

C14. DATA COLLECTION ACTIVITIES AND RESPONDENTS
(GROUP 3 & FULL AND LIMITED OUTLYING AREAS)

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SNMCS-II Cost Data Collection

Below is a list of data collection activities and types of cost information we will ask for during our interviews. [GROUP 3 AND FULL OA: It is separated into SFA-/district- and school-level data collection.] Please use this to help identify which staff members should contribute to each interview and what documentation would be helpful to prepare in advance.

SFA- and district-level cost data collection

[GROUP 3, FULL OA:SFA Director Staff Salary and Time Allocation Grid

Asks for central food service staff's time spent on various food service related tasks throughout the year. In addition, we will need wages, paid hours per week, paid time per year, and value of fringe benefits received per year for each job title or position mentioned.

Typically, the SFA director and/or the district business manager provides this information.]

[GROUP 3, FULL OA: Preliminary SFA Indirect Cost Survey

Asks for restricted and unrestricted indirect cost rates. We will ask you for a copy of your indirect cost allocation plan, if you have one.

Typically, the district business manager provides this information.]

[GROUP 3, LIMITED AND FULL OA: Preliminary Food Service Expense Statement

Reviews the SFA expense statement line-by-line and collects information on costs and cost types, such as direct, indirect, or unreported costs.

Typically, the SFA director and the district business manager provide this information together.]

[GROUP 3, FULL OA: Off-Budget Staff Salary and Time Allocation

District staff, who do not fall under the food service department budget, may still support the food service department by providing services such as payroll and accounting, contracting, human resources, custodial and maintenance support, or computer support. We refer to these as "off-budget district staff," if their time is not billed directly or indirectly to the food service account. Like the SFA Direct Staff Salary and Time Allocation Grid, this interview asks for the amount of time off-budget staff spend on these tasks, wages, paid hours per week, paid time per year, and the value of fringe benefits received per year for each position mentioned.

Typically, the SFA director and the district business manager provide this information together.]

[GROUP 3, LIMITED AND FULL OA: Food Cost Worksheet

Creates a list of your SFA's food vendors and the types of foods provided, then asks for copies of invoices or price agreements for all purchased foods and ingredients, including USDA Foods and DOD Fresh Foods, used during the week of data collection. This documentation will need to include the product name, unit size, brand, and either unit price or total cost and number of cases.

Typically, the SFA director or a food service purchasing manager provides this information.]

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School-level cost data collection (needed for each sampled kitchen)

- [GROUP 3, FULL OA: School Nutrition Manager Cost Interview]** Asks for kitchen staff's time spent on various food service related tasks during one school week. In addition, we will need pay rates, paid hours per week, paid weeks per year, and value of fringe benefits received for each job title or position mentioned. Typically, this information is provided by the SNM, sometimes called a cafeteria manager or kitchen manager. If a central kitchen prepares foods for one or more sampled schools, we will complete this interview with the central kitchen supervisor too.]
- [GROUP 3, FULL OA: Principal Cost Interview]** Asks for school non-food service staff's time spent on various food service related tasks throughout the year (for example, a school secretary who is responsible for collecting applications for free or reduced-price meals). In addition, we will need pay rates, paid hours per week, paid weeks per year, and value of fringe benefits received for each job title or position mentioned. Typically, this information is provided by the school principal or a designee.]

Other data collection

- [GROUP 3: SFA Director Survey]** Collects information about the school environment; food service operating policies and practices; and other characteristics of SFAs, schools, and students. Typically, the SFA director completes this web-based survey.]
- [GROUP 3: Menu Survey]** Collects information on the foods offered and served in reimbursable lunches, breakfasts, and afterschool snacks (if offered) during a target week, and a la carte foods available on a single day. There will also be a set of survey questions asking about food service operations and related policies. Typically, the SNM completes this web-based survey.]
- [LIMITED AND FULL OA: Menu Survey]** Collects information on the foods offered and served in reimbursable lunches and breakfasts [FULL OA: during a target week; LIMITED OA: in your SFA (FILL TIME PERIOD)]. Typically, the [FULL OA: SNM completes this web-based or; LIMITED OA: SFA director completes this] hard-copy survey.]
- [GROUP 3: Principal Survey]** Asks about school characteristics related to food service operations, nutrition education, and physical activity and education. Typically, the school principal completes this web-based survey.]
- [GROUP 3: School Observations]** Data collectors will observe other sources of foods and beverages, such as vending machines and school stores. Typically, the SNM or designated kitchen staff will provide some information about the locations of the other sources of foods and beverages.]
- [GROUP 3: Cafeteria Observations]** Observations of one lunch and one breakfast period (if applicable) in each sampled school to document characteristics of food service operations. If a school has a self-serve/made-to-order bar, data collectors will observe the amounts of food items placed on the bar, used, left over, and wasted. In some schools, data collectors may also conduct plate waste observations on students' trays. Typically, the SNM or designated kitchen staff will provide some information to facilitate completing these observations.]

For more information

- About the SNMCS-II research team** Mathematica, Insight Policy Research, [GROUP 3: Decision Information Resources,] and Agralytica are among the nation's leading research organizations. The team has over 25 years of experience in conducting research for government agencies and studying child nutrition programs.
- Whom can I contact for more information?** If you have any questions about the study, please contact XX by email at XX or by telephone at XX. If you would like to learn more about the study, visit [website].

