G10. PRINCIPAL COST INTERVIEW Reference GUIDE

(GROUP 3 AND FULL Outlying areas)

OMB Control No.: 0584-XXXX

Exp. Date: XX/XX/XXXX

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HANDOUT 1: Food Service Function List for School Staff

OMB Control No.: 0584-XXXX

Exp. Date: XX/XX/XXXX

We will ask you to identify the below food service-related activities that may be done entirely or in part by school staff who are not paid out of the food service account. These types of activities may involve you or other staff or volunteers at this school. This excludes employees in the food service department or others whose salaries or wages are paid entirely or partially by the food service department.

**Food Service Activities That Non-Food Service Staff May Do**

**Activity A:** Distributing and processing applications for free or reduced-price meals

1. Distributing applications, such as printing, mailing, or handing applications out at meetings
2. Communicating about applications for free/reduced price meals (for example, publishing in newsletters, making public service announcements, creating web site postings, speaking to parent groups or community organizations, or contacting individual parents)
3. Maintaining and providing support for online applications
4. Collecting and checking applications, resolving problems, and adding school information
5. Approving/rejecting applications and notifying parents
6. Compiling lists of eligible students
7. Updating lists to include transfer students and other changes

**Activity B:** Direct certification and other certification from lists

1. Direct certification of students for free meals using program data (for example, SNAP/Food Stamps, TANF/welfare, Medicaid, or other data)
   1. Processing batches of students
   2. Using lookups for individual students
2. Other certification of students for free meals from lists (for example, foster children, homeless children, Head Start, or migrants)
   1. Certification from foster care list
   2. Certification from Homeless List
   3. Certification from Head Start List
   4. Certification from other lists (runaways, migrants)
3. Reporting on direct certification or calculating the identified student percentage (ISP) for school

**Activity C:** Verifying household income of students certified for free or reduced-price meals

1. Selecting applications for verification
2. Sending out requests for proof of eligibility and answering questions
3. Verifying applications using SNAP/Food Stamp, TANF/welfare, or Medicaid information (direct verification)
4. Reviewing information provided by parents, verifying eligibility, and following up on missing information

**Food Service Activities That Non-Food Service Staff May Do (continued)**

1. Notifying parents of changes in eligibility
2. Reporting on verification

**Activity D:** Cleaning food service areas and other custodial services

1. Clean-up in kitchen area (for example, dishes, trays, or garbage)
2. Maintenance and repairs of facilities and equipment

**Activity E:** Management of cafeteria personnel

1. Hiring new staff
2. Conducting performance reviews or evaluations
3. Resolving personnel problems

**Activity F:** Supervising students during meals

1. Supervising students during breakfast
2. Supervising students during lunch
3. Supervising students during afterschool snacks or suppers (including FFVP, CACFP snacks or suppers, or NSLP afterschool snacks)

**Activity G:** Menu planning and other policy decisions

1. Menu planning, including for both routine and special occasions (for example, catering, fundraisers, or events for staff or parents)
2. Setting meal schedules
3. Other policy decisions regarding school food service (for example, availability of a la carte items)

**Activity H:** Ordering, storing, and transporting food or other supplies purchased with food service funds

1. Receiving deliveries of food or supplies, or other “heavy lifting”
2. Picking up food or supplies from storage sites
3. Stocking vending machines or school stores with food

**Activity I:** Collecting meal payments

1. Collecting money at meals
2. Collecting money owed for meals
3. Collecting money from cafeterias
4. Receiving money for student meal payment accounts or selling meal tickets
5. Depositing money for meals or meal tickets
6. Issuing meal payment cards or ID /PIN numbers (other than non-food service student ID/PIN)
7. Maintaining student meal payment accounts
8. Reconciling deposits to bank statements

**Food Service Activities That Non-Food Service Staff May Do (continued)**

**Activity J:** Counting and claiming reimbursable meals

1. Compiling meal counts for breakfast
2. Compiling meal counts for lunch
3. Compiling meal counts for CACFP snacks and suppers, and NSLP afterschool snacks
4. Reporting on meal and snack counts and FFVP produce costs
5. Submitting meal and snack claims to State

**Activity K**: Nutrition education and promotion (includes messages about healthy eating and participating in school meals)

1. Placing displays, banners, or other visual messages in school facilities
2. Conducting demonstrations or events to promote healthy eating
3. Distributing materials to students or parents (for example, newsletters or recipes)
4. Training school personnel for nutrition education/promotion
5. Holding meetings of teams or advisory groups to plan and assess nutrition education/promotion activities at school or elsewhere
6. Planting, maintaining, and harvesting school gardens
7. Involving students in planning the menu, naming menu items, or taste-testing new items
8. Incorporating nutrition education/promotion activities in classroom curricula
9. Conducting other activities related to Team Nutrition, HealthierUS School Challenge, Farm to School, or other Federal/State nutrition education/promotion programs
10. Developing and monitoring the local wellness policy

HANDOUT 2: Principal Cost Interview Guide

**We will ask you the following questions about staff at your school who work on food service-related activities but are not paid from the food service account.**

**Please refer to the Grid A in Handout 3 for questions 1-4b.**

1. **What food service activities involve non-food service staff? (See Handout 1.)**
2. **What types of employees (other than food service workers) do this activity (i.e., title, position, etc.)?**

* Do not include staff who are paid out of the food service account.

1. **How many employees of this type do this activity?**

**4a. How many hours per week does each person of this type spend on this activity during the July 2019 – June 2020 program year?**

* If hours per week are hard to estimate, we can also record hours per day, month, or year. Your best estimate is fine.
* If more than one person does this activity, report the average number of hours per week each person of this type spends on this activity.

**4b. For how many weeks (or days or months) during the 2019-2020 program year is this activity done?**

* Report in the same period of time as your response to the previous question (e.g., if you reported hours per week, you should report the number of weeks per year).

**From the activities identified above, additional questions will be asked for each position/title mentioned. Please refer to Grid B in Handout 3 for questions 1-6.**

1. **First position/title from Grid A, Question 2.**
2. **What is the total number of employees in this position? (May be identified in Grid A, Question 3.)**
3. **How many paid hours per week do the staff in this position work?**
   * Total hours per week can only exceed 40 if *paid overtime* for a position is incurred on a *regular* basis. Intermittent or unpaid overtime should not be included, even if unpaid overtime is worked on a regular basis.
4. **What is the total paid time per year for the staff in this position?**
   * Paid time includes paid holidays, sick time, and vacation.
   * This can be reported in days, weeks, or month per year.
5. **What is the salary or wage for this position?**

* If multiple staff members are reported together, report the lowest and then the highest salaries for this position.
* The salary can be reported per hour, week, every two weeks (biweekly), two times a month, per month, or per year.

1. **What is the dollar value of annual fringe benefits received by staff in this position?**

* If multiple staff members are reported together, report the lowest and then the highest fringe benefit amounts for this position.

HANDOUT 3: School Non-Food Service Staff Time Allocation Grid (A) and Staff Salary Grid (B)

##### GRID A: SCHOOL NON-FOOD SERVICE STAFF TIME ALLOCATION GRID

| **(1)** | **(2)** | **(3)** | **(4)** |
| --- | --- | --- | --- |
| **Food service activity performed by school staff** | **What types of employees do this activity (i.e., title, position, etc.)?** | **How many employees of this type do this activity?** | **How many hours per week does each person of this type spend on this task during the July 2019 – June 2020 program year?** |
| **Record in hours per day/week/month/year for number of days/weeks/months** |
| E.g., Distributing and processing applications for free or reduced-price meals | Secretary | 2 | 4 hours per month  for 2 months |
| Guidance Counselor | 1 | 1 hour per week  for 2 months |
| A. |  | | | | | \_\_\_ hrs per (day/week/month/year)  for \_\_\_\_ (days/weeks/months) |
|  | | | | | \_\_\_ hrs per (day/week/month/year)  for \_\_\_\_ (days/weeks/months) |

##### GRID B: SCHOOL NON-FOOD SERVICE STAFF SALARY GRID

| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | | **(6)** |
| --- | --- | --- | --- | --- | --- | --- |
| **Title/Position** | **Number of staff** | **Total paid hours/ week** | **Total paid time/ year** | **Salary/Wage** | | **Fringe benefits/ year** |
| E.g., Secretary | 3 | 40  hrs/wk | 44  🞏 Days  x-mark Weeks Per year  🞏 Months | $40,000 per | | $3,000  per year |
| 🞏 Hour  🞏 Week  🞏 Every two weeks  🞏 Two times a month | 🞏 Month  x-mark Year  🞏 Other: |
| A.. | | | | | | | |  hrs/wk | | | | |  🞏 Days  🞏 Weeks Per year  🞏 Months | $\_\_\_\_\_\_\_\_\_\_ per | | $\_\_\_\_\_\_\_\_\_\_  per year |
| 🞏 Hour  🞏 Week  🞏 Every two weeks  🞏 Two times a month | 🞏 Month  🞏 Year  🞏 Other: |