APPENDIX F05.10. SCHOOL NUTRITION MANAGER COST INTERVIEW WITH REFERENCE GUIDE (GROUP 3 & FULL OUTLYING AREAS)

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USDA/Food and Nutrition Service

2024–2025 National School Foods Study

School Nutrition Manager Cost Interview

Pre-load SAMPLE VARIABLES:

- **Used in instrument**
  - o **SNMFirstName** – first name of SNM identified as respondent. Will be updated if necessary in the interview
  - o **SNMLastName** – last name of SNM
  - o **SNM_Phone** – phone number of SNM. Will be updated if necessary in the interview
  - o **SNM_Email** – email address of SNM. Will be updated if necessary in the interview
  - o **Group** – data collection group
  - o **School_State** – state in which the school is located
  - o **IsProduction** – school is an unsampled production kitchen
  - o **IsCentral** – "school" is a central kitchen
- **Needed on data file**
  - o **SchoolName**
  - o **SchoolID**
  - o **SFAName**
  - o **SFAID**

Release instrument if:
1. **School (Note that we want to include unsampled production kitchens and central kitchens.)**
2. **Recruitmentstatus = recruited**
3. **Group=3 or FOA**

SKIP MISSING DATA REVIEW PAGE IF SURVEY IS BLANK OR IF HAVEN'T REACHED SalTitle (C1) YET. OTHERWISE, SHOW MISSING DATA REVIEW ON ENTRY (SEE END OF SPECS).

PART A: CONFIRMING RESPONDENT INFORMATION

ALL
PREFILL ANSWERS TO THESE QUESTIONS FROM SNMFIRSTNAME, SNMLASTNAME, SNM_PHONE, and SNM_EMAIL AND ALLOW INTERVIEWER TO EDIT.
DISPLAY ALL THREE QUESTIONS ON SAME PAGE.

A1.   *{RFName; RLName}* **Please confirm your name and contact information.**

_____ (STRING (20))
FIRST NAME
_____ (STRING (30))
LAST NAME

A2. *{RPhone}* **What is your phone number?**
|___|___|___| - |___|___|___| - |___|___|___|___|
(0-999)   (0-999)   (0-9999)
HOME..1
WORK..2
CELL PHONE..3

A3. *{REmail}* **What is your email address?**
_____@_____
DO NOT HAVE EMAIL ADDRESS…………………………………………….N
REFUSED...R

HARD CHECK: VERIFY EMAIL PATTERN AS *@*.*. IF EMAIL DOES NOT MATCH PATTERN: Please enter a valid email address.
SOFT CHECK: IF NO VALUE ENTERED FOR RPHONE: Please enter a phone number and select a type of phone below, or click next to proceed forward.
HARD CHECK: IF PREFIX <199: Prefix should be greater than 199.

INTRODUCTION

ALL
IF SCHOOL_STATE = AK OR HI, FILL **State;** ELSE, FILL **Territory**

FNS contracted with Mathematica and Decision Information Resources to conduct the 2024-2025 National School Foods Study.
Your participation vitally informs future policies for school meals and ensures the meals contribute to a healthier future for children.
[IF GROUP=3: **This important study will provide comprehensive information about school meals and afterschool snacks, including their nutritional quality and the cost to produce them. Having updated information about the school meals programs will help States, School Food Authorities, and schools better serve students.**]

[IF GROUP = FOA: **This important study will estimate the cost to produce school meals in your [State/Territory].**]

All information gathered for this study is for research purposes only and will not affect meal reimbursements to participating schools or school meal program benefits of participating households.
I'm going to read a privacy statement to you before we begin:
Authority: This information is being collected under the authority of provisions of Section 28 of the Richard B. Russell National School Lunch Act (42 U.S.C. 1769i) as amended.
Purpose: The Food and Nutrition Service (FNS) is collecting this information to evaluate the nutritional quality of school meals, the cost to produce them, and student participation and dietary intakes.
Routine Use: The records in this system may be disclosed to private firms that have contracted with FNS to collect, aggregate, analyze, or otherwise refine records for the purpose of research and reporting to Congress and appropriate oversight agencies, and/or departmental and FNS officials.
Disclosure: Disclosing the information is voluntary, and there are no consequences to you for not providing the information.
The System of Records Notice for this information collection is USDA/FNS-8, FNS Studies and Reports, which can be located at https://www.govinfo.gov/content/pkg/FR-1991-04-25/pdf/FR-1991-04-25.pdf (p. 19078).

PART B: SCHOOL FOOD SERVICE STAFF TIME ALLOCATION GRID

ALL

B2. *{StaffJobTitle[1-30]}*

[FIRST TIME THROUGH LOOP: **I want to find out how much time the people who work in this kitchen spend on preparing meals and other food service activities. We will do this by reviewing the staff's daily schedules for last week, or the most recent full or regular week. It may help if you have access to the schedules or time cards for the staff. For these questions, please think about <u>all staff who work in this kitchen</u> whose salaries are paid all or in part by the food service account.**

Let's start by populating your work schedule. First, what is your job title?]

[NEXT LOOPS THROUGH: **What is the job title of the next staff member or members who worked in the kitchen that week? We can combine staff members who share the exact same schedule all five days of the week.**

_____ (STRING (100))
JOB TITLE

HARD CHECK: IF JOB TITLE WAS ALREADY USED; Please enter a unique job title. Feel free to use employee initials to differentiate staff.

INTERVIEWER: ENTER JOB TITLE AND CODE JOB CATEGORY *{StaffJobCode[1-30]}*

SELECT ALL THAT APPLY

₁ ☐ SCHOOL NUTRITION MANAGER

₂ ☐ COOK/FOOD PREP

₃ ☐ CASHIER

₄ ☐ MONITOR

₅ ☐ OTHER

HARD CHECK IF BOTH THE TITLE AND CATEGORY ARE NOT FILLED IN OR SELECTED: Please remember to fill in the title and select a category below.

ALL; FIRST TIME IN LOOP, AUTO-FILL WITH "1" AND SKIP QUESTION; ASK QUESTION ALL SUBSEQUENT TIMES.
SHOW ON SAME PAGE AS B2.

B3. *{StaffCount[1-30]}* **How many people share the work schedule we're about to go over?**

|___|___|

RANGE 1-99

ALL

B4. **Please refer to Handouts 1 and 2 in the Interview Reference Guide. The first handout is a sample grid that shows you the type of schedule information we are collecting. The second describes activities school food service staff may spend time on throughout the day. [FIRST TIME OF LOOP PER JOB TITLE: Let's start with your work schedule on that Monday.] [OTHER TIMES IN LOOP: Now we'll review your work schedule for [FILL FROM NEXT MISSING IN SCHEDULEDAYS].]**

INTERVIEWER: SELECT THE FIRST ACTIVITY AND ENTER THE TIME THE PERSON STARTED THE ACTIVITY. CONTINUE TO SELECT ACTIVITIES AND ENTER START TIMES. CODE "OFF" AS THE LAST ACTIVITY AND ENTER THE START TIME THE PERSON LEFT WORK, THEN CLICK THE "NEXT" BUTTON.

PROGRAMMER: DISPLAY AS GRID ON ONE SCREEN. ALLOW UP TO 12 ROWS IN GRID (3 ROWS SHOWN HERE FOR REFERENCE).

PROGRAMMER: INSTRUMENT WILL LOOP THROUGH B4-B5 UP TO 5 TIMES FOR EACH TIME B2 IS ASKED (BASED ON RESPONSES TO B5). THE ENTIRE B2 – B5 SERIES WILL BE ASKED UP TO 30 TIMES. IN VARIABLE NAMES, 1-12 REPRESENTS NUMBER OF ACTIVITY, 1-30 REPRESENTS TOTAL LOOP BY STAFF MEMBER, AND 1MON-5FRI REPRESENTS LOOP BY DAY OF WEEK.

B4a. *{Activity_[1-12]_[1-30]_[1Mon,2Tue,3Wed,4Thu,5Fri]}* **Which of the activities did you/they start working on?**	**B4b.** *{ActvityStart[1-12]_[1-30]_[1Mon,2Tue,3Wed,4Thu,5Fri]}* **At what time did you/they start that work?**
1. [ACTIVITY DROPDOWN]	1. |___|___|:|___|___| AM/PM
2. [ACTIVITY DROPDOWN]	2. |___|___|:|___|___| AM/PM
3. [ACTIVITY DROPDOWN]	3. |___|___|:|___|___| AM/PM
… (UP TO 12)	… (UP TO 12)

HARD CHECK: IF LAST ACTIVITY ENTERED IS NOT "OFF"; **Please enter activity "OFF" for the time they left work.**
SOFT CHECK: IF CODE OFF USED MORE THAN ONCE; **Off should only be used at the end of a person's day. Please use code "Break" for time not working during the middle of the work day.**
HARD CHECK: IF ANY ROW (1-12) HAS AT LEAST ONE VALUE POPULATED (Activity or ActivityStart), BUT OTHER VALUES IN THAT ROW ARE MISSING: **Row {#} has a value missing. Enter the missing value to continue.**
HARD CHECK: IF ANY ROW'S ACTIVITYSTART IS EARLIER THAN PRIOR ROW'S ACTIVITYSTART; **Activity {#} start time is before the acceptable minimum. Activities must be listed in order they are completed.**
PROGRAMMER: Convert times to military time on backend.
SOFT CHECK: IF TIME IS 12:00AM-3:59AM OR 8:00PM-11:59PM; **Please confirm this time is correct**.

PROGRAMMER LOOKUP FOR ACTIVITY DROPDOWN:

BPS (SET UP/MAKE/SERVE BREAKFAST)
LPS (SET UP/MAKE/SERVE LUNCH)
JPS (SET UP/MAKE/SERVE BOTH BREAKFAST AND LUNCH)
SPS (SET UP/MAKE/SERVE FFVP, CACFP, OR NSLP AFTERSCHOOL SNACKS)
OPS (SET UP/MAKE OTHER MEALS OR FOOD)
EP (NUTRITION EDUCATION/PROMOTION)
EA (ELIGIBILITY DETERMINATION ACTIVITIES)
FSA (FOOD SERVICE ADMINISTRATION)
OA (OTHER FOOD SERVICE PROGRAM ACTIVITY)
BREAK (BREAKS/NON-ASSIGNABLE WORK)
OFF (END OF WORK DAY)

ALL
SHOW ON SAME PAGE AS B4.
ONLY DISPLAY RESPONSE OPTIONS NOT ALREADY SELECTED.
ON FIRST INSTANCE (WHEN ASKING ABOUT SNM), FILL "YOU", ELSE FILL [STAFFJOBTITLE].

B5. *{ScheduleDays_[2Tue,3Wed,4Thu,5Fri]_[1-30]_[1Mon,2Tue,3Wed,4Thu,5Fri]}* **Does this same schedule apply to any other days that week for [you/StaffJobTitle]?**

Select all that apply

TUESDAY..2

WEDNESDAY...3

THURSDAY...4

FRIDAY...5

PROGRAMMER BOX

IF ALL RESPONSES (1-5) SELECTED AT B5/ScheduleDays, GO TO B6. IF ANY RESPONSES AT B5/ScheduleDays ARE NOT SELECTED, LOOP BACK TO ASK B4/Activity-B5/ScheduleDays ABOUT THE FIRST DAY/RESPONSE <u>NOT</u> SELECTED. CONTINUE ASKING ABOUT EACH DAY ON A LOOP UNTIL SCHEDULES HAVE BEEN COLLECTED FOR ALL DAYS, MONDAY THROUGH FRIDAY. THEN GO TO B6.

PROGRAMMER BOX

ON BACKEND, COPY RESPONSE FOR STAFF TIME TO ALL DAYS MARKED IN LOOP AS APPLYING.

ALL

B6. *{OtherStaffFlag_[1-30]}* **Is there any other staff member who worked in the kitchen that week who we haven't covered?**

YES...1
NO..0

PROGRAMMER BOX

EACH TIME INTERVIEWER REACHES B6, DISPLAY GRID WITH JOB TITLES AND STAFF COUNT COLLECTED SO FAR. FOR EXAMPLE:

STAFF COVERED:

JOB TITLE	STAFF COUNT
[StaffJobTitle]	*[StaffCount]*
SNM	1
Cook	2
Cashiers odd days	2
TOTAL	**5** *[sum of StaffCount]*

PROGRAMMER BOX

IF B6/OtherStaffFlag = 1, GO TO B2/StaffJobTitle TO START NEW LOOP.

CONTINUE COLLECTING STAFF SCHEDULES ON A LOOP UNTIL B6/OtherStaffFlag = 0.

PROGRAMMER BOX

ONCE THE SCHOOL FOOD SERVICE STAFF TIME ALLOCATION GRID HAS BEEN COMPLETED (B6/OtherStaffFlag=0), POPULATE ALL THE TITLE/POSITIONS LISTED INTO THE SCHOOL FOOD SERVICE STAFF SALARY GRID.

PART C: SCHOOL FOOD SERVICE STAFF SALARY GRID

ALL

C1. I will now collect enough salary information to calculate what one hour of staff time costs for each person, title, or position. I will start by asking questions 3 – 6 on Handout 3 (the School Nutrition Manager Cost Interview Guide) for each person, title, or position you identified. I can group staff with the same position together if the following three conditions are met: they work the same number of hours per week, they work the same number of weeks per year, and they work the same amount of time on the food service activities throughout the day. If these are not all true for the staff group, I will collect their salary information separately. As we go through each type of staff, please let me know if they can be grouped together. Handout 4 (the example School Food Service Staff Salary Grid) shows the type of information we are collecting.

INTERVIEWER: THE INSTRUMENT WILL RUN THROUGH ALL TYPES OF STAFF LISTED ON THE TIME ALLOCATION GRID AND POPULATE THE STAFF SALARY GRID.

PROGRAMMER: SHOW GRID ON ONE SCREEN. POPULATE DROPDOWN WITH JOB TITLES FROM STAFFJOBTITLE[1-30] AND PUT STAFFCOUNT[1-30] SO THE TITLE/POSITION READS, E.G., "COOK-RB AND JA (2)". ALLOW UP TO 40 ROWS IN GRID.

PROGRAMMER: NOTES LEFT IN COLUMN 9 SHOULD BE CARRIED THROUGH TO THE NEXT GRID. NOTES SHOULD REMAIN EDITABLE ON THE FOLLOWING GRID.

(1)	(2)	(3)	(4)	(5)	(6)	(9)
Title/Position *{SalTitle_[1-40]}*	**Number of staff** *{SalStaffCount_[1-40]}*	**Total paid hours/week** *{HoursPerWeek_[1-40]}*	**Total paid time/year** *{TimePerYear_[1-40]; UnitPerYear_[1-40]}*	**Percentage of staff hours worked on food service** *{PctFoodService_[1-40]}*	**Percentage of salary/wage charged to the food service account** *{PctSalaryFoodService_[1-40]}*	**NOTES**
A. [FILL DROPDOWN of *STAFFJOBTITLE[1-30]*]	|__|__| RANGE 1-99	|__|__| hrs/wk RANGE 1-84	|__|__|__| RANGE 1-365 O Days O Weeks → Per year O Months	|__|__|__|% RANGE 1-100	|__|__|__|% RANGE 1-100	_____ _____ __

FOR ALL SOFT CHECKS BELOW, REPEAT DISPLAY EACH TIME GRID IS ENCOUNTERED (RATHER THAN ONLY SHOWING AFTER FIRST ITERATION).
SOFT CHECK: IF ANY VALUES ARE MISSING: At least one value is missing. Enter the missing value to continue.
HARD CHECK: IF UNITPERYEAR=1 (DAYS) AND TIMEPERYEAR>365; **For Row << >>, total paid time per year cannot exceed 365 days.**
HARD CHECK: IF UNITPERYEAR=2 (WEEKS) AND TIMEPERYEAR>52; **For Row << >>, total paid time per year cannot exceed 52 weeks.**
HARD CHECK: IF UNITPERYEAR=3 (MONTHS) AND TIMEPERYEAR>12; **For Row << >>, total paid time per year cannot exceed 12 months.**
HARD CHECK: IF SUM OF SALSTAFFCOUNT BY POSITION DOES NOT EQUAL STAFFCOUNT BY POSITION; For [title/position], the number of staff in table does not equal the number of staff in time allocation section.

ALL

I will now ask questions 7 and 8 on Handout 3 of the School Nutrition Manager Cost Interview Guide for each person, title, or position.

PROGRAMMER: SHOW GRID ON ONE SCREEN. POPULATE ROW WITH JOB TITLES COLLECTED AT SALTITLE[1-40]. FOR ALL ROWS, POPULATE COLUMN 2 WITH NUMBER OF STAFF FROM SALSTAFFCOUNT[1-40]. ALLOW UP TO 40 ROWS IN GRID.

PROGRAMMER: IF SALSTAFFCOUNT[1-40] = 1, DEACTIVATE COLUMNS 7B AND 8B FOR ROW (I.E., IF THERE IS ONLY ONE STAFF MEMBER IN POSITION, ONLY ALLOW ENTRY INTO LOW SALARY/BENEFITS COLUMN.)

(1)	(2)	(7a)	(7b)	(8a)	(8b)	(9)
Title/Position	**Number of staff**	**(Low) Salary/Wage** *{LowSalary_[1-40]; UnitLowSalary_[1-40]}*	[ONLY ALLOW ENTRY IF COL2>1] **High Salary/Wage** *{HighSalary_[1-40]; UnitHighSalary_[1-40]}*	**(Low) Fringe benefits/ year** *{LowFringe_[1-40]}*	[ONLY ALLOW ENTRY IF COL2>1] **High fringe benefits/ year** *{HighFringe_[1-40]}*	**NOTES**
A. [FILL *{SalTitle_[1-40]}*]	[FILL *{SalStaff Count_[1-40]}*]	$ _____ per RANGE 0-300,000 O Hour O Month O Week O Year O Every two weeks O Two times a month	$ _____ per RANGE 0-500,000 O Hour O Month O Week O Year O Every two weeks O Two times a month	$_____ _ per year RANGE 0-100,000	$_____ per year RANGE 0-100,000	_____ _____ __

FOR ALL SOFT CHECKS BELOW, REPEAT DISPLAY EACH TIME GRID IS ENCOUNTERED (RATHER THAN ONLY SHOWING AFTER FIRST ITERATION).
SOFT CHECK: IF ANY VALUES EXCEPT NOTES FIELD ARE MISSING: **For row << >>, at least one value is missing. Enter the missing value to continue.**
SOFT CHECK: IF ANY VALUES IN LOWSALARY/HIGHSALARY GREATER THAN 100,000; **For row << >>, please confirm the salary/wage**

is correct.
HARD CHECK: IF HIGHSALARY<LOWSALARY; **For row << >>, high salary/wage cannot be less than low salary/wage.**
HARD CHECK: IF HIGHFRINGE<LOWFRINGE; **For row << >>, high fringe benefits cannot be less than low fringe benefits.**

MISSING DATA REVIEW:

ALLOW FOR NAVIGATION TO MISSING DATA REVIEW AT ANY POINT IN INSTRUMENT.
FOR EACH JOB TITLE AND STAFF COUNT, LIST WHETHER DATA IS COMPLETE OR INCOMPLETE. IF INCOMPLETE, LIST WHAT IS INCOMPLETE.

JOB TITLE IS COMPLETE IF:
1. SUM OF SALSTAFFCOUNT BY TITLE = STAFFCOUNT BY TITLE
2. FOLLOWING VARIABLES NOT MISSING
    a. HOURSPERWEEK
    b. TIMEPERYEAR
    c. UNITPERYEAR
    d. PCTFOODSERVICE
    e. PCTSALARYFOODSERVICE
    f. LOWSALARY
    g. UNITLOWSALARY
    h. HIGHSALARY (IF APPLICABLE)
    i. UNITHIGHSALARY (IF APPLICABLE)
    j. LOWFRINGE
    k. HIGHFRINGE (IF APPLICABLE)

IF CRITERION 1 IS NOT MET, DISPLAY: "Total staff count for position is [STAFFCOUNT] but Salary Grid contains [SALSTAFFCOUNT] people in position."

IF CRITERION 2 IS NOT MET, DISPLAY: "The following information is missing in the Salary Grid: [LIST VARIABLE NAMES]"

For example:
- SNM – Complete
- Cook RS, RF – Total staff count for position is 2 but Salary Grid contains 3 people in position
- Cashiers line 1 – The following information is missing in the Salary Grid:
    o Column 4 (TimePerYear)

- o   Column 4 (UnitPerYear)
- Cashier line 2 – Complete
- Cashier line 3 - The following information is missing in the Salary Grid:
  - o   Column 5a (LowSalary)
  - **o**   Column 5a (UnitLowSalary)
  - **o**   Column 6a (LowFringe)

ALL

C2.   *{InterviewComplete}* **IS INTERVIEW COMPLETE?**

YES...1

NO..0

IF INTERVIEWCOMPLETE=1, MARK INTERVIEW COMPLETE AND SET COMPLETE STATUS AND DO NOT ALLOW REENTRY INTO INSTRUMENT. IF INTERVIEWCOMPLETE=0, MARK AS A PARTIAL AND ALLOW REENTRY INTO INSTRUMENT.

SCHOOL NUTRITION MANAGER COST INTERVIEW REFERENCE GUIDE

HANDOUT 1: Example School Food Service Staff Time Allocation Grid

We will ask you to help us fill out a daily schedule (please refer to the grid below) for each of your kitchen's food service staff for the most recent regular week. We will ask how much time school food service staff spend on categories of food service activities. Please see the definitions of activities in Handout 2. It may help if you have access to the schedules or time cards for the staff. For these questions, please think about <u>all staff who work in this kitchen</u> whose salaries are paid all or in part by the food service account.

Activity Codes			
▪ BPS	= Set up / Make / Serve **Breakfast**	▪ OPS	= Set up / Make **Other Meals or Food**
▪ LPS	= Set up / Make / Serve **Lunch**	▪ EP	= Nutrition **Education/Promotion**
		▪ EA	= **Eligibility Determination Activities**
▪ JPS	= Set up / Make / Serve both **Breakfast and Lunch**	▪ FSA	= **Food Service Administration**
▪ SPS	= Set up / Make / Serve FFVP, CACFP, or NSLP Afterschool **Snacks**	▪ OA	= **Other Food Service Program Activity**
		▪ Break	= **Breaks** / Non-Assignable Work
		▪ OFF	= End of work day

	Staff				
Schedule Day(s)	Ⓜ Ⓣⓤ Ⓦ Ⓣⓗ Ⓕ	Ⓜ Ⓣⓤ Ⓦ Ⓣⓗ Ⓕ	Ⓜ Ⓣⓤ W Ⓣⓗ Ⓕ	M Tu Ⓦ Th F	M Tu W Th F
Title / Position	Cafeteriamanager	Cook	Cashier	Cashier	
Number of People	1	2	1	1	
Time of Day	Schedule				
6:00 – 6:15 AM	FSA	BPS			
6:15 – 6:30					
6:30 – 6:45					
6:45 – 7:00	↓				
7:00 – 7:15 AM	JPS		BPS		
7:15 – 7:30					
7:30 – 7:45					
7:45 – 8:00	↓	↓	↓		
8:00 – 8:15 AM	FSA	BREAK	BREAK	BPS	
8:15 – 8:30		LPS	BPS		
8:30 – 8:45					
8:45 – 9:00	↓	↓	↓	↓	
Continue recording through end of day, coding "OFF" at end of work day.					

HANDOUT 2: List of School Food Service Staff Tasks

DEFINITIONS OF ACTIVITIES FOR THE SCHOOL FOOD SERVICE STAFF TIME ALLOCATION GRID

1. **Breakfast production and serving** *(BPS)*
   - Producing foods for breakfasts
   - Cleaning up production area after producing breakfasts
   - Serving breakfasts
   - Collecting money, meal tickets, or other payments for breakfasts
   - Supervising students during breakfasts
   - Cleaning up serving area and cafeteria (including washing dishes) during/after breakfasts are served

2. **Lunch production and serving** *(LPS)*
   - Producing foods for lunches
   - Cleaning up production area after producing lunches
   - Serving lunches
   - Collecting money, meal tickets, or other payments for lunches
   - Supervising students during lunches
   - Cleaning up after serving area and cafeteria (including washing dishes) during/after lunches are served

3. **Breakfast and lunch production and serving** *(JPS)*
   - Producing foods for both breakfasts and lunches (such as baking foods offered at breakfast and lunch)
   - Cleaning up production area after producing foods for both breakfasts and lunches
   - Serving foods offered for both breakfasts and lunches at the same time
   - Collecting money, meal tickets, or payments for both breakfasts and lunches
   - Supervising students during breakfasts and lunches
   - Cleaning serving area or cafeteria (including washing dishes) after serving foods for both breakfasts and lunches

4. **FFVP, CACFP snacks or suppers, or NSLP afterschool snacks production and serving** *(SPS)*
   - Producing foods for FFVP, CACFP snacks or suppers, or NSLP afterschool snacks
   - Cleaning up production area after producing FFVP, CACFP snacks or suppers, or NSLP afterschool snacks
   - Serving FFVP, CACFP snacks or suppers, or NSLP afterschool snacks
   - Collecting money, meal tickets, or other payments for FFVP, CACFP snacks or suppers, or NSLP afterschool snacks
   - Supervising students during FFVP, CACFP snacks or suppers, or NSLP afterschool snacks
   - Cleaning up serving area and cafeteria (including washing dishes) after FFVP, CACFP snacks or suppers, or NSLP afterschool snacks

5. **Other meals or food production and serving** *(OPS)*

- Producing meals or food <u>other than</u> for breakfasts or lunches or for FFVP/CACFP snacks or suppers/NSLP afterschool snacks. Other meals or food can be produced for special events, catered meals produced for other facilities, or other meals or food not counted as reimbursable meals by this SFA.
- Cleaning up production area after preparing these other meals or food
- Serving meals or food <u>other than</u> for breakfasts or lunches or for FFVP/CACFP snacks or suppers/NSLP afterschool snacks.
- Supervising students during other meals or food service
- Cleaning up serving area and cafeteria (including washing dishes) after serving these other meals or food

6. **Nutrition education and promotion** *(EP)*
   - Activities to promote healthy eating and participation in school meals, which includes activities related to Team Nutrition, Farm to School, or other Federal/State nutrition education/promotion programs
   - Includes related communications, events, planning, and training
   - Also includes development and monitoring of school wellness policies

7. **Eligibility determination activities** *(EA)*
   - Preparing, distributing and processing applications for free/reduced-price meals
   - Conducting income verification of applications for free/reduced-price meals
   - Updating student certification status and records

8. **Other food service administration** *(FSA)*
   - Inventorying food
   - Ordering and purchasing food and supplies
   - Planning, budgeting and management for the food service program
   - Menu planning and nutritional analysis
   - Record keeping, accounting, and data processing for the food service program
   - Supervising staff in meal production and serving or other activities

9. **Other non-production food service program activities** *(OA)*
   - Cleaning, maintenance, and security of food service space and equipment (e.g., weekly deep cleaning of equipment)
   - Receiving, storing, or transporting food and supplies
   - Maintenance of vehicles and other equipment used in storage and transportation

10. **Breaks/non-assignable work** *(BREAK)*
    - Paid and unpaid breaks
    - Work that does not support food service operations

11. **End of work day** *(OFF)*

HANDOUT 3: School Nutrition Manager Cost Interview Guide

We will ask you the following questions about your kitchen's food service staff identified in the time allocation grid. Refer to Handout 4 for questions 1-8.

1. **What are the job titles of these staff (i.e., title, position, etc.)?**

   - Include staff who are paid all or in part out of the food service account.

2. **How many people with this job title share the same: number of hours worked per week, number of weeks worked per year, and daily schedule?**

3. **How many paid hours per week does each staff member 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 each 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 percentage of these staff members' hours worked is spent on food service activities?**

   - Include all types of meals and non-production tasks related to food service operations.

6. **What percentage of these staff members' wage or salary is charged to the food service account?**

7. **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.

8. **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 4: School Food Service Staff Salary Grid

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Title/ Position	Number of staff	Total paid hours / week	Total paid time/ year	Percentage of staff hours worked on food service	Percentage of salary/wage charged to the food service account	Salary/Wage	Fringe benefits/ year
E.g. Assistant Cook	1	30 hrs/wk	*40* O Days X Weeks → Per year O Months	100%	100%	$__48,000_____ per O Hour O Week O Every two weeks O Two times a month O Month X Year O Other:	$12,000 per year

Please note that if more than one staff are in a position and an average salary or fringe benefit cannot be provided, we can also collect the range of salaries and benefits provided for that position.