G10. PRINCIPAL COST INTERVIEW REFERENCE GUIDE

(GROUP 3 AND FULL OUTLYING AREAS)

Contents

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HANDOUT 1: Food Service Function List for School Staff

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

A1. Distributing applications, such as printing, mailing, or handing applications out at meetings

A2. 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)

A3. Maintaining and providing support for online applications

A4. Collecting and checking applications, resolving problems, and adding school information

A5. Approving/rejecting applications and notifying parents

A6. Compiling lists of eligible students

A7. Updating lists to include transfer students and other changes

Activity B: Direct certification and other certification from lists

B1.   Direct certification of students for free meals using program data (for example, SNAP/Food Stamps, TANF/welfare, Medicaid, or other data)

B1.a.   Processing batches of students

B1.b.   Using lookups for individual students

B2.   Other certification of students for free meals from lists (for example, foster children, homeless children, Head Start, or migrants)

B2.a.   Certification from foster care list

B2.b.   Certification from Homeless List

B2.c.   Certification from Head Start List

B2.d.   Certification from other lists (runaways, migrants)

B3.   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

C1. Selecting applications for verification

C2. Sending out requests for proof of eligibility and answering questions

C3. Verifying applications using SNAP/Food Stamp, TANF/welfare, or Medicaid information (direct verification)

C4. Reviewing information provided by parents, verifying eligibility, and following up on missing information

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

      C5. Notifying parents of changes in eligibility

      C6. Reporting on verification

Activity D: Cleaning food service areas and other custodial services

      D1. Clean-up in kitchen area (for example, dishes, trays, or garbage)

      D2. Maintenance and repairs of facilities and equipment

Activity E: Management of cafeteria personnel

      E1. Hiring new staff

      E2. Conducting performance reviews or evaluations

      E3. Resolving personnel problems

Activity F: Supervising students during meals

      F1. Supervising students during breakfast

      F2. Supervising students during lunch

      F3. 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

      G1. Menu planning, including for both routine and special occasions (for example, catering, fundraisers, or events for staff or parents)

      G2. Setting meal schedules

      G3. 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

      H1. Receiving deliveries of food or supplies, or other "heavy lifting"

      H2. Picking up food or supplies from storage sites

      H3. Stocking vending machines or school stores with food

Activity I: Collecting meal payments

      I1. Collecting money at meals

      I2. Collecting money owed for meals

      I3. Collecting money from cafeterias

      I4. Receiving money for student meal payment accounts or selling meal tickets

      I5. Depositing money for meals or meal tickets

      I6. Issuing meal payment cards or ID /PIN numbers (other than non-food service student ID/PIN)

      I7. Maintaining student meal payment accounts

      I8. Reconciling deposits to bank statements

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

Activity J: Counting and claiming reimbursable meals

J1. Compiling meal counts for breakfast
J2. Compiling meal counts for lunch
J3. Compiling meal counts for CACFP snacks and suppers, and NSLP afterschool snacks
J4. Reporting on meal and snack counts and FFVP produce costs
J5. Submitting meal and snack claims to State

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

K1. Placing displays, banners, or other visual messages in school facilities
K2. Conducting demonstrations or events to promote healthy eating
K3. Distributing materials to students or parents (for example, newsletters or recipes)
K4. Training school personnel for nutrition education/promotion
K5. Holding meetings of teams or advisory groups to plan and assess nutrition education/promotion activities at school or elsewhere
K6. Planting, maintaining, and harvesting school gardens
K7. Involving students in planning the menu, naming menu items, or taste-testing new items
K8. Incorporating nutrition education/promotion activities in classroom curricula
K9. Conducting other activities related to Team Nutrition, HealthierUS School Challenge, Farm to School, or other Federal/State nutrition education/promotion programs
K10. 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.

3. **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.

6. **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) Food service activity performed by school staff	(2) What types of employees do this activity (i.e., title, position, etc.)?	(3) How many employees of this type do this activity?	(4) 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) Title/Position	(2) Number of staff	(3) Total paid hours/ week	(4) Total paid time/ year	(5) Salary/Wage	(6) Fringe benefits/ year
E.g., Secretary	3	40 hrs/wk	44 ☐ Days ☒ Weeks → Per year ☐ Months	$40,000 per ☐ Hour ☐ Week ☐ Month ☐ Every two weeks ☒ Year ☐ Two times a month ☐ Other:	$3,000 per year
A..	|___|___|___	|___|___|___ hrs/wk	|___|___|___| ☐ Days ☐ Weeks → Per year ☐ Months	$_____ per ☐ Hour ☐ Week ☐ Month ☐ Every two weeks ☐ Year ☐ Two times a month ☐ Other:	$_____ per year