

G6. FOOD COST WORKSHEET (GROUP 3 & FULL AND LIMITED OUTLYING AREAS)

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**USDA/Food and Nutrition Service
School Nutrition and Meal Cost Study-II
SFA Food Cost Worksheet and Instructions**



SFA ID #: _____
SFA Name: _____
SFA Director Name: _____
SFA Director Phone: _____
SFA Director Email: _____

SFA FOOD COST WORKSHEET INTRO

[GROUP 3: When we spoke earlier, we asked you to gather documentation from all vendors for commercially purchased food items and USDA Foods shipments, which will help us calculate the unit price of foods used by this SFA during the scheduled week of data collection. As part of determining the total cost of producing school meals, we need to know what the SFA paid for both food items served as-is and food ingredients used in recipes for foods that the SFA prepares.

Do you have the documents available today? (IF NOT, SCHEDULE A TIME TO RETURN LATER IN THE WEEK TO RETRIEVE DOCUMENTS.)]

[OACS: Thank you for submitting documentation from your food vendors, which will help us calculate the unit prices of foods used during the week of data collection. I'd like to go over this documentation now.]

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-xxxx. The time required to complete this information collection is estimated to average 10 minutes 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. All information will be kept private under the Privacy Act to the extent allowed by law. 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 Service, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-xxxx). Do not return the completed form to this address.

We are only interested in the foods that are served during the week of data collection. Some of these foods will come out of inventory, and some will be delivered that week. Foods delivered for the week may include: milk, produce, baked goods, and other perishables. They may also include plated foods, staples, and frozen foods that were ordered to arrive that week.

Please reference Handout 1, which is in the Interview Reference Guide. [REVIEW “HANDOUT 1: LIST OF FOODS” AND PROMPT FOR VENDORS THAT PROVIDE EACH TYPE OF FOOD.]

For each vendor we just discussed, I need to know what kinds of documents you have that will help us to calculate the unit price of foods. [REVIEW “HANDOUT 2: VENDOR DOCUMENTS”] As a reminder, to do this we need to know the price of a unit as delivered (such as a case), the number of pieces per unit, and the unit size. These documents may include:

A summary report with price information on all foods purchased

An invoice containing information for food purchased or delivered at a particular time. Multiple invoices may be needed for a single vendor to cover all foods.

Or a different type of document, including bid lists or contracts with prices for foods, or inventory reports with foods from multiple vendors

If invoices for the foods that are served during the week of data collection are not available, we can collect invoices from earlier in the school year that include the same foods.

[GO THROUGH VENDOR NAMES, CHECK OFF DOCUMENTATION TYPE AVAILABLE]

GROUP 3 INTERVIEWER: IS DOCUMENT COMPLETE OR IS FOLLOW UP NEEDED? VERIFY THAT THE DOCUMENTATION THAT THE SFA PROVIDES INCLUDES PRODUCT NAME, UNIT SIZE, BRAND, AND EITHER UNIT PRICE OR TOTAL COST AND NUMBER OF CASES. SPECIFY DOCUMENT ISSUES ON SECOND PAGE OF GRID, SUCH AS DOCUMENTS TO BE OBTAINED FROM VENDORS THAT WERE NOT AVAILABLE AND THE CONTACT INFORMATION FOR THAT VENDOR.

END: **Thanks for your help completing the Food Cost Worksheet. [IF OUTLYING AREAS AND HAVEN'T SUBMITTED ALL DOCUMENTATION: Please send the documents to us by [DATE].] Next, we will talk about central SFA staff.**

GROUP 3 INTERVIEWER: SCAN ANY DOCUMENTS RECEIVED ON SITE

