾 | 0 🔾 |
| k. Other *(Specify)* | 1 🔾 | 0 🔾 |
| (STRING (NUM)) |  |  |

3.14 What methods do schools in your SFA regularly use to track the number of free, reduced price, and paid lunches served to students in the cafeteria?

*CNOPS II Year 2 & 3-edited*

|  |  |  |
| --- | --- | --- |
|  | **CAFETERIA** *Select one response per row* | |
|  | YES | NO |
| a. POS system that captures foods selected and student certification status | 1 🔾 | 0 🔾 |
| b. Student-entered Personal Identification Numbers (PINs) | 1 🔾 | 0 🔾 |
| c. Portable scanners or staff-entered PINs | 1 🔾 | 0 🔾 |
| d. Coded ID cards or cards with magnetic strips | 1 🔾 | 0 🔾 |
| e. Biometric technology (for example, fingerprint scanners) | 1 🔾 | 0 🔾 |
| f. Online ordering | 1 🔾 | 0 🔾 |
| g. Rosters or cashier lists | 1 🔾 | 0 🔾 |
| h. Cash register tapes that capture student certification status | 1 🔾 | 0 🔾 |
| i. Coded tickets or tokens | 1 🔾 | 0 🔾 |
| j. Hand held clicker | 1 🔾 | 0 🔾 |
| k. Other *(Specify)* | 1 🔾 | 0 🔾 |
| (STRING (NUM)) |  |  |

3.15 What methods do schools in your SFA regularly use to track the number of free, reduced price, and paid lunches served to students in non-cafeteria points of service?

*CNOPS II Year 2 & 3-edited*

|  |  |  |
| --- | --- | --- |
|  | **NON-CAFETERIA**  *Select one response per row* | |
|  | YES | NO |
| a. POS system that captures foods selected and student certification status | 1 🔾 | 0 🔾 |
| b. Student-entered Personal Identification Numbers (PINs) | 1 🔾 | 0 🔾 |
| c. Portable scanners or staff-entered PINs | 1 🔾 | 0 🔾 |
| d. Coded ID cards or cards with magnetic strips | 1 🔾 | 0 🔾 |
| e. Biometric technology (for example, fingerprint scanners) | 1 🔾 | 0 🔾 |
| f. Online ordering | 1 🔾 | 0 🔾 |
| g. Rosters or cashier lists | 1 🔾 | 0 🔾 |
| h. Cash register tapes that capture student certification status | 1 🔾 | 0 🔾 |
| i. Coded tickets or tokens | 1 🔾 | 0 🔾 |
| j. Hand held clicker | 1 🔾 | 0 🔾 |
| k. Other *(Specify)* | 1 🔾 | 0 🔾 |
| (STRING (NUM)) |  |  |

**3.16 Does your SFA provide the following types of training to cashiers?**

*CNOPS II Year 2 & 3*

|  | **TRAINING PROVIDED?** | |
| --- | --- | --- |
|  | YES | NO |
| a. Monitoring student meal selections for reimbursable meals | 1 🔾 | 0 🔾 |
| b. Operating a Point of Service (POS) system | 1 🔾 | 0 🔾 |
| c. Offer versus serve | 1 🔾 | 0 🔾 |
| d. Method of counting meals | 1 🔾 | 0 🔾 |
| e. Acceptable types of payments | 1 🔾 | 0 🔾 |
| f. Unpaid meal charge procedures | 1 🔾 | 0 🔾 |
| g. Managing cash for a la carte and adult meals | 1 🔾 | 0 🔾 |
| h. Meal and food pricing | 1 🔾 | 0 🔾 |
| i. Customer service | 1 🔾 | 0 🔾 |
| j. Civil rights | 1 🔾 | 0 🔾 |
| k. Maintaining confidential student information | 1 🔾 | 0 🔾 |
| l. Other *(Specify)* | 1 🔾 | 0 🔾 |
| (STRING (NUM)) |  |  |

3.17 Does your SFA conduct on-site monitoring of cashiers (for example counting cash or checking reimbursable meals)?

*CNOPS II Year 2 & 3*

🔾 Yes 1

🔾 No 0 SKIP TO 4.1

3.18 How often is on-site monitoring conducted?

SELECT ONE ONLY

*CNOPS II Year 2 & 3*

🔾 Less than once a year 1

🔾 Once a year 2

🔾 Twice a year 3

🔾 Three or more times a year 4

4. ELIGIBILITY DETERMINATION AND VERIFICATION

This section is about your SFA’s practices related to certification for free and reduced price school meals and verification during SY 2018-19.

4.1. Are all schools in your SFA implementing a non-pricing special assistance Provision (such as Provision 2 or 3 or the Community Eligibility Provision) and operating in a non-base year?

*CNOPS-II*

*Year 3*

* Provision 2 schools serve meals at no charge to all children regardless of eligibility status. Reimbursements are based on the proportion of children approved for free or reduced price meals through application or categorical eligibility in the base year.
* Provision 3 schools serve meals at no charge to all children regardless of eligibility status. Reimbursements are based on the levels of cash and commodity support provided to the school in the base year.
* Community Eligibility Provision schools serve meals at no charge to all children. Reimbursements are based on the proportion of children certified for free school meals through means other than a household application.

🔾 Yes 1 SKIP TO 4.14

🔾 No 0

The following questions are about how your SFA certifies children for free and reduced price school meals.

4.2 Did your SFA use household applications to certify children for free and reduced price school meals in SY 2018-19?

🔾 Yes 1

*CNOPS-II Year 3*

🔾 No 0 SKIP TO 4.14

**4**.**3 Does your SFA use the following household application formats for free or reduced price school meals in SY 2018-19?**

*CNOPS-II Year 3 Not Pretested-Year 4 edited*

|  |  |  |
| --- | --- | --- |
|  | Select one per row | |
|  | YES | NO |
| a. Electronic or web-based application | 1 🔾 | 0 🔾 |
| b. Computer-read or scannable paper application | 1 🔾 | 0 🔾 |
| c. Manually reviewed and entered paper application | 1 🔾 | 0 🔾 |
| d. Other household application format | 1 🔾 | 0 🔾 |

**4.4 [IF MULTIPLE RESPONSES SELECTED IN 4.3] Which format of household applications for free or reduced price school meals was used most often for SY 2018-19?**

*CNOPS-II*

*Year 1, 2&3*

🔾 Electronic or web-based application 1

🔾 Computer-read or scannable paper application 2

🔾 Manually reviewed and entered paper application 3

🔾 Other household application format 4

IF 4.3a=No, SKIP TO 4.9.

4.5 What percentage of all applications are received through an electronic or web-based format? Please provide your best estimate based on applications you received through October 2018.

*CNOPS-II*

*Year 2 &3*

PERCENTAGE

**4.6 What benefits, if any, has your SFA experienced as a result of using an electronic or web-based application?**

*CNOPS-II Year 2-edited*

**select all that apply or No Benefits**

🞏 Decreased administrative burden 1

🞏 Decreased costs 2

🞏 Decreased application processing time 3

🞏 Decreased application processing error 4

🞏 Increased SBP participation 5

🞏 Increased NSLP participation 6

🞏 Other (Specify) 99

Specify (STRING (NUM))

🔾 No benefits 0

**4.6a What challenges, if any, has your SFA experienced as a result of using an electronic or web-based application?**

*New*

4.7 Is your SFA’s electronic or web-based application integrated with any of the following data systems?

*CNOPS-II*

*Year 1&2-edited, Year 3*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Select one response per row | | |
|  | YES | NO | DON’T KNOW |
| a. Meal claiming system | 1 🔾 | 0 🔾 | d 🔾 |
| b. Point-of-sale/service system | 1 🔾 | 0 🔾 | d 🔾 |
| c. Student records | 1 🔾 | 0 🔾 | d 🔾 |
| d. Direct certification system | 1 🔾 | 0 🔾 | d 🔾 |
| e. Verification system | 1 🔾 | 0 🔾 | d 🔾 |
| f. Other (*Specify*) | 1 🔾 | 0 🔾 | d 🔾 |
| (STRING (NUM)) |  |  |  |

4.8 Who developed the electronic or web-based application that is used by your SFA?

SELECT ONE ONLY

*CNOPS-II Year 2*

🔾 State agency 1

🔾 SFA staff 2

🔾 A contractor hired by SFA 3

* Software vendor 4

🔾 Other *(Specify)* 99

Specify (STRING (NUM))

🔾 Don’t know d

The next questions ask about your SFA’s verification practices.

4.9 Did your SFA conduct verification for school meal applications for SY 2018-19?

🔾 Yes 1

*NEW*

🔾 No 0 SKIP TO 4.14

4.10 SFAs do not have to wait until October 1 to initiate the verification process, and may instead choose to begin conducting verification once they have approved applications on file. Did your SFA send verification notices to any households, other than those selected for cause, prior to October 1, 2018?

*CNOPS-II Year 3- edited*

🔾 Yes 1

🔾 No 0

4.11 What method(s) does your SFA use to follow up with households for verification requests?

Select ALL THAT APPLY

*CNOPS-II*

*Year 2 & 3*

🞏 Mailed letter (including certified mail) 1

🞏 Letter or packet sent home with student 2

🞏 Telephone call 3

🞏 Email 4

🞏 Text 5

🞏 In-person visit or meeting 6

🞏 Other *(Specify)* 99

Specify (STRING (NUM))

4.12 Does your SFA accept emailed submissions of verification documentation?

*CNOPS-II*

*Year 1&2*

🔾 Yes 1

🔾 No 0

4.13 Did your SFA use computer software or automated technology to assist with the verification process during SY 2018-19? For example, software or automation may be used to select the verification sample, track student verification status, or track letters or communication sent to households.

*Pretested only CNOPS-II Year 3*

🔾 Yes 1

🔾 No 0

The next questions ask about direct certification of children for free school meals. Direct certification is the process through which States or LEAs match student enrollment data to other needs-based program data to determine if students are “categorically eligible” for free school meals without the need for household applications. Categorical eligibility for free meals for all children in the household may result from a child’s (or any household member’s) receipt of benefits under SNAP, TANF, or FDPIR, or for a child who is designated as Other Source Categorically Eligible through Head Start or Homeless, Migrant, Runaway, or Foster Child Status.

SNAP is the Supplemental Nutrition Assistance Program (formerly known as Food Stamps). TANF is Temporary Assistance for Needy Families. FDPIR is the Food Distribution Program on Indian Reservations.

4.14 Did your SFA or State use the direct certification process to determine if students were categorically eligible for free meal benefits in SY 2018-19?

*CNOPS-II Year 3*

🔾 Yes 1

🔾 No 0 SKIP TO 5.1

**4.15 What sources of categorical eligibility did your SFA or State use to directly certify children in SY 2018-19? If your SFA does not have any students in one or more of the State-approved statuses or programs listed below, mark “not applicable.” We will ask about Medicaid in the next question.**

*CNOPS-II Year 3 Not Pretested-edited*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Select one response per row | | | |
|  | YES | NO | NOT APPLICABLE | DON’T KNOW |
| a. SNAP | 1 🔾 | 0 🔾 | 3 🔾 | d 🔾 |
| b. FDPIR | 1 🔾 | 0 🔾 | 3 🔾 | d 🔾 |
| c. TANF | 1 🔾 | 0 🔾 | 3 🔾 | d 🔾 |
| d. Head Start | 1 🔾 | 0 🔾 | 3 🔾 | d 🔾 |
| e. Homeless, migrant, or runaway child | 1 🔾 | 0 🔾 | 3 🔾 | d 🔾 |
| f. Foster child | 1 🔾 | 0 🔾 | 3 🔾 | d 🔾 |
| g. Other (please specify) | 1 🔾 | 0 🔾 | 3 🔾 | d 🔾 |
|  |  |  |  |  |

4.16 In some States, students may be directly certified for free or reduced price school meals based on Medicaid income and participation data. Did your SFA or State use Medicaid data to directly certify children for free meals in SY 2018-19?

*NEW*

🔾 Yes 1

🔾 No 2

🔾 Not applicable (direct certification with Medicaid is not available) n

🔾 Don’t know d

4.17 In SY 2018-19, how many students enrolled in your SFA have been directly certified (or “identified”) for free meal benefits as of today?

*Pretested only CNOPS-II Year 3*

STUDENTS

🔾 Don’t know d

4.18 Of the [INSERT 4.17 VALUE], how many students were directly certified (or “identified”) for free meal benefits as of the first day of SY 2018-19?

*CNOPS-II*

*Year 1&2, edited pretested only Year 3*

IF NONE, PLEASE ENTER 0.

STUDENTS

🔾 Don’t know d

4.19 Did you conduct your first direct certification match and notify the matched households prior to making your household applications for F/RP meals available for SY 2018-19? If these processes are conducted at the same time, select “no.”

🔾 Yes 1

*NEW*

🔾 No 0

4.20 Does your SFA have access to a system that allows you to look up students individually, at any time, to determine participation in SNAP, TANF, FDPIR, or other programs for the purpose of direct certification?

🔾 Yes 1

*NEW*

🔾 No 0

🔾 Don’t’ know d

5. MEAL PATTERN REQUIREMENTS

This section begins with questions about whole grain and sodium requirements.

5.1 Did your SFA request an exemption from your State agency to serve grains that are less than 50 percent whole grain in SY 2018-19?

*SNOPS-3 edited/*

*CNOPS-II Year 2 & 3 edited*

🔾 Yes 1

🔾 No 0 SKIP TO 5.4

5.2 For which products did your SFA request an exemption in SY 2018-19?

Specify (STRING (NUM))

New

5.3 Did your SFA receive a temporary exemption from your State agency to serve grains that are less than 50 percent whole grain in SY 2018-19?

CNOPS-II Year 3 edited

🔾 Yes 1

🔾 No 0

5.4 What practices has your SFA implemented to offer grains that are at least 50 percent whole grain?

Select ALL THAT APPLY

CNOPS-II Year 2 & 3 edited

🞏 Purchase grain foods that are at least 50 percent whole grain (excluding USDA Foods) 1

🞏 Order whole grain USDA Foods 2

🞏 Discontinue some menu options 3

🞏 Alter recipe to substitute whole grain items for non-whole grain items 4

🞏 Other recipe alterations 5

🞏 Increase portion sizes of some items 6

* N/A (SFA met the whole grain requirements prior to the updated standards) n

🞏 None 0

🞏 Other *(Specify)* 99

Specify (STRING (NUM))

🞏 Don’t know d

5.5 What practices has your SFA implemented to meet Sodium Target 1 during SY 2018-19?

Select ALL THAT APPLY

SNOPS-3/

CNOPS-II Year 2 – edited

🞏 Purchase lower sodium foods 1

🞏 Alter recipes (such as limiting salt use, using spices in place of salt) 2

🞏 Discontinue or change some menu options 3

🞏 Increase scratch cooking 4

🞏 Order low sodium USDA Foods more often 5

🞏 Decrease portion sizes 6

🞏 Limit student access to salt shakers or packets 7

🞏 Limit student access to condiments 8

🞏 Replace canned vegetables with fresh or frozen 9

🞏 Participate in Farm to School Programs 10

🞏 Participate in the USDA DoD Fresh Fruit and Vegetable Program 11

🞏 None 0

🞏 Other *(Specify)* 99

Specify (STRING (NUM))

🞏 Don’t know d

5.6 What practices does your SFA plan to implement to continue reducing sodium levels in school meals?

SNOPS-3/

CNOPS-II Year 2 – edited

Select ALL THAT APPLY

🞏 Purchase lower sodium products 1

🞏 Alter recipes (such as limiting salt use, using spices in place of salt) 2

🞏 Discontinue or change some menu options 3

🞏 Increase scratch cooking 4

🞏 Order low sodium USDA Foods more often 5

🞏 Decrease portion sizes 6

🞏 Limit student access to salt shakers or packets 7

🞏 Limit student access to condiments 8

🞏 Replacing canned vegetables with fresh or frozen 9

🞏 Participate in Farm to School Programs 10

🞏 Participate in the USDA DoD Fresh Fruit and Vegetable Program 11

🞏 None 0

🞏 N/A (Current sodium levels already meet or are below Sodium Target 2) n

🞏 Other *(Specify)* 99

Specify (STRING )

🞏 Don’t know d

Following is a list of administrative challenges your SFA may experience related to the meal pattern requirements. How much is each one a challenge in your SFA in SY 2018-19?

5.7 How challenging is finding foods that meet the meal pattern standards?

SNOPS-3A -edited / CNOPS-II Year 2

SELECT ONLY ONE

🔾 Not challenging 1

🔾 A little challenging 2

🔾 Moderately challenging 3

🔾 Very challenging 4

🔾 Extremely challenging 5

🔾 Don’t know d

**5.8 How challenging is containing food costs?**

SNOPS-3 -edited/ CNOPS-II Year 2

*SNOPS-3*

SELECT ONLY ONE

🔾 Not challenging 1

🔾 A little challenging 2

🔾 Moderately challenging 3

🔾 Very challenging 4

🔾 Extremely challenging 5

🔾 Don’t know d

5.9 How challenging is gaining student acceptance?

SNOPS-3 -edited/ CNOPS-II Year 2

SELECT ONLY ONE

🔾 Not challenging 1

🔾 A little challenging 2

🔾 Moderately challenging 3

🔾 Very challenging 4

🔾 Extremely challenging 5

🔾 Don’t know d

5.10 How challenging is maintaining student participation?

SNOPS-3 -edited/ CNOPS-II Year 2

SELECT ONLY ONE

🔾 Not challenging 1

🔾 A little challenging 2

🔾 Moderately challenging 3

🔾 Very challenging 4

🔾 Extremely challenging 5

🔾 Don’t know d

5.11 How challenging is meeting the meal pattern when age-grade groups overlap?

SELECT ONLY ONE

SNOPS-3 -edited/ CNOPS-II Year 2

🔾 Not challenging 1

🔾 A little challenging 2

🔾 Moderately challenging 3

🔾 Very challenging 4

🔾 Extremely challenging 5

🔾 Not applicable n

🔾 Don’t know d

IF 5.3 = YES THEN SKIP TO 5.13

5.12 How challenging is it to meet the 50 percent whole grain requirement?

NEW

SELECT ONLY ONE

🔾 Not challenging 1

🔾 A little challenging 2

🔾 Moderately challenging 3

🔾 Very challenging 4

🔾 Extremely challenging 5

🔾 Don’t know d

5.13 How challenging is it to meet the fluid milk requirement?

SNOPS-3 -edited/ CNOPS-II Year 2

SELECT ONLY ONE

🔾 Not challenging 1

🔾 A little challenging 2

🔾 Moderately challenging 3

🔾 Very challenging 4

🔾 Extremely challenging 5

🔾 Don’t know d

5.14 How challenging is it to meet the average weekly saturated fat limit requirement?

SELECT ONLY ONE

SNOPS-3 -edited/ CNOPS-II Year 2

🔾 Not challenging 1

🔾 A little challenging 2

🔾 Moderately challenging 3

🔾 Very challenging 4

🔾 Extremely challenging 5

🔾 Don’t know d

The next questions are about the strategies your SFA has used to increase student acceptance of fruits and vegetables.

5.15 Which of the following strategies has your SFA used (or will your SFA use) to increase student acceptance of fruits and vegetables in SY 2018-19?

CNOPS-II Year 3 -edited

|  |  |  |
| --- | --- | --- |
|  | Select one response per row | |
|  | YES | NO |
| a. Marketing/promoting fruits or vegetables on campus | 1 🔾 | 0 🔾 |
| b. Contests or events to promote fruit or vegetable consumption | 1 🔾 | 0 🔾 |
| c. Highlighting or featuring a specific fruit or vegetable on the school menu | 1 🔾 | 0 🔾 |
| d. Fruit or vegetable taste-testing | 1 🔾 | 0 🔾 |
| e. Student visits to farms | 1 🔾 | 0 🔾 |
| f.  Growing produce in a school garden | 1 🔾 | 0 🔾 |
| g. Serving fruits or vegetables from the school garden or a local farm in the cafeteria | 1 🔾 | 0 🔾 |
| h. Offering a salad bar | 1 🔾 | 0 🔾 |
| i. Cooking demonstrations of fruits or vegetables in the cafeteria, classroom, or other school setting | 1 🔾 | 0 🔾 |
| j. Participating in the Fresh Fruit and Vegetable Program in SY 2018-19 | 1 🔾 | 0 🔾 |
| k. Other (*Specify*) | 1 🔾 | 0 🔾 |
| (STRING 250) |  |  |

5.16 In your opinion, which of the following strategies were successful in increasing student acceptance of fruits and vegetables in SY 2018-19 at your SFA?

CNOPS-II Year 3 –NOT PRETESTED-edited

PROGRAMMER: DISPLAY ONLY ITEMS WHERE 5.15=YES.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Select one response per row | | |
|  | SUCCESSFUL | NOT SUCCESSFUL | N/A –  STRATEGY NOT YET USED |
| a. Marketing/promoting fruits or vegetables on campus | 1 🔾 | 0 🔾 | n 🔾 |
| b. Contests or events to promote fruit or vegetable consumption | 1 🔾 | 0 🔾 | n 🔾 |
| 1. Highlighting or featuring a specific fruit or vegetable on the school menu | 1 🔾 | 0 🔾 | n 🔾 |
| d. Fruit or vegetable taste-testing | 1 🔾 | 0 🔾 | n 🔾 |
| e. Student visits to farms | 1 🔾 | 0 🔾 | n 🔾 |
| f. Growing produce in a school garden | 1 🔾 | 0 🔾 | n 🔾 |
| g. Serving fruits or vegetables from the school garden or a local farm in the cafeteria | 1 🔾 | 0 🔾 | n 🔾 |
| h. Offering a salad bar | 1 🔾 | 0 🔾 | n 🔾 |
| i. Cooking demonstrations of fruits or vegetables in the cafeteria, classroom, or other school setting | 1 🔾 | 0 🔾 | n 🔾 |
| j. Participating in the Fresh Fruit and Vegetable Program in SY 2018-19 | 1 🔾 | 0 🔾 | n 🔾 |
| k. Other (*Specify*) | 1 🔾 | 0 🔾 | n 🔾 |
| (STRING 250) |  |  |  |

These next questions are about the types and amounts of milk that your SFA offers for school breakfasts and lunches.

5.17 Which of the following types of milk does your SFA offer through SBP or NSLP in SY 2018-19? If your SFA does not offer a type of milk, then mark “not offered.”

NEW

|  |  |  |  |
| --- | --- | --- | --- |
|  | Select all that apply | | |
|  | OFFERED THROUGH SBP | OFFERED THROUGH NSLP | NOT OFFERED AT ALL |
| a. Whole white milk | 1 🞏 | 2 🞏 | 0 🞏 |
| b. Reduced-fat (2%) white milk | 1 🞏 | 2 🞏 | 0 🞏 |
| c. Low-fat (1% or 0.5%) white milk | 1 🞏 | 2 🞏 | 0 🞏 |
| d. Fat-free/skim white milk | 1 🞏 | 2 🞏 | 0 🞏 |
| e. Reduced-fat (2%) flavored milk | 1 🞏 | 2 🞏 | 0 🞏 |
| f. Low-fat (1% or 0.5%) flavored milk | 1 🞏 | 2 🞏 | 0 🞏 |
| g. Fat-free/skim flavored milk | 1 🞏 | 2 🞏 | 0 🞏 |
| h. Other milk beverages, including non-dairy milks *(Specify)* | 1 🞏 | 2 🞏 | 0 🞏 |
| STRING (NUM) |  |  |  |

IF 5.17f=0 SKIP TO 5.22.

**The next few questions ask for information about the amounts of total milk and 1% flavored milk, in dollars, that your SFA purchased in 2017-18 and purchased to date in the 2018-19 school year.**

5.NEW 

18 In the 2017-18 school year, how much money (in total dollars) was spent purchasing fluid milk?

Blank space for entering responseDOLLARS OF TOTAL MILK

5.19 In the 2017-18 school year, how much money (in total dollars) was spent purchasing 1% flavored milk?

NEW 

Blank space for entering response                        DOLLARS  OF 1% FLAVORED MILK

5.20 In the 2018-19 school year to date, how much money (in total dollars) was spent purchasing fluid milk?

**NEW 

**Blank space for entering response                         DOLLARS OF TOTAL MILK

5.21 In the 2018-19 school year to date, how much money (in total dollars) was spent purchasing 1% flavored milk?

NEW 

Blank space for entering response                         DOLLARS OF 1% FLAVORED MILK

The following questions are about how your SFA accommodates students with disabilities (including food allergy disabilities)in the 2018-19 school year. Later we will ask how your SFA accommodates students with non-disability, dietary preferences in the 2018-19 school year.

5.22 Do any schools in your SFA provide meals to accommodate individual students with disabilities (including food allergy disabilities)?

NEW

🔾 Yes 1

🔾 No 0 SKIP TO 5.27

5.23 On an average school day, what percentage of school breakfasts are accommodated to meet the needs of students with disabilities (including food allergy disabilities)?

IF NONE, PLEASE ENTER 0

NEW

PERCENTAGE

5.24 On an average school day, what percentage of school lunches are accommodated to meet the needs of students with disabilities (including food allergy disabilities)?

NEW

IF NONE, PLEASE ENTER 0

PERCENTAGE

5.25 How does your SFA accommodate students with disabilities (including food allergy disabilities)?

NEW

SELECT ALL THAT APPLY

🞏 Work with parents or school staff to obtain required medical documentation 1

🞏 Work with parents or school staff on protocols to manage dietary accommodations 2

🞏 Modify menus for disabilities … 3

🞏 Purchase foods, such as non-dairy milk or gluten-free bread 4

🞏 Distribute diet order forms to parents 5

🞏 Plan and/or prepare special order meals 6

🞏 Keep records on the number of special order meals served 7

🞏 No accommodations 0

🞏 Other *(Specify)* 99

Specify (STRING 250)

5.26 What activities to accommodate students with disabilities (including food allergy disabilities) require the most resources? Resources may include food service costs and staff time.

NEW

SELECT UP TO THREE

🞏 Developing standard operating procedures or management plans 1

🞏 Providing or receiving training or professional development 2

🞏 Working with parents and/or school staff on protocols to manage dietary accommodations 3

🞏 Modifying menus 4

🞏 Purchasing foods, such as non-dairy milk or gluten-free bread 5

🞏 Distributing diet order forms to parents 6

🞏 Planning special order meals 7

🞏 Preparing special order meals 8

🞏 Keeping daily or weekly records on the number of special order meals served 9

🞏 Other *(Specify)* 99

Specify (STRING 250)

The next questions are about how your SFA accommodates students with non-disability, dietary preferences in the 2018-19 school year.

5.27 Do any schools in your SFA offer meals to accommodate the dietary preferences listed below?

NEW

|  |  |  |
| --- | --- | --- |
|  | Select one response per row | |
|  | YES | NO |
| a. Vegetarian | 1 🔾 | 0 🔾 |
| b. Vegan | 1 🔾 | 0 🔾 |
| c. Gluten-free, excluding allergies | 1 🔾 | 0 🔾 |
| d. Halal | 1 🔾 | 0 🔾 |
| e. Kosher | 1 🔾 | 0 🔾 |
| f. Other *(specify)* | 1 🔾 | 0 🔾 |
| STRING (NUM) |  |  |

IF 5.27a-f = NO, SKIP TO 6.1.

5.28 On an average school day, what percentage of school breakfasts are accommodated for students with dietary preferences?

IF NONE, PLEASE ENTER 0

NEW

PERCENTAGE

5.29 On an average school day, what percentage of school lunches are accommodated for students with dietary preferences?

NEW

IF NONE, PLEASE ENTER 0

PERCENTAGE

5.30 How does your SFA accommodate students’ dietary preferences?

NEW

SELECT ALL THAT APPLY

🞏 Work with parents or school staff on protocols to manage dietary accommodations 1

🞏 Modify menus for dietary preferences … 2

🞏 Purchase foods for dietary accommodations, such as gluten-free bread or meat alternates 3

🞏 Distribute diet order forms to parents 4

🞏 Plan and/or prepare special order meals 5

🞏 Keep records on the number of special order meals served 6

🞏 Developing new recipes 7

🞏 Other *(Specify)* 99

Specify (STRING 250)

5.31 What activities to accommodate students with dietary preferences require the most resources? Resources may include food service costs and staff time.

NEW

SELECT UP TO THREE

🞏 Developing standard operating procedures or management plans 1

🞏 Receiving training or professional development 2

🞏 Working with parents and/or school staff on protocols to manage dietary accommodations 3

🞏 Modify menus for dietary preferences 4

🞏 Purchasing foods, such as gluten-free bread or meat alternates 5

🞏 Distributing diet order forms to parents 6

🞏 Planning special order meals 7

🞏 Preparing special order meals 8

🞏 Keeping daily or weekly records on the number of special order meals served… 9

🞏 Developing new recipes 10

🞏 Other *(Specify)* 99

Specify (STRING 250)

6. BUY AMERICAN

This section asks about practices related to domestic commodities and products and local food purchasing. Please respond for SY 2018-19 unless specified otherwise.

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 and territories.

IF SFA IS IN ALASKA, HAWAII, OR A U.S. TERRITORY, SKIP TO NEXT SECTION.

6.1 In which of the following does your SFA include the requirement for domestic commodities and products?

CNOPS-II Year 3

select ALL THAT APPLY

🞏 Solicitations (e.g., IFBs, RFPs) 1

🞏 Contract language 2

🞏 Product specifications 3

🞏 Purchase orders 4

🞏 Procurement procedures / plans 5

🞏 Other procurement documents 6

Specify (STRING (NUM))

🞏 None of the above 7

🞏 Don’t know d

6.2 How does your SFA ensure contractor compliance with the Buy American provision?

CNOPS-II Year 3

select ALL THAT APPLY

🞏 By monitoring solicitation language 1

🞏 By monitoring contract language 2

🞏 By verifying that the domestic commodity or product that was solicited for and awarded is in fact the food received 3

🞏 By reviewing products and delivery invoices or receipts 4

🞏 By conducting reviews of storage facilities 5

🞏 None of the above 6

🞏 Don’t know d

🞏 Other *(Specify)* 99

Specify (STRING (NUM))

6.3 Does your SFA ask food suppliers for the percentage of U.S. content in end products?

CNOPS-II Year 3

🔾 Yes 1

🔾 No 0

🔾 Don’t know d

**6.4 What is reviewed to verify commodities and products are domestic?**

CNOPS-II Year 3

select ALL THAT APPLY

🞏 Product labels/product codes 1

🞏 Vendor’s verbal assurances 2

🞏 Vendor’s written attestation 3

🞏 Solicitation language 4

🞏 Invoice descriptions 5

🞏 None of the above 0

🞏 Don’t know d

🞏 Other *(Specify)* 99

Specify (STRING (NUM))

**6.5 The next question asks about challenges your SFA may have experienced with complying with the Buy American Provision. For the product-specific challenge statements (a - d), please select whether your SFA experiences the challenge for no products, some products, or all products. For the general challenge statements (e – i), please indicate whether you agree or disagree.**

CNOPS-II Year 3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Select one response per row | | | |
| **PRODUCT SPECIFIC CHALLENGE** | NO PRODUCTS | SOME PRODUCTS | ALL PRODUCTS | DON’T KNOW |
| a. Domestic commodity or product supply is limited or unreliable. | 1 🔾 | 2 🔾 | 3 🔾 | d 🔾 |
| b. Domestic commodities or products do not meet preferred quality standards. | 1 🔾 | 2 🔾 | 3 🔾 | d 🔾 |
| c. Domestic commodities or products are more costly than their non-domestic food counterparts. | 1 🔾 | 2 🔾 | 3 🔾 | d 🔾 |
| d. Using domestic commodities or products increases administrative burden. | 1 🔾 | 2 🔾 | 3 🔾 | d 🔾 |
| **GENERAL CHALLENGE** | DISAGREE | NEUTRAL | AGREE | DON’T KNOW |
| e. Our SFA does not clearly understand what language to include in solicitations and contracts. | 1 🔾 | 2 🔾 | 3 🔾 | d 🔾 |
| f. Our SFA does not have enough staff to monitor compliance. | 1 🔾 | 2 🔾 | 3 🔾 | d 🔾 |
| g. Our SFA staff are not adequately trained to monitor compliance. | 1 🔾 | 2 🔾 | 3 🔾 | d 🔾 |
| h. Food suppliers are not responsive to requests about the percentage of U.S. content in end products. | 1 🔾 | 2 🔾 | 3 🔾 | d 🔾 |
| i. Other *(Specify)* | 1 🔾 | 2 🔾 | 3 🔾 | d 🔾 |
| (STRING (NUM)) |  |  |  |  |

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

**6.6** **How does your SFA determine that a cost is significantly higher for a domestic commodity or product and thus warrants the use of an exception?**

CNOPS-II Year 3

SELECT ONE ONLY

🔾 Cost of domestic commodity or product is 0-10% more than the non-domestic commodity or product 1

🔾 Cost of domestic commodity or product is 11-20% more than the non-domestic commodity or product 2

🔾 Cost of domestic commodity or product is 21-30% more than the non-domestic commodity or product 3

🔾 Cost of domestic commodity or product is 31% or more than the non-domestic commodity or product 4

🔾 N/A- SFA does not set a specific percent differential between the domestic and non-domestic commodity or product prices n

🔾 Don’t know d

🔾 Other (Specify) 99

Specify (STRING (NUM))

6.7 Did your SFA use an exception to the Buy American provision in SY 2018-19?

🔾 Yes 1

CNOPS-II Year 3

🔾 No 0 SKIP TO 7.1

🔾 Don’t know d SKIP TO 7.1

6.8 Why did your SFA use an exception to the Buy American provision in SY 2018-19?

select ALL THAT APPLY

CNOPS-II Year 3

🞏 Supply issue - the domestic commodity or product was not produced or processed in sufficient quantities 1

🞏 Quality issue - the domestic commodity or product was not of satisfactory quality 2

🞏 Cost issue - the cost of a domestic commodity or product was significantly higher than the non-domestic commodity or product 3

🞏 Don’t know d

6.9 Did your SFA use any exceptions to the Buy American provision in SY 2018-19 that were identified by your State agency during an Administrative Review?

CNOPS-II Year 3

🔾 Yes 1

🔾 No 0

🔾 Don’t know d

6.10 Has your SFA purchased any of the following foods under an exception to the Buy American provision in SY 2018-19? When responding about fruits and vegetables, consider fresh, frozen, canned, dried, and juice forms.

CNOPS-II Year 3- edited

|  |  |  |  |
| --- | --- | --- | --- |
|  | Select one response per row | | |
|  | YES | NO | DON’T KNOW |
| a. Fruits |  |  |  |
| a.1. Fresh fruit | 1 🔾 | 0 🔾 | d 🔾 |
| a.2. Frozen fruit | 1 🔾 | 0 🔾 | d 🔾 |
| a.3. Canned fruit | 1 🔾 | 0 🔾 | d 🔾 |
| a.4. Dried fruit | 1 🔾 | 0 🔾 | d 🔾 |
| a.5. Single-serve pack fruit | 1 🔾 | 0 🔾 | d 🔾 |
| a.6. Fruit juice | 1 🔾 | 0 🔾 | d 🔾 |
| b. Vegetables |  |  |  |
| b.1. Fresh vegetables | 1 🔾 | 0 🔾 | d 🔾 |
| b.2. Frozen vegetables | 1 🔾 | 0 🔾 | d 🔾 |
| b.3. Canned vegetables | 1 🔾 | 0 🔾 | d 🔾 |
| b.4. Dried vegetables | 1 🔾 | 0 🔾 | d 🔾 |
| b.5. Vegetable juice | 1 🔾 | 0 🔾 | d 🔾 |
| c. Grains | 1 🔾 | 0 🔾 | d 🔾 |
| d. Meats/Meat Alternate | 1 🔾 | 0 🔾 | d 🔾 |
| e. Fluid Milk | 1 🔾 | 0 🔾 | d 🔾 |
| f. Other (*Specify*) | 1 🔾 | 0 🔾 | d 🔾 |
| STRING (NUM) |  |  |  |

IF ALL RESPONSES TO 6.10a-f are “NO”, SKIP TO 7.1.

6.11 Approximately what percentage of your SFA’s total food purchase expenditures (in dollars) were exceptions to the Buy American provision (i.e. non-domestic commodities or products) in SY 2018-2019?

CNOPS-II Year 3

PERCENT

🔾 Don’t know d

The next questions ask for the percentage of individual food purchases that were exceptions to the Buy American provision in SY 2018-19.

6.12 Does your SFA track individual food purchases under an exception to the Buy American provision?

CNOPS-II Year 3

🔾Yes 1

🔾 No 0 SKIP TO 7.1

🔾 Don’t know d SKIP TO 7.1

6.13 What metric unit does your SFA use to track individual food purchases under exceptions to the Buy American provision?

CNOPS-II Year 3

🔾 Dollars 1

🔾 Pounds 2

🔾 Cases 3

🔾 Don’t know d

🔾 Other unit 99

Specify (STRING (NUM))

6.14a [IF 6.10a.1, 2, 3, 4, 5, OR 6=YES] Roughly what percentage of fruit purchases were not domestic commodities or products in SY 2018-19? Consider all forms of fruit, including fresh, frozen, canned, dried, single-serve packs (e.g., fruit cups), and juice.

CNOPS-II Year 3

🔾 1% to 5% 1

🔾 6% to 10% 2

🔾 11 to 25% 3

🔾 26% to 50% 4

🔾 51% or more 5

🔾 Don’t know d

6.14b [IF 6.10b.1, 2, 3, 4, OR 5=YES] Roughly what percentage of vegetable purchases were not domestic commodities or products in SY 2018-19? Consider all forms of vegetables, including fresh, frozen, canned, dried, and juice.

CNOPS-II Year 3

🔾 1% to 5% 1

🔾 6% to 10% 2

🔾 11 to 25% 3

🔾 26% to 50% 4

🔾 51% or more 5

🔾 Don’t know d

6.14c [IF 6.10c=YES] Roughly what percentage of grain purchases were not domestic commodities or products in SY 2018-19?

CNOPS-II Year 3

🔾 1% to 5% 1

🔾 6% to 10% 2

🔾 11 to 25% 3

🔾 26% to 50% 4

🔾 51% or more 5

🔾 Don’t know d

6.14d [IF 6.10d=YES] Roughly what percentage of meat/meat alternate purchases were not domestic commodities or products in SY 2018-19?

CNOPS-II Year 3

🔾 1% to 5% 1

🔾 6% to 10% 2

🔾 11 to 25% 3

🔾 26% to 50% 4

🔾 51% or more 5

🔾 Don’t know d

6.14e [IF 6.10e=YES] Roughly what percentage of fluid milk purchases were not domestic commodities or products in SY 2018-19?

CNOPS-II Year 3

🔾 1% to 5% 1

🔾 6% to 10% 2

🔾 11 to 25% 3

🔾 26% to 50% 4

🔾 51% or more 5

🔾 Don’t know d

6.14f [IF 6.10f=YES] Roughly what percentage of other purchases were not domestic commodities or products in SY 2018-19?

CNOPS-II Year 3

🔾 1% to 5% 1

🔾 6% to 10% 2

🔾 11 to 25% 3

🔾 26% to 50% 4

🔾 51% or more 5

🔾 Don’t know d

**7. TRAINING AND PROFESSIONAL STANDARDS**

**This section begins by asking about training and technical assistance SFA staff received during SY 2018-19.** **The topics are based on the Professional Standards Learning Objectives in four key areas. The subtopics covered in each of the key areas are described here (https://fns-prod.azureedge.net/sites/default/files/cn/ps\_learningobjectives.pdf).**

**7.1 Since the start of SY 2018-19, did the SFA Director or other school nutrition personnel receive training or technical assistance (TA) in the following topic areas?**

*CNOPS II Year 1 – edited*

|  | *Select all that apply* | | |
| --- | --- | --- | --- |
|  | SFA DIRECTOR RECEIVED | OTHER SCHOOL NUTRITION STAFF RECEIVED | NO STAFF RECEIVED |
| **Nutrition** |  |  |  |
| 1. Nutrition education | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. General nutrition | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Meal pattern requirements | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Menu planning (other than meal pattern requirements) | 1 🞏 | 2 🞏 | 0 🞏 |
| **Operations** |  |  |  |
| 1. Food production | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Serving food | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Cashier and point-of-service | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Receiving and storage | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Food safety | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Hazard Analysis Critical Control Point (HACCP) | 1 🞏 | 2 🞏 | 0 🞏 |
| **Administration** |  |  |  |
| 1. Free and reduced-price meal benefits | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Program management | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Financial management | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Human resources or staff training | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Facilities and equipment planning | 1 🞏 | 2 🞏 | 0 🞏 |
| **Purchasing and Procurement:** |  |  |  |
| 1. Product specifications | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Bid or proposal solicitation or evaluation | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Cooperative purchasing groups | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Contracts with food service management companies (FSMCs) | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Buy American | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Purchasing of food, supplies, and equipment | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Meal charge policies | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Use of the USDA Child Nutrition Program’s Professional Standards Training Tracker Tool (PSTTT) Version 2.0 | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Communications or marketing (including but not limited to customer service training) | 1 🞏 | 2 🞏 | 0 🞏 |
| 1. Other *(specify)* | 1 🞏 | 2 🞏 | 0 🞏 |
| (STRING (NUM)) |  |  |  |

**7.2 How does your SFA determine what training topics your staff need?**

**SELECT ALL THAT APPLY**

*New*

🞏 Staff provide feedback or request training 1

🞏 Identify training needed to improve performance 2

🞏 Identify training needed to fulfill job duties 3

🞏 Identify training needed to meet State requirements 4

🞏 Identify training needed to meet Federal professional standards 5

🞏 Other *(specify)* 99

Specify (STRING (NUM))

**7.3 Do you or your school nutrition staff need and/or want training or TA for any of the following topic areas?**

*New*

|  | *Select one per row* | |
| --- | --- | --- |
|  | **NEED/WANT TRAINING** | |
| TRAINING/TA TOPIC | YES | NO |
| **Nutrition** |  |  |
| 1. Nutrition education | 1 🔾 | 0 🔾 |
| 1. General nutrition | 1 🔾 | 0 🔾 |
| 1. Meal pattern requirements | 1 🔾 | 0 🔾 |
| 1. Menu planning (other than meal pattern requirements) | 1 🔾 | 0 🔾 |
| **Operations** |  |  |
| 1. Food production | 1 🔾 | 0 🔾 |
| 1. Serving food | 1 🔾 | 0 🔾 |
| 1. Cashier and point-of-service | 1 🔾 | 0 🔾 |
| 1. Receiving and storage | 1 🔾 | 0 🔾 |
| 1. Food safety | 1 🔾 | 0 🔾 |
| 1. Hazard Analysis Critical Control Point (HACCP) | 1 🔾 | 0 🔾 |
| **Administration** |  |  |
| 1. Free and reduced-price meal benefits | 1 🔾 | 0 🔾 |
| 1. Program management | 1 🔾 | 0 🔾 |
| 1. Financial management | 1 🔾 | 0 🔾 |
| 1. Human resources or staff training | 1 🔾 | 0 🔾 |
| 1. Facilities and equipment planning | 1 🔾 | 0 🔾 |
| **Purchasing and Procurement:** |  |  |
| 1. Product specifications | 1 🔾 | 0 🔾 |
| 1. Bid or proposal solicitation or evaluation | 1 🔾 | 0 🔾 |
| 1. Cooperative purchasing groups | 1 🔾 | 0 🔾 |
| 1. Contracts with food service management companies (FSMCs) | 1 🔾 | 0 🔾 |
| 1. Buy American | 1 🔾 | 0 🔾 |
| 1. Purchasing of food, supplies, and equipment | 1 🔾 | 0 🔾 |
| 1. Meal charge policies | 1 🔾 | 0 🔾 |
| 1. Use of the USDA Child Nutrition Program’s Professional Standards Training Tracker Tool (PSTTT) Version 2.0 | 1 🔾 | 0 🔾 |
| 1. Communications or marketing (including but not limited to customer service training) | 1 🔾 | 0 🔾 |
| 1. Other *(specify)* | 1 🔾 | 0 🔾 |
| (STRING (NUM)) |  |  |

**7.4 In general, in what format do your SFA staff prefer to receive training?**

**SELECT ALL THAT APPLY**

🞏 Webinar 1

*New*

🞏 In-person 2

🞏 Online self-directed course 3

🞏 Local meeting 4

🞏 Conference 5

🔾 Don’t know d

🞏 Other *(specify)* 99

Specify (STRING (NUM))

**7.5 In general, from which training providers do your SFA staff prefer to receive training?**

**SELECT ALL THAT APPLY**

*New*

🞏 USDA (FNS) 1

🞏 Institute for Child Nutrition 2

🞏 Professional associations or organizations 3

🞏 SFA or district staff (in-house) 4

🞏 State Child Nutrition Agency 5

🞏 Commercial food vendors 6

🞏 Local agencies and partners 7

🞏 Conference 8

🞏 Universities 9

🔾 Don’t know d

🞏 Other *(specify)* 99

Specify (STRING (NUM))

**This section is about the Professional Standards for State and Local School Nutrition Programs Personnel that went into effect on July 1, 2015. The questions are about SY 2018-19 unless otherwise noted.**

**7.6 Since the beginning of SY 2018-19, has your SFA kept track of the types of continuing education and/or training activities that school nutrition staff have completed?**

*CNOPS II Year 1*

🔾 Yes 1 SKIP TO 7.8

🔾 No 0

**7.7 Do you plan on conducting a review before the end of SY 2018-19 to document the continuing education and/or training activities your school nutrition staff have completed?**

*CNOPS II Year 1*

🔾 Yes 1

🔾 No 0 SKIP TO 7.13

7.8 What is your current or expected use of each of the following methods of documenting the continuing education and training activities your school nutrition staff completed?

*CNOPS II Year 1*

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Select one response per row* | | |
|  | CURRENTLY USING | NOT CURRENTLY USING BUT EXPECT TO USE BY THE END OF SY 2018-19 | NOT CURRENTLY USING AND DO NOT EXPECT TO USE BY THE END OF SY 2018-19 |
| a. The USDA Child Nutrition Program’s Professional Standards Training Tracker Tool (PSTTT) Version 2.0 | 1 🔾 | 2 🔾 | 3 🔾 |
| b. SNA-Developed Professional Standards Online Training Tracking Tool | 1 🔾 | 2 🔾 | 3 🔾 |
| c. Computer-or Excel-based tracking tool other than USDA PSTTT 2.0 and SNA online training tracking tool | 1 🔾 | 2 🔾 | 3 🔾 |
| d. Food safety certifications or other training certificates | 1 🔾 | 2 🔾 | 3 🔾 |
| e. Training attendance sign-in sheets | 1 🔾 | 2 🔾 | 3 🔾 |
| f. Training schedules | 1 🔾 | 2 🔾 | 3 🔾 |
| g. Other method: (Specify) | 1 🔾 | 2 🔾 | 3 🔾 |
|  |  |  |  |

**7.9 Which of the following challenges has your SFA experienced with documenting staff completion of continuing education and training activities?**

*CNOPS II Year 1-edited*

|  |  |  |
| --- | --- | --- |
|  | *Select one response per row* | |
|  | YES | NO |
| a. Lack time, resources, or staff to monitor the activities | 1 🔾 | 0 🔾 |
| b. Lack time, resources, or staff to document the activities | 1 🔾 | 0 🔾 |
| c. Don't understand what to document | 1 🔾 | 0 🔾 |
| d. Other (Specify) | 1 🔾 | 0 🔾 |
| STRING (NUM) |  |  |

**7.10 [If 7.8a = 1] In your opinion, how useful is the USDA Child Nutrition Program’s Professional Standards Training Tracker Tool (PSTTT) Version 2.0?**

🔾 Very useful 1

🔾 Useful 2

*NEW*

🔾 Somewhat useful 3

🔾 A little useful 4

🔾 Not at all useful 5

7.11 [If 7.8a = 1] Which of the following challenges has your SFA experienced with using the USDA Child Nutrition Program’s Professional Standards Training Tracker Tool (PSTTT) Version 2.0?

*NEW*

|  |  |  |
| --- | --- | --- |
|  | *Select one response per row* | |
|  | YES | NO |
| a. The tool’s online technology requirements make it challenging to access or use | 1 🔾 | 0 🔾 |
| b. It is challenging to set up the tool once accessed | 1 🔾 | 0 🔾 |
| c. It is challenging to keep the tool up to date | 1 🔾 | 0 🔾 |
| d. The tool is not user-friendly | 1 🔾 | 0 🔾 |
| e. The tool is time-consuming to use | 1 🔾 | 0 🔾 |
| f. The tool requires entering information that my SFA does not need | 1 🔾 | 0 🔾 |
| g. Other *(specify)* | 1 🔾 | 0 🔾 |
| STRING (NUM) |  |  |

**7.12 [IF 7.8c = 1 OR 2] Which other computer-based tracking tool (besides the USDA Child Nutrition Program’s Professional Standards Training Tracker Tool (PSTTT) Version 2.0 and the SNA-Developed Professional Standards Online Training Tracking Tool) are you currently using or do you expect to use by the end of SY 2018-19?**

**SELECT ALL THAT APPLY**

*New*

🞏 USDA Professional Standards Training Tracking Tool (original version) 1

🞏 Microsoft Excel/Apple Numbers spreadsheet 2

🞏 Web-based, online tracking service, including those provided through the State or SFA 3

🞏 School administration software 4

🞏 Other (specify) 99

Specify (STRING (NUM))

**7.13 Please indicate your LEA’s student enrollment range in SY 2018-19.**

🔾 499 students or less 1

🔾 500-2,499 students 2

*NEW*

🔾 2,500-9,999 students 3

🔾 10,000 students or more 4

**7.14 In this question, provide the number of staff in your SFA that are currently employed and, of those, the number that meet the training/continuing education requirements (or are expected to meet them by the end of SY 2018-19). Provide this information separately by the type of school nutrition staff at your SFA.**

*CNOPS II Year 1 - edited*

**The yearly minimum training/continuing education requirement for SY 2018-19 is 12 hours for SFA directors, 10 hours for SFA managers, 6 hours for school nutrition program personnel, and 4 hours for part-time school nutrition program personnel.**

IF NONE, PLEASE ENTER 0.

|  |  |  |
| --- | --- | --- |
|  | NUMBER OF STAFF EMPLOYED | NUMBER OF STAFF WHO ALREADY MEET OR ARE EXPECTED TO MEET THE TRAINING REQUIREMENT BY THE END OF SY 2018-19 |
| a. **SFA Directors** |  |  |
| b. **SFA managers** (staff who are directly responsible for the management of the day-to-day operations of school nutrition programs) |  |  |
| c. **School nutrition program personnel** (staff who are involved in routine non-managerial operations of school nutrition programs and work 20 or more hours per week) |  |  |
| d. **Part-time school nutrition program personnel** (staff who are involved in routine non-managerial operations of school nutrition programs and work less than 20 hours per week) |  |  |

**These next questions ask about the background of the current SFA director. If you are responding on behalf of the SFA director, please obtain the director’s information and enter it here.**

**7.15 Were you hired or promoted to SFA Director on or after July 1, 2015?**

*CNOPS II Year 1-edited*

🔾 Yes 1

🔾 No 0

**7.16 How many years of relevant experience in school nutrition programs (this includes previous work in the NSLP and SBP, as well as experience in other school-based child nutrition programs), did you have before you started your current position?**

*CNOPS II Year 1*

YEARS

**7.17 Did you hold a State-recognized certificate for school nutrition program directors prior to your start date as SFA Director? This could include a School Nutrition Association (SNA) Certificate or other State-recognized certificate.**

*NEW*

🔾 Yes 1

🔾 No 0

**7.18 Did you complete at least 8 hours of food safety training within the past 5 years before your start date as SFA Director, or within 30 days after your start date?**

*CNOPS II Year 1-edited*

🔾 Yes 1

🔾 No 0

**7.19 What is the highest level of education you completed prior to starting your current position?**

**SELECT ONE ONLY**

*CNOPS II Year 1&2*

🔾 Less than high school 1 SKIP TO NEXT SECTION

🔾 High school (or GED) 2 SKIP TO NEXT SECTION

🔾 Associate’s degree or equivalent 3

🔾 Bachelor’s degree 4

🔾 Master’s degree 5

🔾 Doctorate 6

7.20 What was your associate’s or bachelor’s degree major in college?

SELECT ALL THAT APPLY

*CNOPS-II Year 2*

🞏 Food and nutrition 1

🞏 Food service management 2

🞏 Family and consumer sciences 3

🞏 Dietetics 4

🞏 Culinary arts 5

🞏 Nutrition education 6

🞏 Business 7

🞏 Other *(Specify)* 99

Specify (STRING (NUM))

8. FINANCIAL MANAGEMENT

This section asks about your SFA’s revenues and expenditures in SY 2017-18.

8.1 Please record all revenues and expenditures made by your school district’s food service program in SY 2017-18.

*CNOPS-II Year 3 - edited*

|  |  |
| --- | --- |
| ***Revenue*** | ***Dollars*** |
| **Total revenue** | ***$*** |
| a. Meal sales | ***$*** |
| b. State revenues (i.e., reimbursements and state match) | ***$*** |
| c. Federal reimbursement | ***$*** |
| d. Other (Specify) | ***$*** |
|  | (STRING (NUM)) |
| ***Expenditures*** |  |
| **Total expenditures** | ***$*** |
| e. Labor | ***$*** |
| f. Food | ***$*** |
| g. Supplies | ***$*** |
| h. Storage | ***$*** |
| i. Transportation (for example, fuel surcharges for travel to and from offsite kitchens) | ***$*** |
| j. Indirect costs (fringe benefits, accounting, payroll, purchasing, facilities management, and utilities) | ***$*** |
| k. Other (Specify) | ***$*** |
|  | (STRING (NUM)) |

8.2 [DISPLAY IF TOTAL REVENUE AND / OR TOTAL EXPENDITURES ARE BLANK OR DO NOT MEET REQUIREMENTS FOR REALISTIC RANGE/FORMAT.] Overall, did your school district’s food service program revenues exceed expenditures in SY 2017-18?

*CNOPS-II Year 3- NOT PRETESTED; year 4 pretested and edited*

🔾 Yes 1 SKIP to 8.4

🔾 No 0

8.3 [DISPLAY IF TOTAL REVENUE AND / OR TOTAL EXPENDITURES ARE BLANK.] How close was your SFA to ‘breaking even’ in SY 2017-18?

🔾 One month total expenditures 1

*CNOPS-II Year 3- NOT PRETESTED- year 4 pretested and edited*

🔾 Two months’ total expenditures 2

🔾 Three months’ total expenditures 3

The next questions are about your SFA’s net cash resources. Net cash resources are defined as total revenues minus total expenditures.

8.4 On average, do your SFA’s net cash resources exceed 3 months’ average expenditures?

*CNOPS-II Year 3*

🔾 Yes 1

🔾 No 0 SKIP TO 8.6

8.5 What actions are taken if your SFA’s net cash resources exceed 3 months’ average expenditures?

Select ALL THAT APPLY

🞏 Our SFA submits a plan to the State Agency to spend the net cash revenues in excess 1

*CNOPS-II Year 3*

🞏 Our SFA reduces student lunch prices in a manner consistent with the paid lunch equity provision and corresponding FNS guidance 2

🞏 Our SFA improves food quality (examples include purchasing mobile school food service carts or kitchen equipment to support fresh baked and speed scratch cooking, or conducting student taste tests) 3

🞏 No action taken 4

🞏 Other *(Specify)* 99

Specify (STRING (NUM))

The next set of questions are about your SFA’s approach to unpaid meal charges that occur when students who are not eligible for free meals do not have funds to pay for meals. Questions pertain to SY 2018-19 unless specified otherwise.

8.6 With the exception of those operating a non-pricing special assistance Provision district-wide, SFAs are required to develop and implement an unpaid meal charge policy. Some States may choose to develop a State-level meal charge policy to be implemented by all SFAs operating the NSLP and SBP throughout the State.

*CNOPS-II Year 3- NOT PRETESTED; Year 4 pretested and edited*

Does your SFA have a local meal charge policy, or has your State developed a State-level meal charge policy for all SFAs to follow?

SELECT ALL THAT APPLY

🞏 Local Meal Charge Policy 1

🞏 State-level Meal Charge Policy 2

🞏 Does not apply - all schools in my SFA serve meals at no charge 3 GO TO VERIFICATION PAGE

🞏 Don’t know d GO TO 8.8

8.7 What are the components of the meal charge policy used by your SFA?

SELECT ALL THAT APPLY

*CNOPS-II Year 3*

🞏 Students unable to pay are allowed to charge regular, reimbursable meals (breakfast, lunch, and/or afterschool snacks) 1

🞏 Students unable to pay receive an alternate meal (e.g., a cheese sandwich) 2

🞏 Students unable to pay have a limit on the number of meals they can charge 3

🞏 Students unable to pay are denied a meal 4

🞏 Households are encouraged to apply for free or reduced price school meals when their student is unable to pay 5

🞏 Households are notified of low or negative balances (e.g., phone calls, text messages, and/or notes sent home) 6

🞏 Other *(Specify)* 99

Specify (STRING (NUM))

8.8 Does your SFA keep track of the amount of money owed as a result of unpaid meal charges?

🔾 Yes 1

🔾 No 0 GO TO VERIFICATION PAGE

*CNOPS-II Year 3*

8.9 For SY 2017-18, what was the total amount of money owed to your SFA as a result of unpaid meal charges?

*CNOPS-II Year 3*

DOLLARS

IF 8.9=0, SKIP TO 8.11

8.10 How much of this money has been recovered?

DOLLARS

*CNOPS-II Year 3*

8.11 What steps does your SFA take to recover money for unpaid meal charges?

*CNOPS-II Year 3*

|  |  |  |
| --- | --- | --- |
|  | Select one response per row | |
|  | YES | NO |
| a. Notify households of negative balances | 1 🔾 | 0 🔾 |
| b. Provide assistance to households with unpaid meal charges to complete an application for free or reduced price school meals | 1 🔾 | 0 🔾 |
|  |  |  |
| c. Try to retroactively approve the student for free or reduced price meals (for example, for the month before claims were submitted) | 1 🔾 | 0 🔾 |
| d. Provide the student with alternate meals until the debt is paid | 1 🔾 | 0 🔾 |
| e. Send bill to parents | 1 🔾 | 0 🔾 |
| f. Provide the parents with a repayment plan | 1 🔾 | 0 🔾 |
| g. Use a debt collection agency | 1 🔾 | 0 🔾 |
| h. Use administrative actions (e.g., student is not allowed to participate in programs and events, such as field trips or prom) | 1 🔾 | 0 🔾 |
| i. Other (Specify) | 1 🔾 | 0 🔾 |
| STRING (NUM) |  |  |

8.12 [DISPLAY 8.12a TO 8.12i IF 8.11 IS YES] Have any steps used by your SFA been successful?

*New*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Select one response per row | | |
|  | YES | NO | NOT APPLICABLE |
| a. Notify households of negative balances | 1 🔾 | 0 🔾 | n 🔾 |
| b. Provide assistance to households with unpaid meal charges to complete an application for free or reduced price school meals. | 1 🔾 | 0 🔾 | n 🔾 |
| c. Try to retroactively approve the student for free or reduced price meals (for example, for the month before claims were submitted) | 1 🔾 | 0 🔾 | n 🔾 |
| d. Provide the student with alternate meals until the debt is paid | 1 🔾 | 0 🔾 | n 🔾 |
| e. Send bill to parents | 1 🔾 | 0 🔾 | n 🔾 |
| f. Provide the parents with a repayment plan | 1 🔾 | 0 🔾 | n 🔾 |
| g. Use a debt collection agency | 1 🔾 | 0 🔾 | n 🔾 |
| h. Use administrative actions (e.g., student is not allowed to participate in programs and events, such as field trips or prom) | 1 🔾 | 0 🔾 | n 🔾 |
| i. Other (*Specify*) | 1 🔾 | 0 🔾 | n 🔾 |
| STRING (NUM) |  |  |  |

8.13 What are the consequences if a family is not able to repay the balance in the agreed upon time?

*CNOPS-II PRETESTED*

SELECT ALL THAT APPLY

🞏 Parents’ balances are sent to a debt collection agency 1

🞏 Parents do not receive students’ grades 2

🞏 Parents work with the school to create a repayment plan 3

🞏 Student is not allowed to participate in programs or events, such as field trips or prom 4

🞏 No consequences 0

🞏 Other (specify) 99

Specify (STRING (NUM))

8.14 Which of the following alternate funding sources has your SFA used to offset costs incurred from unpaid meal charges?

**SELECT ALL THAT APPLY**

*CNOPS-II PRETESTED- edited*

🞏 District general fund 1

🞏 State revenue matching funds in excess of the State revenue matching fund requirement 2

🞏 State or local funds provided to cover the price of student meals 3

🞏 Local contributions or charitable funding from the community 4

🞏 School fundraising 5

🞏 Revenue from meals or services not funded through the nonprofit school food service account (e.g., revenue from adult meals, competitive foods, and/or catering or contracting services that operate from a separate account) 6

🞏 Not applicable (SFA does not offset costs incurred from unpaid meal charges or does not incur unpaid meal charges) n

🞏 Other (specify) 99

Specify (STRING (NUM))

IF 8.14=3, 4, OR 5:

**8.15 How helpful are community and/or parent donations in addressing the unpaid meal debt in your SFA?**

🔾 Not helpful 1

*NEW*

🔾 A little helpful 2

🔾 Moderately helpful 3

🔾 Very helpful 4

🔾 Extremely helpful 5

🔾 Don’t know d

🔾 Not applicable (no community or parent donations are provided) n

8.16 Has your SFA noticed a change in the amount of unpaid meal charges since implementing an unpaid meal charge policy?

🔾 Yes, amount of unpaid meal charges has increased 1

*CNOPS-II Year 3- NOT PRETESTED; Year 4 pretested and edited*

🔾 Yes, amount of unpaid meal charges has decreased 2

🔾 No 0

🔾 Don’t know d

**VERIFICATION SCREEN**

You have just completed the CN-OPS II School Food Authority Director survey. Are you ready to submit your responses? (If you are ready, select "Yes" and press the "Save and Continue" button below and your survey will be submitted. If you need to double check an answer, press the "Back" button below to move back or use the "Table of Contents" to go back to a section).

**THANK YOU SCREEN**

**Thank you for completing this survey! Your survey has been submitted. If you have any questions about this survey, please email** [CNOPS2@2mresearch.com](mailto:CNOPS2@2mresearch.com) **or call toll-free at 1.844.503.7045.**