

Appendix D3. Pretest Findings

Introduction and Methods

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The U.S. Department of Agriculture’s Food and Nutrition Service (FNS) has contracted with Westat to conduct the School Food Purchase Study IV (SFPS-IV). The purpose of the study is to provide updated national estimates of school food authority (SFA) food acquisitions (both purchased foods and USDA Foods) and describe food purchase practices, as well as changes in purchases and purchase practices since the prior study in SY 2009-2010.

In preparation for study launch, Westat tested two survey instruments: the Initial Vendor List and the Survey of Food Purchase Practices. The team also tested the school food authority (SFA) email to vendors, which includes the food purchase data elements. The Initial Vendor List and the Survey of Food Purchase Practices were developed using the Survey of Food Purchase Practices used in SFPS III. For this reason, testing was limited to questions that were revised or new, or where there was a question about the current applicability of response options. Testing ensures that we have accurately estimated the level of burden, and it provides an understanding of the potential response errors and challenges to providing the necessary data.

1.1 Data Collection

The following four SFA Directors participated in the telephone pretest:

- Sandra Baxter, ISD Director of Child Nutrition, Brenham Independent Schools, Texas
- Lynn Petrowski, Food Service Director, Hanover Schools, Massachusetts
- Jeff Kavalek, Food Service Director, Clearfield Area School District, Pennsylvania
- Cynthia Schrader, Branch Manager, Leavenworth Public Schools, Kansas

Trained senior qualitative researchers led the telephone interviews, assisted by a note taker. The interview sessions lasted up to 90 minutes and included the following:

- The interviewer administered a study introduction, explaining the study purpose and the respondent's rights as a research subject.
- Respondents were asked for their verbal consent after interviewers explained the voluntary nature of their participation and confidentiality of their responses.
- The respondents were provided opportunities to offer additional feedback or reactions at various points in the interview.
- After the end of the session, the respondent was thanked for participating.

Respondents were e-mailed the instruments in advance and were asked to review the materials before the telephone discussion, but were told not to spend time completing the surveys. At the end of each call, interviewers asked respondents about their willingness to share any additional materials, such as vendor summaries, to assist the team in understanding the formats and fields contained in their vendor summaries.

1.2 Data Analysis

The senior qualitative researcher led the data analysis. All interview notes and audio recordings were reviewed and synthesized. The insights provided by pretest participants were used to edit and revise the surveys. In particular, staff focused on areas where the respondents demonstrated confusion, hesitation, and/or uncertainty, and on suggested changes in terminology. All feedback was discussed with project leadership who made final decisions about revisions to the data collection instruments.

1.3 Findings and Recommendations

The remainder of this report summarizes the issues raised during the pretests and provides recommendations for addressing these issues for the two surveys and the email to vendors. Wording changes to the questions are

noted in red. Track changes versions of the three instruments are attached to this report.

Summary of Recommendations



2.1 Initial Vendor List

Question number	Findings	Recommendations
	<p>Global Issues. There was a request to include a PDF copy of the survey for reference when the email with the link to the survey is sent as people may want to know all the questions they will be asked before they click through so that they can prepare.</p>	<p>Include a PDF attachment and enhanced instructions when sending the link to complete the instrument.</p>
6	<p>Item: Do you belong to a buying cooperative?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes, one food buying cooperative <input type="checkbox"/> Yes, more than one food buying cooperative <ul style="list-style-type: none"> o Tell us how many: _____ <input type="checkbox"/> No → GO TO QUESTION 8 <p>Respondents indicated that one SFA could belong to several cooperatives, and not all purchase food, so it is best to clarify that this question only refers to a food-buying cooperative.</p>	<p>Revise by adding the term “food” to the question:</p> <p>Do you belong to a food buying cooperative?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes, one food buying cooperative <input type="checkbox"/> Yes, more than one food buying cooperative <ul style="list-style-type: none"> o Tell us how many: _____ <input type="checkbox"/> No → GO TO QUESTION 8
8	<p>Item: We will be requesting <u>detailed data on food purchases (hyperlink)</u> for your district from <Month - Month>. For each food item listed below, list the <u>vendors (hyperlink)</u> you currently purchase foods from and provide their contact information. If you do not purchase foods from any vendors</p>	<p>Revise by adding parenthetical examples for some food categories and provide definitions for food items:</p> <p>We will be requesting <u>detailed data on food purchases (hyperlink)</u> for your district from <Month - Month>. For each food item listed below, list the <u>vendors (hyperlink)</u> you currently purchase foods from and provide their</p>

	<p>outside of the FSMC, check here. <input type="checkbox"/></p> <table border="1"> <thead> <tr> <th data-bbox="228 317 500 537">Food Item</th> <th data-bbox="500 317 751 537">Vendor, Contact Person's Name, Email address, Phone Number</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 537 500 594">Dairy</td> <td data-bbox="500 537 751 869" rowspan="7"> [PROGRAMMER: collect information for up to 10 vendors for each food item:] Vendor Name: Contact Person: Phone Number: Email Address: </td> </tr> <tr> <td data-bbox="228 594 500 648">Bread</td> </tr> <tr> <td data-bbox="228 648 500 703">Fresh Produce</td> </tr> <tr> <td data-bbox="228 703 500 758">Canned/Staples</td> </tr> <tr> <td data-bbox="228 758 500 812">Frozen Foods</td> </tr> <tr> <td data-bbox="228 812 500 869">Fresh Meats</td> </tr> <tr> <td data-bbox="228 869 500 924">Snack Items</td> </tr> <tr> <td data-bbox="228 924 500 978">Ice Cream</td> <td data-bbox="500 905 751 1236" rowspan="7"> [PROGRAMMER: Allow for selecting vendor from those listed already. This will help reduce burden and make it easy to populate # 9.] </td> </tr> <tr> <td data-bbox="228 978 500 1033">Nondairy Beverages</td> </tr> </tbody> </table> <p>Respondents indicated that the definitions of some food items were unclear and could lead to different products being within two items.</p>	Food Item	Vendor, Contact Person's Name, Email address, Phone Number	Dairy	[PROGRAMMER: collect information for up to 10 vendors for each food item:] Vendor Name: Contact Person: Phone Number: Email Address:	Bread	Fresh Produce	Canned/Staples	Frozen Foods	Fresh Meats	Snack Items	Ice Cream	[PROGRAMMER: Allow for selecting vendor from those listed already. This will help reduce burden and make it easy to populate # 9.]	Nondairy Beverages	<p>contact information. If you do not purchase foods from any vendors outside of the FSMC, check here. <input type="checkbox"/></p> <table border="1"> <thead> <tr> <th data-bbox="805 359 1076 512">Food Item</th> <th data-bbox="1076 359 1360 512">Vendor, Contact Person's Name, Email address, Phone Number</th> </tr> </thead> <tbody> <tr> <td data-bbox="805 512 1076 835"> Dairy (milk, cheese, butter, yogurt, eggs, substitute dairy products; Ice cream is not included; it is treated separately.) </td> <td data-bbox="1076 512 1360 835"> [PROGRAMMER: collect information for up to 10 vendors for each food item:] Vendor Name: Contact Person: Phone Number: Email Address: </td> </tr> <tr> <td data-bbox="805 835 1076 890">Bread</td> <td data-bbox="1076 835 1360 1226" rowspan="7"> [PROGRAMMER: Allow for selecting vendor from those listed already. This will help reduce burden and make it easy to populate # 9.] </td> </tr> <tr> <td data-bbox="805 890 1076 945">Fresh Produce</td> </tr> <tr> <td data-bbox="805 945 1076 999">Canned/Staples</td> </tr> <tr> <td data-bbox="805 999 1076 1054">Frozen Foods</td> </tr> <tr> <td data-bbox="805 1054 1076 1108">Fresh Meats</td> </tr> <tr> <td data-bbox="805 1108 1076 1163">Snack Items</td> </tr> <tr> <td data-bbox="805 1163 1076 1218">Ice Cream</td> </tr> <tr> <td data-bbox="805 1218 1076 1415"> Other Beverages (water, juice, sparkling beverages, etc.) </td> <td data-bbox="1076 1218 1360 1415"></td> </tr> </tbody> </table>	Food Item	Vendor, Contact Person's Name, Email address, Phone Number	Dairy (milk, cheese, butter, yogurt, eggs, substitute dairy products; Ice cream is not included; it is treated separately.)	[PROGRAMMER: collect information for up to 10 vendors for each food item:] Vendor Name: Contact Person: Phone Number: Email Address:	Bread	[PROGRAMMER: Allow for selecting vendor from those listed already. This will help reduce burden and make it easy to populate # 9.]	Fresh Produce	Canned/Staples	Frozen Foods	Fresh Meats	Snack Items	Ice Cream	Other Beverages (water, juice, sparkling beverages, etc.)	
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9	<p>Item: We need to identify the easiest way for you to provide us with a record of your food purchases (hyperlink) from all sources for <month1 to month3>. How will you provide us with this detailed information for all foods purchased between <Month 1 to Month 3> for the following vendors?</p>	<p>Revise drop down by adding "velocity report" to vendor summaries option:</p> <p>We need to identify the easiest way for you to provide us with a record of your food purchases (hyperlink) from all sources for <month1 to month3>. How will you provide us with this detailed information for all foods purchased between <Month 1 to Month 3> for the following vendors?</p> <ul style="list-style-type: none"> ▪ Dairy: Fresh milk, cheese, butter, yogurt, and other milk-related products; fresh eggs; substitute dairy products. Ice cream is not included; it is treated separately. ▪ Ice Cream: Include all ice cream, ice milk products, and frozen yogurt. ▪ Bread: Bread, rolls, buns, cakes, cookies, crackers, donuts. Do not include snack items such as pretzels and ▪ Fresh Produce: Fresh fruits and vegetables, including fresh-cut i.e. chopped lettuce, salad mix, apple slices. ▪ Canned/Staples: All canned foods including canned fruits, vegetables, and meat; staple foods such as flour, sugar, rice, cereals, and cooking oils. ▪ Frozen Foods: All frozen foods including frozen fruits and vegetables, frozen meats and frozen pizza. and other 																											

<p>Prefill using responses listed in questions 5, 7, and 8</p>	<p>How will you provide us with this detailed information for all foods purchased between <Month 1 to Month 3> from each vendor?</p>	<p>Prefill using responses listed in questions 5, 7, and 8</p>	<p>How will you provide us with this detailed information for all foods purchased between <Month 1 to Month 3> from each vendor?</p>
<p>FSMC, Food buying coops, and various product vendors</p>	<p>DROP DOWN OPTIONS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Vendor summaries <input type="checkbox"/> Copies of Invoices <input type="checkbox"/> Bid Specification <input type="checkbox"/> Other, specify 	<p>FSMC, Food buying coops, and various product vendors</p>	<p>DROP DOWN OPTIONS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Velocity Reports or Vendor Summaries <input type="checkbox"/> Copies of Invoices <input type="checkbox"/> Bid Specifications <input type="checkbox"/> Other, specify
<p>Respondents stated that vendor summaries are oftentimes referred to as "velocity reports." Thus this option should be added to reduce confusion.</p>			
<p>10</p>	<p>Item: How are USDA Foods delivered to you?</p> <p>Select all that apply.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Direct shipped by USDA vendors to a school district warehouse <input type="checkbox"/> Delivered by your State <input type="checkbox"/> Delivered by commercial distributors <p style="padding-left: 150px;">Name of Distributor</p> <p style="padding-left: 150px;">_____</p> <p style="padding-left: 150px;">_____</p> <ul style="list-style-type: none"> ➤ Will USDA Foods be clearly marked on the invoice or summary? <ul style="list-style-type: none"> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> You pick them up <input type="checkbox"/> We do not receive USDA Foods <input type="checkbox"/> Other, specify <p>Respondents said that USDA Foods could</p>	<p>Provide instructions on what to include when answering this question and clarifying response options:</p> <p>How are USDA Foods delivered to you? This includes <u>all</u> USDA Foods, whether received through direct delivery (i.e., brown box) or diverted for further processing.</p> <p>Select all that apply.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Direct shipped by USDA vendors to a school district warehouse <input type="checkbox"/> Delivered by your State <input type="checkbox"/> Delivered by commercial distributors <p style="padding-left: 150px;">Name of Distributor</p> <p style="padding-left: 150px;">_____</p> <p style="padding-left: 150px;">_____</p> <ul style="list-style-type: none"> ➤ Are USDA Foods clearly marked on the invoice or summary? <ul style="list-style-type: none"> <input type="checkbox"/> YES 	

	<p>come from distributors and processors.</p>	<p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> Delivered by commercial processors Name of Processor [programmer: allow for multiple processors] _____</p> <p>_____</p> <p>➤ Are USDA Foods clearly marked on the invoice or summary? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> We pick them up <input type="checkbox"/> We do not receive USDA Foods <input type="checkbox"/> Other, specify</p>
13	<p>Item: Which <i>value pass-through methods</i> does your SFA use to obtain credit for the value of the USDA Foods in processed end products? (Section III, Q5, SFA Procurement Practices Web Survey)</p> <p>Select all that apply:</p> <ul style="list-style-type: none"> • Indirect discount also known as net off invoice (NOI) • Direct discount • Rebate or refund • Fee-for-service <i>Including direct shipment and invoicing from the processor to the recipient agency, fee-for-service through a distributor and modified fee-for-service, when the recipient agency has an authorized agent bill them for the total case price.</i> • Don't know/Unsure <p>Although "Direct Discount" wasn't a familiar term for one respondent, she was able to select the method her district uses. We expect the same will be true for other respondents in that they may not recognize the terms that don't apply to them, but will still be able to select the response option that captures their methods.</p>	<p>No revisions needed as Westat expects that all respondents will be able to select the option that fits them.</p>

14	<p>Item: Please provide the following information for processed end products containing USDA Foods.</p> <table border="1"> <thead> <tr> <th>Processed End Product</th> <th>USDA Food</th> <th>Type of Processing agreement</th> <th>Type of Value Pass Through</th> </tr> </thead> <tbody> <tr> <td>chicken nuggets</td> <td>bulk chicken</td> <td>Drop down menu: • National • State • SFA</td> <td>Drop down menu: • Indirect • Direct discount • Rebate/refund • Fee-for-service</td> </tr> </tbody> </table> <p>Once selected above, open ended question: How are <indirect discounts/rebates or refunds/fee-for-service> identified on your purchase records?</p> <p>Respondents wanted clarification on which USDA Foods to include in their responses.</p>	Processed End Product	USDA Food	Type of Processing agreement	Type of Value Pass Through	chicken nuggets	bulk chicken	Drop down menu: • National • State • SFA	Drop down menu: • Indirect • Direct discount • Rebate/refund • Fee-for-service	<p>Add instructions on what to exclude when responding to this question and add alternative wording for indirect discount (i.e. net off invoice):</p> <p>Please provide the following information for processed end products containing USDA Foods. Do not include direct delivery USDA Foods (i.e., brown box).</p>
Processed End Product	USDA Food	Type of Processing agreement	Type of Value Pass Through							
chicken nuggets	bulk chicken	Drop down menu: • National • State • SFA	Drop down menu: • Indirect • Direct discount • Rebate/refund • Fee-for-service							
15	<p>What is the easiest way of providing us with information on the volume of USDA Foods received by your SFA for <month1 to month3>?</p> <p>Open ended question:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copies of delivery slips/invoices <input type="checkbox"/> A state report or summary <input type="checkbox"/> Other, specify _____ <p>Respondents noted that velocity reports/vendor summaries and SFA reports are commonly used by SFAs. Since the study prefers not to receive delivery slips it was suggested to move this option to near the end.</p>	<p>Revise response options to reflect relevant forms of providing data:</p> <p>What is the easiest way of providing us with information on the volume of USDA Foods received by your SFA for <month1 to month3>?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Velocity reports or vendor summaries <input type="checkbox"/> A State report or summary <input type="checkbox"/> SFA report(s) <input type="checkbox"/> Copies of delivery slips/invoices <input type="checkbox"/> Other, specify _____ 								

2.2 Survey of Food Purchase Practices

Question number	Findings	Recommendations																											
	<p>Global Issues.</p> <p>There was a request to include a PDF copy of the survey for reference when the email with the link to the survey is sent as people may want to know all the questions they'll be asked before they click through so that they can prepare.</p> <p>Respondents also noted this instrument would likely take 1 ½ to 2 hours to complete.</p>	<p>Send the survey as a PDF attachment to the email containing the survey link, and enhance survey instructions to provide additional details on what information SFAs should gather prior to logging in.</p> <p>To minimize respondent burden, we will combine the initial vendor list with the survey of food purchase practices. We will also administer the combined survey at the beginning of the study for all SFAs, regardless of their assigned quarter for reporting food purchase data. This will spread out the burden of the study.</p>																											
1.3	<p>Item: Number of serving days/number of meals served. Record the number of serving days and the number of student lunches and student breakfasts served, indicating whether they were full price, reduced price, or free. If your district operates the Community Eligibility Provision (CEP) or provisions 2 or 3, indicate the number of meals claimed in each category. Please provide this information for School Year 2019-2020 and for the period <Quarter date range, year>.</p> <table border="1" data-bbox="235 1344 779 1890"> <thead> <tr> <th></th> <th style="text-align: center;"><u>School Year</u> 2019-2020</th> <th style="text-align: center;"><u><Quarter date range, year></u></th> </tr> </thead> <tbody> <tr> <td>Student Lunches</td> <td></td> <td></td> </tr> <tr> <td> Number of serving days*</td> <td>_____</td> <td>_____</td> </tr> <tr> <td> Number of full price lunches served/claimed</td> <td>_____</td> <td>_____</td> </tr> <tr> <td> Number of</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		<u>School Year</u> 2019-2020	<u><Quarter date range, year></u>	Student Lunches			Number of serving days*	_____	_____	Number of full price lunches served/claimed	_____	_____	Number of	_____	_____	<p>Indent response option so it is clear that severe need breakfasts are a subset of total number of free breakfasts. Also clarify that the footnote is about serving days.</p> <p><u>Number of serving days/number of meals served.</u> Record the number of serving days and the number of student lunches and student breakfasts served, indicating whether they were full price, reduced price, or free. If your district operates the Community Eligibility Provision (CEP) or provisions 2 or 3, indicate the number of meals claimed in each category. Please provide this information for School Year 2019-2020 and for the period <Quarter date range, year>.</p> <table border="1" data-bbox="803 1491 1356 1890"> <thead> <tr> <th></th> <th style="text-align: center;"><u>School Year</u> 2019-2020</th> <th style="text-align: center;"><u><Quarter date range, year></u></th> </tr> </thead> <tbody> <tr> <td>Student Lunches</td> <td></td> <td></td> </tr> <tr> <td> Number of serving days*</td> <td>_____</td> <td>_____</td> </tr> <tr> <td> Number</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		<u>School Year</u> 2019-2020	<u><Quarter date range, year></u>	Student Lunches			Number of serving days*	_____	_____	Number	_____	_____
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	<p>reduced price lunches served/claimed</p> <p>Number of free lunches served/claimed</p> <p>Student Breakfasts</p> <p>Number of serving days*</p> <p>Number of full price breakfasts served/claimed</p> <p>Number of reduced price breakfasts served/claimed</p> <p>Number of free breakfasts served/claimed (include severe need)</p> <p>Number of severe need breakfasts served/claimed</p> <p>Number of After School Snack program meals claimed</p> <p>* If there are differences among schools within the school district, provide average number.</p> <p>Respondents noted that severe need breakfasts and free breakfasts fall under the same category and rather than have them on two lines, it would be best to have severe needs as a subset of free breakfasts.</p>	<p>of full price lunches served/claimed</p> <p>Number of reduced price lunches served/claimed</p> <p>Number of free lunches served/claimed</p> <p>Student Breakfasts</p> <p>Number of serving days*</p> <p>Number of full price breakfasts served/claimed</p> <p>Number of reduced price breakfasts served/claimed</p> <p>Number of total free breakfasts served/claimed (include severe need)</p>

Question number	Findings	Recommendations
		<p>Number of served breakfasts _____</p> <p>Number of afterschool snacks claimed _____</p> <p>* If there are differences among schools within the school district, provide average number of serving days.</p>
1.5	<p>Item: Meal Prices. As of October 31, 2020, what prices were charged to students for full price and for reduced price lunches and breakfasts in your school district by level of school?</p>	<p>Introduce a skip pattern so that districts that serve only free meals, or just free breakfasts, can skip out of reporting meal prices.</p> <p>Meal Prices. As of October 31, 2020, what prices were charged to students for full price and for reduced price lunches and breakfasts in your school district by level of school?</p> <p>For full price lunches and breakfasts, we have provided space for more than one price if multiple prices were offered. If you indicate more than one charge for full price meals, please indicate the share of meals sold at each price.</p> <p><input type="checkbox"/> Not applicable. <u>All</u> meals (lunches and breakfast) in the district are served free to students → GO TO QUESTION 1.6</p>

Question number	Findings	Recommendations				
			<u>Elementary</u>	Share of Full Price Meals at each price	<u>Middle/Secondary</u>	Share of Full Price Meals at each price
		Student Lunch Prices				
		Full price lunch	\$	%	\$	%
			\$	%	\$	%
			\$	%	\$	%
				100%		100%
		Reduced price lunch	\$		\$	
		Student Breakfast Prices				
			<input type="checkbox"/> Not applicable. All breakfasts in the district are served free to students.			
		Full price breakfast	\$	%	\$	%
			\$	%	\$	%
			\$	%	\$	%
				100%		100%

Question number	Findings	Recommendations			
		Reduced price breakfast	\$		\$

Question number	Findings				Recommendations
Student Lunch Prices	<u>Elementary</u>	Share of Full Price Meals at each price	<u>Middle/Secondary</u>	Share of Full Price Meals at each price	
Full price lunch	\$	%	\$	%	
	\$	%	\$	%	
	\$	%	\$	%	
		100%		100%	
Reduced price lunch	\$		\$		
Student Breakfast Prices					
Full price breakfast	\$	%	\$	%	
	\$	%	\$	%	
	\$	%	\$	%	
		100%		100%	
Reduced price breakfast	\$		\$		

Question number	Findings	Recommendations																										
1.7	<p>Item: <u>A la carte food (“nonprogram foods”) sales.</u> Do any of the schools in your school district offer foods on an a la carte basis? A la carte foods are those that are priced and sold on an individual item basis rather than as a unit or complete meal. This includes items from a reimbursable meal if sold separately. It also includes sales through vending machines and at school stores using foods or beverages purchased through the nonprofit school food service account.</p> <p>Respondents suggested defining a la carte/nonprogram foods would help avoid confusion. When the interviewer asked how difficult it would be to provide the top ten a la carte items, one respondent noted an SFA’s ability to respond would depend on how detailed their Point of Sale (POS) system is. A second respondent preferred providing a full list of a la carte item, and another said to keep it to just the top ten.</p>	<p>Add clarifying language to describe nonprogram foods:</p> <p><u>Nonprogram food sales (i.e., a la carte or competitive foods).</u> Do any of the schools in your school district offer nonprogram foods? Nonprogram foods are those that are priced and sold on an individual item basis rather than as a unit or complete meal. This includes items from a reimbursable meal if sold separately. It also includes sales through vending machines and at school stores using foods or beverages purchased through the nonprofit school food service account. Do not include Special Milk Program or adult meals.</p>																										
1.8	<p>Item: <u>Number of schools offering food service options.</u> How many of the schools in your school district currently offer the following options to your students?</p> <table data-bbox="305 1396 678 1885"> <tr> <td></td> <td style="text-align: center;"><u>Elementary</u></td> <td></td> </tr> <tr> <td>A la carte items during breakfast</td> <td></td> <td>_____</td> </tr> <tr> <td>A la carte items during lunch</td> <td></td> <td>_____</td> </tr> <tr> <td>Choice of NSLP entrees</td> <td></td> <td>_____</td> </tr> <tr> <td>Offer vs. serve</td> <td></td> <td>_____</td> </tr> <tr> <td>Open campus</td> <td></td> <td>_____</td> </tr> </table>		<u>Elementary</u>		A la carte items during breakfast		_____	A la carte items during lunch		_____	Choice of NSLP entrees		_____	Offer vs. serve		_____	Open campus		_____	<p>Revise two response options to clarify:</p> <p><u>Number of schools offering food service options.</u> How many of the schools in your school district currently offer the following options to your students?</p> <table data-bbox="906 1486 1222 1885"> <tr> <td></td> <td style="text-align: center;"><u>Elementary</u></td> </tr> <tr> <td>A la carte items during breakfast</td> <td>_____</td> </tr> <tr> <td>A la carte items during lunch</td> <td>_____</td> </tr> <tr> <td>Choice of</td> <td>_____</td> </tr> </table>		<u>Elementary</u>	A la carte items during breakfast	_____	A la carte items during lunch	_____	Choice of	_____
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A la carte items during lunch		_____																										
Choice of NSLP entrees		_____																										
Offer vs. serve		_____																										
Open campus		_____																										
	<u>Elementary</u>																											
A la carte items during breakfast	_____																											
A la carte items during lunch	_____																											
Choice of	_____																											

Question number	Findings	Recommendations
	<p> at lunch time _____ Vending machines _____ Snack bars _____ Electronic debit cards _____ Store selling food, other items _____ Free fresh fruit or vegetables _____ </p> <p>Respondents noted that their SFA had a snack bar and school store as the same entity and it would be best to combine these answer choices. Respondents also suggested changing “Electronic debit cards” to “Electronic payment methods” to capture a wider variety of responses.</p>	<p> NSLP entrees _____ Offer vs. serve _____ Open campus at lunch time _____ Vending machines _____ Snack bar and/or school store selling food and other items _____ Electronic payment method _____ Free fresh fruit or vegetables _____ </p>
2.1, 2.2	<p>Item: 2.1 Vendor selections. Who in your school district has primary responsibility for determining where foods are purchased, i.e., which vendors are selected, whether by bid or other method? (If this person has more than one position, please select the position that <u>best</u> describes the person’s duties.)</p> <p style="text-align: right;">Check (✓) one</p> <p> District Food Service Director/Manager _____ Business Office/Purchasing Department _____ Kitchen Manager/Head Cook _____ School Board _____ Other (specify) _____ </p>	<p>Delete the term “manager” from the first response option:</p> <p>2.1 Vendor selections. Who in your school district has primary responsibility for determining how foods are purchased, i.e., which vendors are selected, whether by bid or other method? (If this person has more than one position, please select the position that <u>best</u> describes the person’s duties.)</p> <p style="text-align: right;">Check (✓) one</p> <p> District Food Service Director _____ Business Office/Purchasing Department _____ Kitchen Manager/Head Cook _____ School Board _____ </p>

Question number	Findings	Recommendations
	<p>_____</p> <p>2.2 Food selection. Who in your school district has primary responsibility for determining which foods are purchased? (Again, if this person has more than one position, select the one that best describes the person’s duties.)</p> <p style="text-align: right;">Check (✓) one</p> <p>District Food Service Director/Manager _____</p> <p>Business Office/Purchasing Department _____</p> <p>Kitchen Manager/Head Cook _____</p> <p>School Board _____</p> <p>Other (specify) _____</p> <p>_____</p> <p>Respondents noted that there may be some confusion between District food service manager and kitchen manager and therefore it would be best to remove “manager” from the district food service director option.</p>	<p>Other (specify)</p> <p>_____</p> <p>2.2 Food selection. Who in your school district has primary responsibility for determining which foods are purchased? (Again, if this person has more than one position, select the one that best describes the person’s duties.)</p> <p style="text-align: right;">Check (✓) one</p> <p>District Food Service Director _____</p> <p>Business Office/Purchasing Department _____</p> <p>Kitchen Manager/Head Cook _____</p> <p>School Board _____</p> <p>Other (specify) _____</p> <p>_____</p>
2.4	<p>Item: Level of purchasing. Are food purchase <u>decisions</u> made at the level of the school district (centralized), at the level of the individual school (decentralized), or some combination of the two? Check (✓) one space for each type of food.</p> <p style="text-align: right;">Non-Dairy Beverages</p> <p style="text-align: center;">Dairy</p> <p>Centralized _____</p> <p>Decentralized _____</p>	<p>Provide examples of product types to include for the dairy and other beverages categories:</p> <p>Level of purchasing. Are food purchase <u>decisions</u> made at the level of the school district (centralized), at the level of the individual school (decentralized), or some combination of the two? Check (✓) one space for each type of food.</p> <p style="text-align: center;">Dairy (milk, cheese, Other Beverages (water,</p>

Question number	Findings	Recommendations
	<p>Combination</p> <p>Dairy and non-dairy beverage fields were updated to provide greater clarity and to align with the Initial Vendor List survey.</p>	<p>yogurt, etc.) _____</p> <p>juice, etc.) _____</p> <p>Centralized _____</p> <p>Decentralized _____</p> <p>Combination _____</p>
2.8c	<p>Item: What were the top 5 locally grown/produced items by value that you purchased in School Year 2019-2020?</p> <p>Respondents noted that “value” could mean several different things.</p>	<p>Revise to:</p> <p>What were the top 5 locally grown/produced items by dollar value that you purchased in School Year 2019-2020?</p>
3.1-3.5	<p>Item:</p> <p>3.1 USDA Foods. Do you know the dollar amount of your USDA Foods entitlement for School Year 2020-2021?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO → GO TO QUESTION 3.2</p> <p>a) If YES, what is your USDA Foods entitlement for School Year 2020-2021? AMOUNT \$ _____</p> <p>b) What percentage of your USDA Foods entitlement for School Year 2019-2020 was spent on processed end products containing USDA Foods? If the percentage you provide is an estimate please check (☐) the box.</p> <p style="text-align: right;">Estimate</p> <p style="text-align: right;">_____ % ☐</p> <p>c) Did you fully utilize your USDA Foods entitlement in School Year 2019-2020? [NEW]</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p>Use alternate wording for the following questions and skip Questions 3.2-3.5 for SFAs in Kansas:</p> <p>3.1 USDA Foods. Do you know the dollar amount of your USDA Foods entitlement for School Year 2020-2021? [Programmer: Different wording for SFAs in Kansas: Cash-in-Lieu of Commodities: Do you know the amount of the USDA cash-in-lieu of commodities entitlement for School Year 2020-2021?]</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO → GO TO QUESTION 3.2</p> <p>a) If YES, what is your USDA Foods entitlement for School Year 2020-2021? [Programmer: Different wording for SFAs in Kansas: If YES, what is the amount of your USDA cash-in-lieu of commodities entitlement for School Year 2020-2021?] AMOUNT \$ _____</p> <p>b) What percentage of your USDA Foods entitlement for School Year 2019-2020 was spent on processed end products containing USDA Foods? If the percentage you provide is an</p>

Question number	Findings	Recommendations																																	
	<p>One respondent noted that in Kansas there is no commodity buying so these questions are not applicable.</p>	<p>estimate please check (<input type="checkbox"/>) the box. [Programmer: SKIP for SFAs in Kansas]</p> <p style="text-align: right;"><u>Estimate</u> _____ % <input type="checkbox"/></p> <p>c) Did you fully utilize your USDA Foods entitlement in School Year 2019-2020? [Programmer: SKIP for SFAs in Kansas] <input type="checkbox"/> YES</p>																																	
4.2	<p>Item: Indicate the principal method you use to purchase each type of food. Check (<input type="checkbox"/>) one for each food type</p> <table border="1" data-bbox="224 840 792 1512"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Dairy</u></th> <th style="text-align: center;"><u>Non-dairy Beverages</u></th> </tr> </thead> <tbody> <tr> <td>Formal line item bids (Items individually priced.)</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Formal lump sum bids (Items priced in combination.)</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Telephone bid/quote</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Sales representative visits</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Other (specify)</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>Respondents suggested removing "sales representative visits."</p>		<u>Dairy</u>	<u>Non-dairy Beverages</u>	Formal line item bids (Items individually priced.)	_____	_____	Formal lump sum bids (Items priced in combination.)	_____	_____	Telephone bid/quote	_____	_____	Sales representative visits	_____	_____	Other (specify)	_____	_____	<p>Remove "sales representative visits" and provide examples of product types to include for the dairy and other beverages categories. Also provide definitions/examples of products in each category:</p> <table border="1" data-bbox="792 840 1370 1302"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Dairy (milk, cheese, yogurt, etc.)</u></th> <th style="text-align: center;"><u>Other Beverages (water, juice, etc.)</u></th> </tr> </thead> <tbody> <tr> <td>Formal line item bids (Items individually priced.)</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Formal lump sum bids (Items priced in combination.)</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Telephone bid/quote</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Other (specify)</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>Item: Indicate the principal method you use to purchase each type of food. Check (<input type="checkbox"/>) one for each food type</p>		<u>Dairy (milk, cheese, yogurt, etc.)</u>	<u>Other Beverages (water, juice, etc.)</u>	Formal line item bids (Items individually priced.)	_____	_____	Formal lump sum bids (Items priced in combination.)	_____	_____	Telephone bid/quote	_____	_____	Other (specify)	_____	_____
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Question number	Findings	
		<p>Dairy: Fresh milk, cheese, butter, yogurt, and other milk-related products; fresh eggs; substitute dairy products. Ice cream is not</p>
4.3d	<p>Item: If YES, indicate with a check (☐) the foods you used in School Year 2019-2020 that were purchased through a cooperative buying program.</p> <p style="text-align: center;"><u>Dairy</u></p> <p>Purchased through cooperative program</p> <p style="text-align: center;">_____</p> <p>Dairy and non-dairy beverages were updated with the new text.</p>	<p>Provide examples of product types to include for the dairy and other beverages categories:</p> <p>If YES, indicate with a check (☐) the foods you used in School Year 2019-2020 that were purchased through a cooperative buying program.</p> <p style="text-align: center;"><u>Dairy</u> <u>(milk, cheese, yogurt, etc.)</u></p> <p style="text-align: center;"><u>Other Beverages</u> <u>(water, juice, etc.)</u></p> <p>Purchased through cooperative program</p> <p style="text-align: center;">_____</p>

Question number	Findings	Recommendations												
4.4	<p>Item: Product pricing. For each food type below, indicate whether you have a formal agreement (contract) or an informal agreement with your major vendor. Within the category selected, check (☐) the one approach to pricing that best describes how your food purchase prices are determined.</p> <table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%;">Dairy</td> <td style="width: 30%;">Non-dairy Beverages</td> </tr> <tr> <td>Fixed price contract</td> <td>_____</td> <td>_____</td> </tr> </table> <p>Dairy and non-dairy beverages were updated with the new text. We also include the list of food categories and definitions in a box below to provide additional clarity.</p>		Dairy	Non-dairy Beverages	Fixed price contract	_____	_____	<p>Provide examples of product types to include for the dairy and other beverages categories. Also provide definitions/examples of products in each category:</p> <p>Product pricing. For each food type below, indicate whether you have a formal agreement (contract) or an informal agreement with your major vendor. Within the category selected, check (☐) the one approach to pricing that best describes how your food purchase prices are determined.</p> <table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%;">Dairy (milk, cheese, yogurt, etc.)</td> <td style="width: 30%;">Other Beverages (water, juice, etc.)</td> </tr> <tr> <td>Fixed price contract</td> <td>_____</td> <td>_____</td> </tr> </table>		Dairy (milk, cheese, yogurt, etc.)	Other Beverages (water, juice, etc.)	Fixed price contract	_____	_____
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Fixed price contract	_____	_____												

Question number	Findings	Recommendations
		<p>Dairy: Fresh milk, cheese, butter, yogurt, and other milk-related products; fresh eggs; substitute dairy products. Ice cream is not included; it is treated separately.</p> <p>Ice Cream: Include all ice cream, ice milk products, and frozen yogurt.</p> <p>Bread: Bread, rolls, buns, cakes, cookies, crackers, donuts. Do not include snack items such as pretzels and snack cookies (see below).</p> <p>Fresh Produce: Fresh fruits and vegetables, including fresh-cut i.e. chopped lettuce, salad mix, apple slices.</p> <p>Canned and Staple Foods: All canned foods including canned fruits, vegetables, and meat; staple foods such as flour, sugar, rice, cereals, and cooking oils.</p> <p>Frozen Foods: All frozen foods including frozen fruits and vegetables, frozen meats and frozen pizza, and other frozen entrees or side dishes. Ice cream is not included.</p> <p>Fresh Meats: All fresh meat, poultry, and fish. Canned and frozen meat, poultry, and fish are not included.</p>

2.3 SFA Email to Vendors

Question number	Findings	Recommendations
	<p>General Feedback on Data Collection. Respondents were asked if SFAs have all of these data elements for their purchase data</p>	<p>No changes needed.</p>

Question number	Findings	Recommendations
	<p>readily available in-house or if they had to ask their vendors. Based on the responses it appears many SFAs will compile what they can themselves, and ask vendors to fill in any gaps.</p> <p>Respondents were also asked in what format they will provide the data (Excel, pdf, hard copy). None of the respondents said they would provide a hard copy, but Excel or PDF files seem likely.</p> <p>Timing of Data Request Respondents suggested waiting two weeks after the end of a quarter before sending this email, and then giving respondents 1 month to provide the requested data. However, for the April-June quarter, respondents suggested notifying SFAs in early May (i.e., before schools close for the summer) that this request is coming, and to give the SFAs providing data for that quarter an extra month (for a total of 2 months) to provide the data.</p>	<p>Time data collection request for purchase data to avoid contacting respondents during claim preparation time and provide one full month to submit the data.</p>
	<p>Respondents were asked about the data elements to provide, specifically:</p> <ul style="list-style-type: none"> • Type of product purchased (e.g. burger, canned tomatoes, pizza) • Brand name, if a branded product • Product code • Unit size (pack size, case size, etc.) • Number of cases purchased • Unit price or total cost • Fuel or any other additional charges • Rebates/discounts or credits <p>Respondents asked for definitions of each data element desired.</p>	<p>Provide a food purchase data template that lists all variables/data elements and an explanation for each data element.</p> <ul style="list-style-type: none"> • Type of product purchased (e.g. burger, canned tomatoes, pizza) • Brand name, if a branded product • Product code • Unit size (pack size, case size, etc.) • Number of cases purchased • Unit price or total cost • Fuel or any other additional charges • Rebates/discounts or credits <p>We have attached an Excel template that lists the data elements and provides an explanation of each. You may use this template to collate and submit data for all vendors, or simply as a reference guide as you compile and submit documentation that contains the information (e.g., velocity reports/vendor summaries).</p>
	<p>The concluding paragraph:</p> <p>Please let me know when you will be able to provide the requested information. If you have any questions about the study, you can visit the study website at www.PurchaseStudy.com or</p>	<p>Include a definite submission data in request. Provide respondents 4 weeks after the close of the quarter to submit the data before sending a reminder email.</p> <p>Please provide the requested food purchase</p>

Question number	Findings	Recommendations
	<p>email the study team at PurchaseStudy@westat.com.</p> <p>Respondents said to not to leave the data collection period open-ended, but to give a deadline.</p>	<p>information by [DATE]. If you have any questions about the study or this particular data collection, please visit the study website at www.PurchaseStudy.com or email the study team at PurchaseStudy@westat.com.</p>