G4. SCHOOL NUTRITION MANAGER COST INTERVIEW (GROUP 3 AND FULL OUTLYING AREAS)

This page has been left blank for double-sided copying

**USDA/Food and Nutrition Service
School Nutrition and Meal Cost Study-II
School Nutrition Manager Cost Interview**

Note: The burden associated with Appendix G9, and collecting the salary information request referenced in Appendices C19 and C27, is included in the burden disclosure statement for this appendix, and it is included in the same rows as this appendix in the burden table.

SKIP NAVIGATION PAGE IF SURVEY IS BLANK.

NAVIGATION PAGE

ALLOW DIRECT NAVIGATION TO EACH OF THESE PARTS OF THE INTERVIEW BY CLICKING ON A LINK

1. **PART A: PRODUCTION KITCHEN SCREENING QUESTIONS**
2. **PART B: SCHOOL FOOD SERVICE STAFF TIME ALLOCATION GRID**
3. **PART C: SCHOOL FOOD SERVICE STAFF SALARY GRID**
4. **DATA REVIEW SCREEN**

CONFIRMING RESPONDENT INFORMATION

ALL

PREFILL ANSWERS TO THESE QUESTIONS FROM SNMFIRSTNAME, SNMLASTNAME, SNM_PHONE, and SNM_EMAIL AND ALLOW INTERVIEWER TO EDIT

DISPLAY ALL THREE QUESTIONS ON SAME PAGE

SC1.   **Please confirm your name and contact information.**

_____ (STRING (20))
FIRST NAME

_____ (STRING (30))
LAST NAME

SC2. **What is your phone number?**

|___|___|___| - |___|___|___| - |___|___|___|___|
(0-999)   (0-999)   (0-9999)

HOME..1

WORK..2

CELL PHONE...3

SC3. **What is your email address?**

_____@_____

DO NOT HAVE EMAIL ADDRESS……………………………………….N

REFUSED...R

HARD CHECK: VERIFY EMAIL PATTERN AS *@*.*. IF EMAIL DOES NOT MATCH PATTERN: EMAIL SHOULD BE IN THE FORM OF name@domain.xxx. RE-ASK AND VERIFY EMAIL ADDRESS.

INTRODUCTION

ALL
IF SCHOOL_STATE = AK OR HI, FILL **State;** ELSE, FILL **Territory**

FNS has contracted with Mathematica Policy Research, Insight Policy Research, Decision Information Resources, and Agralytica to conduct the School Nutrition and Meal Cost Study-II (SNMCS-II) for school year 2019–2020.

Your participation is vital to informing future policies for school meals to ensure the meals contribute to a healthy future for all children.

[IF GROUP=3: **This important study will (1) describe the food and nutritional quality of school meals and afterschool snacks, (2) update information on the school food environment and food service policies and practices, (3) estimate the cost to produce school meals and snacks, and (4) collect information about student participation, satisfaction, and dietary intake. Having updated information about the school meals programs will help States, SFAs, and schools better serve students.**]

[IF GROUP = FOA: **This important study will estimate the cost to produce school meals in your [State/Territory].**]

All information gathered for this study is for research purposes only and will not affect meal reimbursements to participating schools or school meal program benefits of participating households. All information will be kept private under the Privacy Act to the extent allowed by law.

The questions I will be asking today have been approved by the Federal Office of Management and Budget, also known as OMB. We are only allowed to ask you these questions and you can only answer them if there is a valid OMB control number. For the questions asked as part of today's discussion, the OMB control number is 0584-XXXX and it expires on XXXX. These questions will take about 90 minutes to complete, including the time to review instructions, search existing data resources, gather the data needed, and review the information collection.

PART A: PRODUCTION KITCHEN SCREENING QUESTIONS

ISPRODUCTION AND ISCENTRAL (FROM LOAD FILE) NOT EQUAL TO 1. I.E., SCHOOL IS NOT AN UNSAMPLED PRODUCTION KITCHEN OR A CENTRAL KITCHEN.

Today I will be asking you about the people who work in this kitchen, the amount of time they spend on different activities, and the salaries and benefits that they receive.

A1.   First, is this school a production kitchen?

YES..1

NO..0

PRODKITCHEN = 1 AND (ISPRODUCTION AND ISCENTRAL (FROM LOAD FILE) NOT EQUAL TO 1). I.E., SCHOOL IS A PRODUCTION KITCHEN, BUT NOT AN UNSAMPLED PRODUCTION KITCHEN OR A CENTRAL KITCHEN.

A2.   Are all of the meals produced to be sent off-site prepared by staff who work exclusively on those meals (that is, they do not also prepare meals that are served on-site)?

YES..1

NO..0

PRODKITCHENSTAFFEXCLUSIVE= 1

A3.   As I continue through this interview, please do not include the staff members who work exclusively on meals produced to be sent off-site in your responses.

PART B: SCHOOL FOOD SERVICE STAFF TIME ALLOCATION GRID

ALL

B1. **I want to find out how much time the people who work in this kitchen spend on preparing meals and other food service activities. We will do this by reviewing the staff's daily schedules. It may help if you have access to the schedules or time cards for the staff. For these questions, please think about <u>all staff who work in this kitchen</u> whose salaries are paid all or in part by the food service account.**

When did the first staff member arrive on Monday, [MONTH DAY OF MONDAY IN WEEK PRIOR TO INTERVIEW], and when did the last staff member leave?

INTERVIEWER NOTE: YOU WILL COLLECT INFORMATION FOR THE MOST RECENT FULL SCHOOL WEEK (FIVE WORKING DAYS). IF SCHOOL WAS NOT IN SESSION ANY DAY LAST WEEK, ASK: **When did the first staff member arrive on the most recent Monday that started the most recent full week of school?**

OPENING TIME: ☐ : ☐ ₁ ⬤ **AM** ₂ ⬤ **PM**

CLOSING TIME: ☐ : ☐ ₁ ⬤ **AM** ₂ ⬤ **PM**

| SOFT CHECK: IF EITHER TIME IS 12:00AM-3:59AM OR 8:00PM-11:59PM; Please confirm this time is correct. |
| HARD CHECK: IF KITCHENCLOSETIME IS EARLIER THAN KITCHENOPENTIME; Closing time cannot be earlier than opening time. |
| PROGRAMMER: Convert times to military time on backend. |

ALL

B2. [FIRST TIME THROUGH LOOP: **Let's start by populating your work schedule. First, what is your job title?]**

[NEXT LOOPS THROUGH: **What is the job title of the next staff member or members who worked in the kitchen that week? We can combine staff members who share the exact same schedule all five days of the week.**

[IF PRODKITCHEN=1 (only after first loop)**; Remember, please do <u>not</u> include the staff members who work exclusively on meals produced to be sent off-site in your responses.]]**

_____ (STRING (100))
JOB TITLE

| HARD CHECK: IF JOB TITLE WAS ALREADY USED; Please enter a unique job title. Feel free to use employee initials to differentiate staff. |

INTERVIERWER: CODE JOB CATEGORY

SELECT ALL THAT APPLY

1 ☐ SCHOOL NUTRITION MANAGER

2 ☐ COOK/FOOD PREP

3 ☐ CASHIER

4 ☐ MONITOR

5 ☐

6 ☐

7 ☐

8 ☐ OTHER

ALL; FIRST TIME IN LOOP, AUTO-FILL WITH "1" AND SKIP QUESTION; ASK QUESTION ALL SUBSEQUENT TIMES

SHOW ON SAME PAGE AS B2

B3. **How many people share the work schedule we're about to go over?**

|__|__|

RANGE 1-99

ALL

B4. **Please refer to Handouts 1 and 2 in the Interview Reference Guide. The first handout is a sample grid that shows you the type of schedule information we are collecting. The second describes activities school food service staff may spend time on throughout the day. [FIRST TIME OF LOOP PER JOB TITLE: Let's start with your work schedule on that Monday.] [OTHER TIMES IN LOOP: Now we'll review your work schedule for [FILL FROM NEXT MISSING IN B5].]**

INTERVIEWER: SELECT THE FIRST ACTIVITY, AND ENTER THE START AND END TIMES. THEN, SELECT THE NEXT ACTIVITY AND ENTER THE END TIME. CONTINUE UNTIL CODE "OFF" IS ENTERED, THEN CLICK THE "NEXT" BUTTON.

PROGRAMMER: DISPLAY AS GRID ON ONE SCREEN. ALLOW UP TO 12 ROWS IN GRID (3 ROWS SHOWN HERE FOR REFERENCE).

PROGRAMMER: INSTRUMENT WILL LOOP THROUGH B4-B5 UP TO 5 TIMES FOR EACH TIME B2 IS ASKED (BASED ON RESPONSES TO B5). THE ENTIRE B2 – B5 SERIES WILL BE ASKED UP TO 30 TIMES.

B4a. Which of the activities did you/they start working on?	B4b. At what time did you/they start that work?
1. [ACTIVITY DROPDOWN]	1. [KITCHENOPENTIME]
2. [ACTIVITY DROPDOWN]	2. |__|__|:|__|__| AM/PM
3. [ACTIVITY DROPDOWN]	3. |__|__|:|__|__| AM/PM
… (UP TO 12)	… (UP TO 12)

SOFT CHECK: IF LAST ACTIVITY ENTERED IS NOT "OFF"; **Please confirm that they ended work at [KITCHENCLOSETIME].**
SOFT CHECK: IF CODE OFF USED MORE THAN TWICE; **Off should only be used at the beginning and end of a person's day. Please use code "Break" for time not working during the middle of the work day.**
HARD CHECK: IF ANY ROW (1-12) HAS AT LEAST ONE VALUE POPULATED (Activity or ActivityStart), BUT OTHER VALUES IN THAT ROW ARE MISSING: **At least one value is missing. Enter the missing value to continue.**
HARD CHECK: IF ANY ROW'S ACTIVITYSTART IS EARLIER THAN PRIOR ROW'S ACTIVITYSTART; **Activities must be listed in order they are completed.**
HARD CHECK: IF ANY ROW'S ACTIVITYSTART IS AFTER KITCHENCLOSETIME; **Activity [ROW NUMBER] is outside kitchen open time.**
PROGRAMMER: Convert times to military time on backend.

PROGRAMMER LOOKUP FOR ACTIVITY DROPDOWN:

BPS (SET UP/MAKE/SERVE BREAKFAST)

LPS (SET UP/MAKE/SERVE LUNCH)

JPS (SET UP/MAKE/SERVE BOTH BREAKFAST AND LUNCH)

SPS (SET UP/MAKE/SERVE FFVP, CACFP, OR NSLP AFTERSCHOOL SNACKS)

OPS (SET UP/MAKE OTHER MEALS OR FOOD)

EP (NUTRITION EDUCATION/PROMOTION)

A (FOOD SERVICE ADMINISTRATION)

OA (OTHER FOOD SERVICE PROGRAM ACTIVITY)

BREAK (BREAKS/NON-ASSIGNABLE WORK)

OFF (TIME BEFORE/AFTER THE WORK DAY)

ALL
SHOW ON SAME PAGE AS B4
ONLY DISPLAY RESPONSE OPTIONS NOT ALREADY SELECTED

B5. **Does this same schedule apply to any other days that week for [JOB TITLE]?**

Select all that apply

TUESDAY...2

WEDNESDAY..3

THURSDAY...4

FRIDAY..5

PROGRAMMER BOX

IF ALL RESPONSES (1-5) SELECTED AT B5, GO TO B6. IF ANY RESPONSES AT B5 ARE NOT SELECTED, LOOP BACK TO ASK B4-B5 ABOUT THE FIRST DAY/RESPONSE <u>NOT</u> SELECTED. CONTINUE ASKING ABOUT EACH DAY ON A LOOP UNTIL SCHEDULES HAVE BEEN COLLECTED FOR ALL DAYS, MONDAY THROUGH FRIDAY. THEN GO TO B6.

PROGRAMMER BOX

ON BACKEND, COPY RESPONSE FOR STAFF TIME TO ALL DAYS MARKED IN LOOP AS APPLYING.

ALL

B6. **Is there any other staff member who worked in the kitchen that week who we haven't covered?**

YES.. 1

NO.. 0

PROGRAMMER BOX

EACH TIME INTERVIEWER REACHES B6, DISPLAY GRID WITH JOB TITLES AND STAFF COUNT COLLECTED SO FAR. FOR EXAMPLE:

STAFF COVERED:

JOB TITLE	STAFF COUNT
[StaffJobTitle]	*[StaffCount]*
SNM	1
Cook	2
Cashiers odd days	2
TOTAL	**5** *[sum of StaffCount]*

PROGRAMMER BOX

IF B6 = 1, GO TO B2 TO START NEW LOOP.

CONTINUE COLLECTING STAFF SCHEDULES ON A LOOP UNTIL B6 = 0.

PROGRAMMER BOX

ONCE THE SCHOOL FOOD SERVICE STAFF TIME ALLOCATION GRID HAS BEEN COMPLETED (B6 =0), POPULATE ALL THE TITLE/POSITIONS LISTED INTO THE SCHOOL FOOD SERVICE STAFF SALARY GRID.

PART C: SCHOOL FOOD SERVICE STAFF SALARY GRID

ALL

C1. **I will now collect enough salary information to calculate what one hour of staff time costs for each person, title, or position. I will start by asking questions 3 – 6 on Handout 3 (the School Nutrition Manager Cost Interview Guide) for each person, title, or position you identified. I can group staff with the same position together if the following three conditions are met: they work the same number of hours per week, they work the same number of weeks per year, and they work the same amount of time on the food service activities throughout the day. If these are not all true for the staff group, I will collect their salary information separately. As we go through each type of staff, please let me know if they can be grouped together.** REFER RESPONDENT TO HANDOUT 4. **Handout 4 (the example School Food Service Staff Salary Grid) shows the type of information we are collecting.**

INTERVIEWER NOTE: THE INSTRUMENT WILL RUN THROUGH ALL TYPES OF STAFF LISTED ON THE TIME ALLOCATION GRID AND POPULATE THE STAFF SALARY GRID.

PROGRAMMER: SHOW GRID ON ONE SCREEN. POPULATE TABLE WITH JOB TITLES FROM STAFFJOBTITLE[1-30] AND PUT STAFFCOUNT[1-30] SO THE TITLE/POSITION READS, E.G., "COOK-RB AND JA (2)". ALLOW UP TO 40 ROWS IN GRID. FOR ALL REMAINING ROWS NOT FILLED WITH JOB TITLE, POPULATE A DROPDOWN THAT CONTAINS JOB TITLES FROM STAFFJOBTITLE[1-30]. FOR EXAMPLE, IF THERE ARE 25 UNIQUE JOB TITLES ENTERED, THEN FILL THE FIRST 25 ROWS WITH THOSE TITLES, AND THE REMAINING 15 WILL HAVE A DROPDOWN THAT CONTAINS ALL 25 TITLES TO BE USED IF ANY OF THE TITLES HAVE DIFFERENT PAID TIME ETC.

(1)	(2)	(3)	(4)	(5)	(6)
Title/Position	Number of staff	Total paid hours/ week	Total paid time/ year	Percentage of staff hours worked on food service	Percentage of salary/wage charged to the food service account
A. [FILL/DROPDOWN of JOB TITLES FROM B2]	|__|__| RANGE 1-99	|__|__| hrs/wk RANGE 1-84	|__|__|__| RANGE 1-365 ☐ Days ☐ Weeks → Per year ☐ Months	|__|__|__|% RANGE 1-100	|__|__|__|% RANGE 1-100

FOR ALL SOFT CHECKS BELOW, REPEAT DISPLAY EACH TIME GRID IS ENCOUNTERED (RATHER THAN ONLY SHOWING AFTER FIRST ITERATION).

SOFT CHECK: IF ANY VALUES ARE MISSING: At least one value is missing. Enter the missing value to continue.
HARD CHECK: IF UNITPERYEAR=2 (WEEKS) AND TIMEPERYEAR>52; **Total paid time per year cannot exceed 52 weeks.**
HARD CHECK: IF UNITPERYEAR=3 (MONTHS) AND TIMEPERYEAR>12; **Total paid time per year cannot exceed 12 months.**
SOFT CHECK: IF SUM OF SALSTAFFCOUNT BY POSITION DOES NOT EQUAL STAFFCOUNT BY POSITION; Not all staff are accounted for in table.

ALL

I will now ask questions 7 and 8 on the School Nutrition Manager Cost Interview Guide for each person, title, or position.

PROGRAMMER: SHOW GRID ON ONE SCREEN. POPULATE ROW WITH JOB TITLES COLLECTED AT SALTITLE[1-40]. FOR ALL ROWS, POPULATE COLUMN 2 WITH NUMBER OF STAFF FROM SALSTAFFCOUNT[1-40]. ALLOW UP TO 40 ROWS IN GRID.

PROGRAMMER: IF SALSTAFFCOUNT[1-40] = 1, DEACTIVATE COLUMNS 7B AND 8B FOR ROW (I.E., IF THERE IS ONLY ONE STAFF MEMBER IN POSITION, ONLY ALLOW ENTRY INTO LOW SALARY/BENEFITS COLUMN.)

(1)	(2)	(7a)	(7b)	(8a)	(8b)	(9)
Title/Position	**Number of staff**	**(Low) Salary/Wage**	[ONLY ALLOW ENTRY IF COL2>1] **High Salary/Wage**	**(Low) Fringe benefits/ year**	[ONLY ALLOW ENTRY IF COL2>1] **High fringe benefits/ year**	**NOTES**
A. [FILL FROM C1]	[FILL FROM C1]	$ _____ per RANGE 0-300,000 ☐ Hour ☐ Month ☐ Week ☐ Year ☐ Every two weeks ☐ Other: ☐ Two times a month _____	$ _____ per RANGE 0-500,000 ☐ Hour ☐ Month ☐ Week ☐ Year ☐ Every two weeks ☐ Other: ☐ Two times a month _____ (STRING (50))	$_____ _ per year RANGE 0-100,000	$_____ per year RANGE 0-100,000	_____ _____ __

FOR ALL SOFT CHECKS BELOW, REPEAT DISPLAY EACH TIME GRID IS ENCOUNTERED (RATHER THAN ONLY SHOWING AFTER FIRST ITERATION).
SOFT CHECK: IF ANY VALUES EXCEPT NOTES FIELD ARE MISSING: **At least one value is missing. Enter the missing value.**
SOFT CHECK: IF ANY VALUES IN LOWSALARY/HIGHSALARY GREATER THAN 100,000; **Please confirm the salary/wage for [SalTitle] is correct.**
HARD CHECK: IF HIGHSALARY<LOWSALARY; **High salary/wage cannot be less than low salary/wage. Please fix for [SalTitle].**
HARD CHECK: IF HIGHFRINCE<LOWFRINGE; **High fringe benefits cannot be less than low fringe benefits. Please fix for [SalTitle].**

ALL

C2.   IS INTERVIEW COMPLETE?

YES...1

NO..0

IF INTERVIEWCOMPLETE=1, MARK INTERVIEW COMPLETE AND SET COMPLETE STATUS AND DO NOT ALLOW REENTRY INTO INSTRUMENT. IF INTERVIEWCOMPLETE=0, MARK AS A PARTIAL AND ALLOW REENTRY INTO INSTRUMENT.