

OMB Number: 0584-0530

Expiration Date:  
XX/XX/XXXX



**Fourth Access, Participation, Eligibility and Certification Study**  
**(APEC IV)**  
**SFA DIRECTOR WEB SURVEY**

**1.**

## **APPENDIX B12. (INSTRUMENT B3) SFA DIRECTOR WEB SURVEY**

### **INFORMED CONSENT (C1)**

Thank you for participating in the fourth Access, Participation, Eligibility and Certification Study Series (APEC-IV). The U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) has contracted with Westat to administer APEC IV. This SFA Director Survey will provide us with important information about the SFAs participating in the study.

Your responses to this survey will help us understand your SFA's participation in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP), your SFA's participation in special counting and claiming Provisions (if applicable), how your SFA certifies students for free and reduced-price meals, how your SFA and schools record and account for meals served to students, and other relevant information about your SFA's processes.

The information you provide will be used for research purposes only. It will not be used to evaluate any single SFA or district and will only be used in aggregate.

### Survey Consent Form

---

**PURPOSE:** Funded by the United States Department of Food and Agriculture (USDA) Food and Nutrition Service (FNS), the goal of the APEC IV study is to provide FNS with reliable, national estimates of improper payments in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) in school year (SY) 2023-2024. The data collected will be used to:

- Generate a national estimate of the annual amount of improper payments to confirm resources are going to the intended recipients.
- Examine the student (household), school, and school food authority (SFA) characteristics that may facilitate success in processing applications and meals claimed for reimbursement.
- Determine whether there are differences in error rates among SFAs due to differences in their applications for free or reduced price meals.

Westat, a research organization, has a contract with the USDA FNS to conduct the APEC IV study.

**HOW YOU WERE SELECTED:** The study team used a scientific method to randomly pick your school food authority (SFA) from a list of SFAs throughout the United States.

**INFORMATION TO BE COLLECTED:** We will ask questions about your SFA's participation in the NSLP and/or the SBP, your district's participation in special Provisions (if applicable), how you certify students for free and reduced-price meals, how you and your schools record meals served to students, and other relevant information about your district's processes.

**RISKS AND PRIVACY:** There is little risk to being part of this study. We use all data we collect only for the purposes we describe. Many steps are taken to keep your data private to the full extent allowed by law. Any reports we prepare will combine your answers with those from other SFA directors in the study to summarize what we learn. Your name or SFA will never be in the reports we prepare. Nothing you report is connected to your SFA or will affect the benefits provided to your SFA. Participating in the survey may not help you individually, but it may help us better understand how to reduce error rates in the school meals programs.

**STUDY COSTS AND COMPENSATION:** There is no cost to you to complete this survey. You will not receive any compensation for completing this survey. The survey takes about 45 minutes.

**VOLUNTARY PARTICIPATION:** This web survey is part of the APEC IV research study. Section 28(c) of the Richard B. Russell National School Lunch Act requires SFAs

## APPENDIX B12. (INSTRUMENT B3) SFA DIRECTOR WEB SURVEY

to cooperate with FNS research studies. However, your participation as an *individual* is voluntary. You may skip any question you do not wish to answer, and you can stop the survey at any time. Agreeing to participate does not waive any of your legal rights. Refusal to participate will not have any impact on your SFA or position as SFA staff.

**QUESTIONS:** If you have questions about the study, you may call [NAME], the study's Director of Operations, toll-free at [INSERT NUMBER]. If you have questions about your rights as a research participant, please call the Westat Human Subjects Protections office at 1-888-920-7631. Please leave a message with your full name, the name of this study (APEC IV), and a phone number including the area code. Someone will return your call as soon as possible.

**CONSENT:** I have read and understand this entire consent form and agree to participate in this SFA Director Survey as part of the APEC IV study.

To continue please check the box below.

I agree to participate

---

**General Instructions for Completing the Survey:**

2. If a given data item is not readily available, please provide your best estimate.
3. You can complete the survey over time, by saving your survey and coming back to continue later.
4. The survey is programmed to move to the next appropriate question based on your responses. Thus, you may notice skipping in the question numbering.
5. At the end of the survey, there will be an opportunity to add comments that may be helpful to the researchers.
6. At the end of the survey, select the “Submit Survey” button to complete the survey.
7. After completing the survey, you will be able to print out a copy of your responses. Please print a copy of your responses as a reference. We may contact you for further clarification.

If you have any questions, contact us at [INSERT NUMBER] or email us at [INSERT EMAIL].

**Introduction**

Q1. The following schools from your SFA were sampled for the APEC IV study.

<<SFA NAME>>

School Name	CEP Status

- If the CEP status listed above is not accurate for any of the schools, please click 'save and continue later', and contact us at schoolmealstudy@westat.com or [toll-free number]. We will update the school's CEP status in our records and reset your survey accordingly.
- If the CEP status listed above is correct for each school, click next to continue.

Q2a. Do all schools in your SFA participate in NSLP and/or SBP?

Yes.....1 (GO TO Q3)  
No.....2

Q2b. Since the focus of this research study is on the NSLP and SBP, we ask that you provide responses for the schools within your SFA that participate in the NSLP and/or SBP. This includes responses about the number of schools and enrolled students in your SFA (e.g., number of students enrolled in schools operating NSLP/SBP in your SFA).

If it is not possible to limit the school and student counts to students enrolled in schools participating in the NSLP and SBP, you may provide the counts for all students enrolled in your SFA.

**Select the option below that best describes how you will complete the survey:**

The counts will only reflect schools and students participating in NSLP and/or SBP .....1

The counts will reflect all schools and students in my SFA, including those in schools that do not participate in NSLP or SBP .....2

**APPENDIX B12. (INSTRUMENT B3) SFA DIRECTOR WEB SURVEY**

Q3. Will you report the number of schools, students, meals served, and applications for School Year 2023-2024 as of October 31, 2023, or from another date?

AS OF OCTOBER 31, 2023	1 (GO TO A1)
FROM ANOTHER DATE	2

Q4. Please specify the other date.

_ _	/	_ _	/	_ _ _
M M		D D		Y Y Y Y

PROGRAMMER NOTE: Q3 is required. Q4 is a required question if Q3 = 2

EDIT CHECK / ERROR MESSAGE: Date cannot be earlier than August 1, 2023 or later than the current date.





**APPENDIX B12. (INSTRUMENT B3) SFA DIRECTOR WEB SURVEY**

**BOX A2**

EDIT CHECK: ANSWER TO A3 MUST BE 2 OR MORE. IF LESS THAN 2 USE THE FOLLOWING LANGUAGE:  
 “You indicated that your SFA administers the NSLP or SBP for more than one school district. If that is correct, your answer must be 2 or higher.” If that is not correct, please change your response to question A2 to No.

A4. Is your SFA’s food service operation under the direction of a food service management company, or does your SFA use a consulting company, vended meal company, or independent consultant to help plan or manage food service operations?

- OPERATED BY A FOOD SERVICE MANAGEMENT COMPANY.....1
- USES A CONSULTING COMPANY, VENDED MEAL COMPANY,  
OR INDEPENDENT CONSULTANT .....2
- BOTH APPLY.....3
- NEITHER APPLY.....4

A5. Next, we would like to collect some information about the schools in your SFA.

Indicate the number of schools, overall and by school grade level, that participate in the NSLP, SBP, or both as of [October 31, 2023 or INSERT date specified in Q3].

Elementary schools are typically grades K-5, middle/junior high schools are typically grades 6-8, and high schools are typically grades 9-12. If your schools do not align with these categories, please fit them as closely as possible.

		(1) Number of schools operating <u>both</u> NSLP and SBP	(2) Number of schools operating <u>only</u> NSLP	(3) Number of schools operating <u>only</u> SBP
A5a.	TOTAL FOR SFA	_____ #SCHOOLS	_____ #SCHOOLS	_____ # SCHOOLS
A5b.	ELEMENTARY SCHOOLS	_____ #SCHOOLS	_____ #SCHOOLS	_____ # SCHOOLS
A5c.	MIDDLE OR JUNIOR HIGH	_____ #SCHOOLS	_____ #SCHOOLS	_____ # SCHOOLS
A5d.	HIGH SCHOOLS	_____ #SCHOOLS	_____ #SCHOOLS	_____ # SCHOOLS
A5e.	OTHER PROGRAMS  _____ (SPECIFY)	_____ #SCHOOLS	_____ #SCHOOLS	_____ # SCHOOLS

**APPENDIX B12. (INSTRUMENT B3) SFA DIRECTOR WEB SURVEY**

BOX A3

IF A5a (1) = 0, DISABLE A5b (1) THROUGH A5e (1)  
 IF A5a (2) = 0, DISABLE A5b (2) THROUGH A5e (2)  
 IF A5a (3) = 0, DISABLE A5b (3) THROUGH A5e (3)

BOX A4

IF A5a (IN ANY COLUMN) IS GREATER THAN ZERO, THE NUMBER OF SCHOOLS IN A5a MUST EQUAL THE SUM OF SCHOOLS IN A5b THROUGH A5e. IF THIS IS NOT THE CASE DISPLAY THE FOLLOWING ERROR MESSAGE:

“The total for the SFA should equal the sum of the categories below. Please correct.”

ALLOW UP TO 3 OTHER PROGRAMS IN A5e.

IF OTHER PROGRAM IS SELECTED, MUST SPECIFY THE OTHER PROGRAM. IF THE OTHER SPECIFY IS LEFT BLANK, SHOW THE FOLLOWING ERROR MESSAGE. “Please specify the program.”

A6. Indicate the total number of students enrolled, overall and by school grade level, in schools that participate in the NSLP, SBP, or both as of [October 31, 2023 or INSERT date specified in Q3].

NOTE: We are asking for the total number of students enrolled at these schools, not the number who participate in NSLP or SBP.

		(1) <b>Total Number of students enrolled</b> in schools operating <u>both</u> NSLP and SBP	(2) <b>Total Number of students enrolled</b> in schools operating <u>only</u> NSLP	(3) <b>Total Number of students enrolled</b> in schools operating <u>only</u> SBP
A6a.	TOTAL FOR SFA	_____	_____	_____
		#STUDENTS	#STUDENTS	# STUDENTS
A6b.	ELEMENTARY SCHOOLS	_____	_____	_____
		#STUDENTS	#STUDENTS	# STUDENTS
A6c.	MIDDLE OR JUNIOR HIGH	_____	_____	_____
		#STUDENTS	#STUDENTS	# STUDENTS
A6d.	HIGH SCHOOLS	_____	_____	_____
		#STUDENTS	#STUDENTS	# STUDENTS
A6e.	OTHER PROGRAMS	_____	_____	_____
		#STUDENTS	#STUDENTS	# STUDENTS

**APPENDIX B12. (INSTRUMENT B3) SFA DIRECTOR WEB SURVEY**

	(SPECIFY)			
--	-----------	--	--	--

BOX A5

PROGRAMMER NOTE:  
 IF A5a (1) = 0; DISABLE COLUMN 1  
 IF A5a (2) = 0; DISABLE COLUMN 2  
 IF A5A (3) = 0; DISABLE COLUMN 3

IF A6a (FOR ALL ACTIVE COLUMNS) IS GREATER THAN ZERO, THE NUMBER OF STUDENTS IN A6a MUST EQUAL THE SUM OF STUDENTS IN A6b THROUGH A6e. IF THIS IS NOT THE CASE DISPLAY THE FOLLOWING ERROR MESSAGE:

“The total for SFA should equal the sum of the categories below. Please correct.”

DISPLAY IN A6e THE “OTHER PROGRAM” RESPONSES IN A6e.

A7. The Healthy Hunger-Free Kids Act provides an additional per-lunch reimbursement to school districts that are certified by the State agency to be in compliance with the updated meal patterns (currently 7 cents).

Does your SFA receive the additional reimbursement (7 cents) per lunch for being in compliance with updated meal patterns?

- Yes..... 1
- No..... 2
- Don't know / Not Sure..... 3

A8. SFAs that claim at least 60 percent of lunches served at the free and reduced price rate in the second preceding school year (two school years ago) receive an additional two-cents per lunch served. This is referred to as the NSLP 60% subsidy or the “two-cent differential.”

Does your SFA receive the NSLP 60% subsidy/two-cent differential?

- Yes..... 1
- No..... 2
- Don't know / Not Sure..... 3

**APPENDIX B12. (INSTRUMENT B3) SFA DIRECTOR WEB SURVEY**

A9. Schools are defined as “severe need” for breakfast if they claim more than 40 percent of their lunches at the free and reduced-price rate in the second preceding school year (two school years ago). Do any schools within your SFA receive this severe need breakfast subsidy?

- Yes..... 1
- No..... 2
- Don't know / Not Sure..... 3

**SECTION B: PARTICIPATION IN PROVISIONS 2 AND 3**

B1. Under Provision 2 or 3, schools establish claiming percentages in a ‘base year,’ and serve meals free to all students. After the base year, schools do not process applications nor track whether students receiving meals are approved for free or reduced-price meals for up to four years, with possible extensions under certain conditions.

Under Provision 2, the reimbursements received from USDA in a non-base year are based on the total number of meals served and claiming percentages by meal reimbursement type that were established in the base year.

Under Provision 3, the reimbursements are based on the total dollar reimbursement received during the base year and may be adjusted for changes in enrollment and inflation.

Any school participating in the National School Lunch Program or the Breakfast Program may apply to participate in Provision 2 or Provision 3.

Do any of the schools in your SFA participate in Provision 2 or Provision 3?

- Yes..... 1 (GO TO B2)
- No..... 2 (GO TO SECTION C)

BOX B0  
 RANGE FOR TOTAL NUMBER OF SCHOOLS IS 0 TO 2,500  
 RANGE FOR TOTAL NUMBER OF ENROLLED STUDENTS IS 0 TO 999,999

B2. As of [October 31, 2023, or INSERT date specified in Q3], record the total number of schools and enrolled students participating in Provision 2 or 3 within your SFA, first for NSLP and then for SBP.

	NUMBER OF SCHOOLS (1)	NUMBER OF ENROLLED STUDENTS (2)
<b>NSLP</b>		

**APPENDIX B12. (INSTRUMENT B3) SFA DIRECTOR WEB SURVEY**

	NUMBER OF SCHOOLS (1)	NUMBER OF ENROLLED STUDENTS (2)
a. Total number of Provision 2 and Provision 3 for NSLP	_____	_____
b. Provision 2 and Provision 3 for NSLP currently in <i>base year</i>	_____	_____
c. Provision 2 and Provision 3 for NSLP currently in <i>non-base year</i>	_____	_____
<b>SBP</b>		
d. Total number of Provision 2 and Provision 3 for SBP	_____	_____
e. Provision 2 and Provision 3 for SBP currently in <i>base year</i>	_____	_____
f. Provision 2 and Provision 3 for SBP currently in <i>non-base year</i>	_____	_____

**BOX B1**

ERROR MESSAGE if  $B2b(1) + B2c(1) \neq B2a(1)$ :

“You indicated that your SFA has {B2a(1)} Provision 2 and Provision 3 schools for NSLP. The number of Provision 2 and 3 schools currently in the base year and the non-base year must equal {B2a(1)}. Please edit your response.”

ERROR MESSAGE if  $B2b(2) + B2c(2) \neq B2a(2)$ :

“You indicated that your SFA has {B2a(2)} student enrolled in Provision 2 and Provision 3 schools for NSLP. The number of students enrolled in Provision 2 and 3 schools currently in the base year and the non-base year must equal {B2a(2)}. Please edit your response.”

ERROR MESSAGE if  $B2e(1) + B2f(1) \neq B2d(1)$ :

“You indicated that your SFA has {B2d(1)} Provision 2 and Provision 3 schools for SBP. The number of Provision 2 and 3 schools for NSLP currently in the base year and the non-base year must equal {B2d(1)}. Please edit your response.”

ERROR MESSAGE if  $B2e(2) + B2f(2) \neq B2d(2)$ :

“You indicated that your SFA has {B2d(2)} student enrolled in Provision 2 and Provision 3 schools for SBP. The number of students enrolled in Provision 2 and 3 schools currently in the base year and the non-base year must equal {B2d(2)}. Please edit your response.”

**SECTION C: Participation in CEP**

The next questions are about schools participating in the **Community Eligibility Provision (CEP)**.

Under CEP, schools in high-poverty areas apply claiming percentages to the total number of reimbursable meals in the school(s) that elect CEP (individually or as a group). A school(s) that elects CEP will claim reimbursement based on the Identified Student Percentage (ISP), or the percentage of its enrolled students that are “identified students” -- directly certified or otherwise identified (e.g., homeless, migrants, runaways) without application. The CEP can be elected for four successive years for the entire local education agency (LEA), for a group(s) of schools within an LEA, or for an individual school in the LEA.

C1. Does your SFA have any schools participating in the Community Eligibility Provision (CEP)?

- YES..... 1
- NO..... 2 (GO TO SECTION D)

C2. Which source(s) did your SFA use to determine identified students? (SELECT ALL THAT APPLY.)

- Supplemental Nutrition Assistance Program (SNAP) .....1
- Temporary Assistance for Needy Families (TANF).....2
- Food Distribution Program on Indian Reservations (FDPIR).....3
- Head Start or Early Head Start participant.....4
- Migrant child.....5
- Runaway child.....6
- Homeless child.....7
- Foster child certified through means other than an application.....8
- Non-applicant children certified through means other than an application.....9
- Medicaid.....10
- Other (SPECIFY) \_\_\_\_\_.....11

**SECTION D: DIRECT CERTIFICATION (CEP and Non-CEP Schools)**

The next questions are about direct certification.

D1. Does your SFA conduct direct certification for students?

- YES..... 1
- NO..... 2 (GO TO SECTION E)

D2. In what year did your SFA begin conducting direct certification? Your best estimate is fine.

|\_|\_|\_|\_|  
YEAR  
0 Don't know

D3. Does your SFA use **State-level** matching to directly certify students?

With **State-level** matching, a State agency (usually Child Nutrition) has primary responsibility for developing and maintaining a system that matches school enrollment records for NSLP-participating schools with a list of children participating in SNAP. The State agency may also match against a list of children participating in TANF, Food Distribution Program on Indian Reservations (FDPIR), and Medicaid (in approved States), or considered to be migrant, homeless, foster and/or runaway. This system can be set up in a variety of ways. Some examples include:

- Districts upload enrollment information into a State-maintained computer or web-based system that conducts a match to a list of children in SNAP households. Students are directly certified on the basis of this match.
- A State agency matches State enrollment information with a State list of children in SNAP households. A list of students matched is provided to districts to complete the direct certification process.

- YES..... 1
- NO..... 2
- Don't know/Not Sure ..... 9

D4. Does your SFA use **district-level** matching to directly certify students?



**APPENDIX B12. (INSTRUMENT B3) SFA DIRECTOR WEB SURVEY**

With **district-level** matching, school districts have primary responsibility for matching a list of children enrolled in their schools with a list of children from households receiving SNAP (and other programs listed above) provided by the State agency using a common identifier or identifiers. Districts may use manual methods or an automated or electronic system to match the records.

- YES..... 1
- NO..... 2 (GO TO SECTION E)
- Don't know/Not sure.....

D5. If students are directly certified using district-level matching, is this matching performed manually, is it automated using computer systems, or a combination of both?

- Manual matching..... 1
- Automated matching..... 2
- Combination of both..... 3

In addition to state-level or district-level matching, some school districts form local partnerships to help with direct certification. Examples include partnerships with homeless or runaway programs.

D6. Does your SFA receive data from a local partner to help with your district-level direct certification efforts?

- YES..... 1
- NO..... 2 (GO TO QUESTION E8)

D7. What population(s) do those local-level partners work with? (Mark all that apply)

- SNAP participants..... 1
- TANF participants..... 2
- FDPIR participants..... 3
- Migrant youth..... 4
- Homeless youth..... 5
- Foster youth..... 6
- Runaway youth..... 7
- Other (SPECIFY)..... 8

**SECTION E: APPLICATION FOR FREE OR REDUCED PRICE MEALS**

The following questions ask about the process in which parents/guardians apply for free or reduced priced meal benefits in your SFA.

E1. Does your SFA accept applications for meal benefits?

YES ..... 1  
 NO..... 2 (GO TO SECTION G)

E1B. How does your SFA accept applications for meal benefits (mark a response for each row)?

a. Paper application submitted either in person, by mail or scanned and sent via e-mail	YES	NO
b. Online application via district/school website	YES	NO
c. Online application via a vendor website, such as Meals Plus, Horizon, Nutri-link, or Heartland	YES	NO
d. Some other way (SPECIFY): _____	YES	NO

E2. [SKIP IF E1B.a=NO] Are paper applications processed electronically (e.g., computer-read or scanned) or manually (e.g., manual review and entry of each application)?

Electronically ..... 1  
 Manually..... 2

E3. For the current school year, did the SFA conduct a second review of some or all of the applications prior to finalizing the meal eligibility status?

YES ..... 1  
 NO..... 2 (GO TO E5)

E4. Was that second review done for all applications or for a sample of applications?

**APPENDIX B12. (INSTRUMENT B3) SFA DIRECTOR WEB SURVEY**

ALL APPLICATIONS..... 1  
SAMPLE OF APPLICATIONS..... 2

E5. During the past 12 months, did your SFA offer a training for SFA-level staff specifically related to processing applications for school meals?

Yes..... 1  
No..... 2 (GO TO QUESTION E6)

E5B. Was this training mandatory for SFA-level staff who review applications?

Yes..... 1  
No..... 2

E6. During the past 12 months, did your SFA offer a training for school-level staff specifically related to processing applications for school meals?

Yes..... 1  
No..... 2 (GO TO SECTION F)

E6B. Was this training mandatory for school-level staff who review applications?

Yes..... 1  
No..... 2

**SECTION F: ELIGIBILITY STATUS OF STUDENTS ENROLLED IN SAMPLED  
NON-CEP SCHOOLS**

BOX F0

ASK SECTION F IF AT LEAST ONE SAMPLED SCHOOL in Q1 IS A NON-CEP SCHOOL;  
OTHERWISE SKIP TO SECTION G.

The next questions ask about the non-CEP schools from your SFA participating in the APEC IV study. Answer the questions below as of [October 31, 2023 or INSERT date specified in Q3], for each of the following schools:

BOX F1

LIST ALL SAMPLED NON-CEP SCHOOLS FOR THE SFA.

<b>NON CEP SCHOOLS</b>
< Non CEP School 1>
< Non CEP School 2>
< Non CEP School 3>
< Non CEP School N>

**APPENDIX B12. (INSTRUMENT B3) SFA DIRECTOR WEB SURVEY**

F1. Record the following information about each school listed below as of [October 31, 2023 or INSERT date specified in Q3].

(A) NAME OF SAMPLED SCHOOL	(B) NUMBER OF ENROLLED STUDENTS	(C) NUMBER OF ENROLLED STUDENTS WITH A MEAL ELIGIBILITY STATUS OF <b>REDUCED PRICE</b> (based on an application or directly certified)	(D) NUMBER OF ENROLLED STUDENTS WITH A MEAL ELIGIBILITY STATUS OF <b>FREE</b> (based on an application or directly certified)
<NON-CEP SCHOOL 1>	_____	_____	_____
<NON-CEP SCHOOL 2>	_____	_____	_____
<NON-CEP SCHOOL N>	_____	_____	_____

BOX F2

FOR EACH NON-CEP SCHOOL LISTED IN F1, ASK F2

F2. You indicated for <NON-CEP SCHOOL X>, {C+D} students had a meal eligibility status of reduced price or free. How many of those were directly certified for free or reduced price meals without an application?

\_\_\_\_\_

NUMBER

**SECTION G: MEAL COUNTING AND CLAIMING**

G1. For each of the following procedures, record whether your SFA uses a manual process and/or hardcopy records, uses an automated process and/or electronic records, or uses a combination of both:

		<b>ALL SCHOOLS USE MANUAL PROCESS/ HARDCOPY RECORDS</b>	<b>ALL SCHOOLS USE AUTOMATED PROCESS/ ELECTRONIC RECORDS</b>	<b>COMBINATION MANUAL AND AUTOMATED</b>
a.	Point of service meal counting	1	2	3
b.	School preparation of meal counts submitted to SFA	1	2	3
c.	SFA preparation and submission of meal reimbursement claims to state agency	1	2	3

G2. During the past 12 months, did your SFA offer a training for SFA-level staff specifically on counting meals at the point of service and/or submitting meal reimbursement claims?

- Yes..... 1
- No..... 2 (GO TO QUESTION G3)

G2b. Was this training mandatory for SFA-level staff?

- Yes..... 1
- No..... 2

G3. During the past 12 months, did your SFA offer a training for school-level staff specifically on counting meals at the point of service and/or submitting meal reimbursement claims?

**APPENDIX B12. (INSTRUMENT B3) SFA DIRECTOR WEB SURVEY**

Yes..... 1  
No..... 2 (GO TO QUESTION G4)

G3b. Was this training mandatory for school-level staff?

Yes..... 1  
No..... 2

G4. During the past 12 months, did your SFA offer a training for SFA-level staff specifically related to preparing/serving reimbursable meals?

Yes..... 1  
No..... 2 (GO TO QUESTION G5)

G4b. Was this training mandatory for SFA-level staff?

Yes..... 1  
No..... 2

G5. During the past 12 months, did your SFA offer a training for school-level staff specifically related to preparing/serving meals?

Yes..... 1  
No..... 2 (GO TO SECTION H)

G5b. Was this training mandatory for school-level staff?

Yes..... 1  
No..... 2

**SECTION H: GENERAL COMMENTS**

H1. Please share any relevant comments or suggestions that you would like the study to consider that we have not already covered in this survey.

Thank you for your time and participation. Your feedback is important.

Please click on the “Submit Survey” button below.

On the next screen you will be able to print a copy of your completed survey.

If you have any questions or comments please contact us at [INSERT NUMBER] or email us at [INSERT EMAIL]

This information is being collected to provide the Food and Nutrition Service with key information on the annual error rates and improper payments for the school meal programs. This is a voluntary collection and FNS will use the information to examine school meal error rates and inform future APEC studies. This collection requests personally identifiable information under the Privacy Act of 1974. 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 0584-0530. The time required to complete this information collection is estimated to average 0.05 hours (30 minutes) per 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. 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, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRA (0584-0530). Do not return the completed form to this address.