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## **APPENDIX F-1 SPONSORS SURVEY INSTRUMENT**

### **INTRODUCTION:**

The U.S. Department of Agriculture's (USDA's) Food and Nutrition Service (FNS) partnered with Optimal Solutions Group, LLC, to conduct an evaluation of the **Summer Meals Programs** that includes both the Summer Food Service Program (SFSP) and the Seamless Summer Option (SSO). The main objectives of the evaluation are to describe the characteristics of service providers, to examine program operations, and to identify factors affecting sponsors, sites, and children's participation in the program. Your responses will be kept private, will be combined with those from other sponsors, and will not be reported separately. Your participation in this survey is very important and will help evaluate and improve the Summer Meals Programs.

### **ADMINISTRATIVE PROCEDURES**

**1) Did your organization sponsor Summer Meals Programs sites in more than one state this summer?**

- 1) YES
- 2) NO—SKIP TO 3
- 3) DON'T KNOW—SKIP TO 3
- 4) N/A—SKIP TO 3
- 5) REFUSED—SKIP TO 3

**2) Please, answer the survey questions with respect to the [NAME OF THE SAMPLED STATE].**

**3) Which type of organization are you?** (Check the one that best describes your organization.)

- 1) Public school
- 2) Private school
- 3) School food authority (SFA)
- 4) State government agency
- 5) County government agency
- 6) Local or municipal government agency
- 7) Residential camp
- 8) National Youth Sports Program (NYSP)
- 9) Other private or nonprofit organization
- 10) Other: \_\_\_\_\_
- 11) DON'T KNOW
- 12) N/A
- 13) REFUSED

**4) For how many summers, including this summer, has your organization sponsored the Summer Meals Programs?**

|\_\_|\_\_| # OF SUMMERS SPONSORED

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DON'T KNOW (-99)

N/A (-88)

REFUSED (-77)

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**5) On which date did your organization begin meal service for Summer Meals Programs this summer?**

\_\_\_\_|\_\_\_\_|/\_\_\_\_|\_\_\_\_| MONTH/DAY

DON'T KNOW (-99)

N/A (-88)

REFUSED (-77)

**6) On which date did your organization stop meal service for Summer Meals Programs this summer? If meal service is still ongoing, on which date do you expect to stop meal service this summer?**

\_\_\_\_|\_\_\_\_|/\_\_\_\_|\_\_\_\_| MONTH/DAY

DON'T KNOW (-99)

N/A (-88)

REFUSED (-77)

**7) Which of the following major tasks does your organization perform in administering the Summer Meals Programs? (Check all that apply.)**

- a) Hiring and training programs staff
- b) Promoting, publicizing, and expanding the programs
- c) Hiring site personnel
- d) Conducting formal training of sites staff
- e) Providing technical assistance to sites
- f) Performing administrative reviews and monitoring of sites
- g) Conducting health and food safety inspections
- h) Preparing meals
- i) Arranging meal service (storing, transporting, serving food)
- j) Processing meal claims and reimbursements
- k) Managing food service vendor(s)
- l) Transporting children to sites
- m) Dealing with eligibility issues, documentation, and application processing
- n) Monitoring administrative, operating, and other costs and reimbursement functions
- o) Conducting fund-raising
- p) Other: \_\_\_\_\_
- q) DON'T KNOW
- r) N/A
- s) REFUSED

[IF NOT SCHOOL OR SFA, ITEM 3 > 3 – SKIP TO 12]

[IF SCHOOL OR SFA, ITEM 3 <= 3]

**8) Is the Seamless Summer Option (SSO) available in your state?**

- 1) YES
- 2) NO—SKIP TO 12
- 3) DON'T KNOW—SKIP TO 12
- 4) N/A—SKIP TO 12
- 5) REFUSED—SKIP TO 12

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**9) Does your organization currently participate in the Seamless Summer Option (SSO)?**

- 1) YES—GO TO 10 THEN SKIP TO 12
- 2) NO—SKIP TO 11
- 3) DON'T KNOW—SKIP TO 12
- 4) N/A—SKIP TO 12
- 5) REFUSED—SKIP TO 12

**10) Why does your organization participate in the Seamless Summer Option (SSO)?** (Check all that apply.)

- a) Less paperwork
- b) Easier administrative reviews by the state agency
- c) Easier reviews or monitoring of sites
- d) Other: \_\_\_\_\_
- e) DON'T KNOW
- f) N/A
- g) REFUSED

**11) Why does your organization not participate in the Seamless Summer Option (SSO)?** (Check all that apply.)

- a) Inadequate reimbursement rates
- b) Cheaper to run other programs
- c) Not enough internal funding
- d) Other: \_\_\_\_\_
- e) DON'T KNOW
- f) N/A
- g) REFUSED

**12) In addition to the Summer Meals Programs, does your organization currently participate in any other government nutrition programs, such as the Child and Adult Care Food Program (CACFP)?**

- 1) YES
- 2) NO—SKIP TO 14
- 3) DON'T KNOW—SKIP TO 14
- 4) N/A—SKIP TO 14
- 5) REFUSED—SKIP TO 14

**13) In which of the following government nutrition programs does your organization participate?**

(Check all that apply.)

- a) National School Breakfast Program (NSBP)
- b) National School Lunch Program (NSLP)
- c) After School Meals component of NSLP
- d) Child and Adult Care Food Program (CACFP)
- e) At-Risk Afterschool Meals component of CACFP
- f) Commodity Supplemental Food Program (CSFP)

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- g) The Emergency Food Assistance Program (TEFAP)
- h) Women, Infants, and Children program (WIC)
- i) Supplemental Nutrition Assistance Program (SNAP)
- j) Other \_\_\_\_\_
- k) DON'T KNOW
- l) N/A
- m) REFUSED

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**14) Does your organization currently participate in any other government programs or receive grants that assist with administering, funding, or improving the Summer Meals Programs? (for example, Housing and Urban Development [HUD] programs)**

- 1) YES
- 2) NO—SKIP TO 16
- 3) DON'T KNOW—SKIP TO 16
- 4) N/A—SKIP TO 16
- 5) REFUSED—SKIP TO 16

**15) Please, specify these government programs or grants:**

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#### MONITORING OF SITES

**16) How many Summer Meals Programs sites is your organization sponsoring this summer?** Please include any sites that have already closed or have not yet opened.

|\_|\_|\_|\_| # OF SITES  
 DON'T KNOW (-999)  
 N/A (-888)  
 REFUSED (-777)

**17) How many sites sponsored by your organization are rural?** Rural areas are eligible for higher reimbursement rates from the USDA.

|\_|\_|\_|\_| # OF RURAL SITES  
 DON'T KNOW (-999)  
 N/A (-888)  
 REFUSED (-777)

**18) How many sites will be reviewed by your staff by the end of this summer by conducting on-site reviews?**

|\_|\_|\_|\_| # OF SITES REVIEWED  
 ALL [= ITEM 15]  
 DON'T KNOW (-999)  
 N/A (-888)  
 REFUSED (-777)

**19) What is the average amount of time spent on an on-site review?** Please include on-site activities and time required for travel and paperwork.

|\_|\_|\_|\_| # OF HOURS  
 DON'T KNOW (-999)  
 N/A (-888)  
 REFUSED (-777)

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**20) During on-site reviews, which problems does your staff usually encounter? (Check all that apply.)**

- a) Record keeping or documents (menus, production records, staff timesheets)
- b) Making meal quantity adjustments
- c) Vendor management
- d) Meal count of the number of meals prepared or delivered
- e) Meal count of the number of meals served to children
- f) Operational budgets
- g) Administrative budgets
- h) Health and safety regulations
- i) Food safety procedures
- j) Food quality procedures
- k) The corrective actions taken
- l) Other: \_\_\_\_\_
- m) DON'T KNOW
- n) N/A
- o) REFUSED

## **PROGRAM PARTICIPATION, PROMOTION, AND PUBLICITY ACTIVITIES**

**21) Does your organization work/partner with other organizations to publicize, improve, or implement the Summer Meals Programs; to find new sites; or to increase children's attendance?**

- 1) YES
- 2) NO—SKIP TO 24
- 3) DON'T KNOW—SKIP TO 24
- 4) N/A—SKIP TO 24
- 5) REFUSED—SKIP TO 24

**22) Which of the following organizations does your organization work with? (Check all that apply.)**

- a) U.S. Department of Education
- b) U.S. Department of Agriculture
- c) WIC, SNAP, or other nutrition programs
- d) State Department of Education
- e) State Department of Agriculture
- f) Local government agencies or departments
- g) Schools or school districts
- h) Nutrition or anti-hunger advocacy groups or food banks
- i) Religious organizations
- j) Community-based organizations or groups
- k) Business organizations
- l) Media (radio, TV, print, Internet)
- m) Other: \_\_\_\_\_
- n) DON'T KNOW

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- o) N/A
- p) REFUSED

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**23) Overall, which kinds of assistance do these organizations provide? (Check all that apply.)**

- a) Publicize and advertise the programs
- b) Increase funding
- c) Implement or improve the programs
- d) Provide training
- e) Recruit new sites
- f) Increase children's attendance
- g) Other: \_\_\_\_\_
- h) DON'T KNOW
- i) N/A
- j) REFUSED

**24) Do your organization or your partner organizations conduct activities to recruit and open new sites?**

- 1) YES
- 2) NO—SKIP TO 27
- 3) DON'T KNOW—SKIP TO 27
- 4) N/A—SKIP TO 27
- 5) REFUSED—SKIP TO 27

**25) How helpful are the following activities in recruiting new sites? (Click the response button for each conducted activity.)**

*[web survey pre-populates with do not use]*

a) Contacting potential sites	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
b) Extending invitations for events or training	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
c) Presenting at conferences or meetings	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
d) Using public mailings (letters, newsletters, brochures)	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
e) Using public service announcements (TV, radio, newspapers)	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
f) Conducting public advertisement (flyers, posters, banners, billboards)	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
g) Using a toll-free number/hotline	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
h) Using websites	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know

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					1		
i) Sending e-mails	<u><i>N/A do not use</i></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
j) Working with other organizations	<u><i>N/A do not use</i></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
k) Other: _____	<u><i>N/A do not use</i></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
l) Other: _____	<u><i>N/A do not use</i></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
m) Other: _____	<u><i>N/A do not use</i></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know

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**26) Which of the following problems or barriers does your organization experience in increasing the number of sites? (Check all that apply.)**

- a) Insufficient understanding of the programs
- b) Insufficient promotion or publicity
- c) Insufficient funding
- d) Insufficient reimbursement
- e) Insufficient transportation funds
- f) Insufficient staff or volunteers
- g) Insufficient assistance from state agency
- h) Insufficient assistance from schools or school districts
- i) Insufficient assistance from other organizations
- j) Insufficient number of children
- k) Excessive paperwork
- l) Excessive application or eligibility requirements
- m) Restrictive health and safety requirements
- n) Area eligibility rules
- o) Competing programs or other local alternatives
- p) Problems with food service vendors
- q) Schools are closed during summer
- r) Other: \_\_\_\_\_
- s) DON'T KNOW
- t) N/A
- u) REFUSED

**27) Do your organization or your partner organizations conduct activities to increase the number of children participating in the Summer Meals Programs?**

- 1) YES
- 2) NO—SKIP TO 33
- 3) DON'T KNOW—SKIP TO 33
- 4) N/A—SKIP TO 33
- 5) REFUSED—SKIP TO 33

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**28) How helpful are the following tasks in increasing the number of children participating in the Summer Meals Programs? (Click the response button for each conducted activity.)**

*[web survey pre-populates with do not use]*

a) Securing additional funds	<u><b>N/A do not use</b></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
b) Adding volunteers or staff	<u><b>N/A do not use</b></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
c) Adding food service vendors	<u><b>N/A do not use</b></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
d) Opening more sites	<u><b>N/A do not use</b></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
e) Increasing the number of days the sites are open during the summer	<u><b>N/A do not use</b></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
f) Extending the sites' hours of operation during the day	<u><b>N/A do not use</b></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
g) Increasing the number of days per week the sites are open	<u><b>N/A do not use</b></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
h) Providing earlier, later, or additional meals (breakfast, snacks, supper)	<u><b>N/A do not use</b></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
i) Improving the quality or selection of meals	<u><b>N/A do not use</b></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
j) Providing or improving activities besides meals	<u><b>N/A do not use</b></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
k) Providing or improving transportation	<u><b>N/A do not use</b></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
n) Other: _____	<u><b>N/A do not use</b></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
o) Other: _____	<u><b>N/A do not use</b></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
p) Other: _____	<u><b>N/A do not use</b></u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know

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**29) How helpful are the following marketing, promotion, and publicity activities in increasing the number of children participating in the programs?** (Click the response button for each conducted activity.)

[web survey pre-populates with do not use]

a) Sending public mailings (letters, newsletters, brochures)	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
b) Using public service announcements (television, radio, newspapers)	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
c) Conducting public promotional activities (flyers, posters, billboards, gifts)	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
d) Holding special events	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
e) Using a toll-free number/hotline	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
f) Using websites	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
g) Sending e-mails	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
h) Conducting door-to-door/home visits	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
i) Contacting families at camps or other programs	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
j) Working with other organizations	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
k) Other: _____	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
l) Other: _____	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
m) Other: _____	<u>N/A do not use</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know

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**30) Did your organization or your partner organizations conduct activities that failed to increase the number of children participating in the programs?**

- 1) YES
- 2) NO—SKIP TO 32
- 3) DON'T KNOW—SKIP TO 32
- 4) N/A—SKIP TO 32
- 5) REFUSED—SKIP TO 32

**31) Please briefly explain which activities failed to increase program participation and why.**

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_

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**32) Which of the following problems or barriers does your organization experience in increasing children's attendance at sites? (Check all that apply.)**

- a) Insufficient understanding of the programs
- b) Insufficient promotion or publicity
- c) Limited capacity or enrollment limits
- d) Insufficient funding
- e) Insufficient reimbursement
- f) Insufficient staff or volunteers
- g) Sites not being open long enough
- h) Transportation problems or distance of children from site(s)
- i) Lack of sites where children live
- j) Security/safety concerns at sites
- k) Inadequate facilities (lack of space, no air-conditioning)
- l) Some families cannot afford to pay program fees (for enrolled sites and camps)
- m) Insufficient activities besides meals
- n) Poor variety or quality of food
- o) Children want or need to stay home
- p) Embarrassment/stigma among children and/or parents/caregivers
- q) Lack of motivation among children and/or parents/caregivers
- r) Children attending alternate programs
- s) Other: \_\_\_\_\_
- t) DON'T KNOW
- u) N/A
- v) REFUSED

**33) Does your organization sponsor sites that offer activities to children in addition to serving meals?**

- 1) YES
- 2) NO—SKIP TO 39
- 3) DON'T KNOW—SKIP TO 39
- 4) N/A—SKIP TO 39
- 5) REFUSED—SKIP TO 39

**34) How many sites offer activities to children?**

|\_|\_|\_|\_|\_| # OF SITES OFFERING ACTIVITIES

ALL [= ITEM 16]

DON'T KNOW (-999)

N/A (-888)

REFUSED (-777)

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[IF DOES NOT CONDUCT ACTIVITIES TO INCREASE THE NUMBER OF CHILDREN PARTICIPATING IN THE PROGRAM, ITEM 27 > 1, – SKIP TO 36]

[IF CONDUCTS ACTIVITIES TO INCREASE THE NUMBER OF CHILDREN PARTICIPATING IN THE PROGRAM, ITEM 27 = 1 – GO TO 35 THEN SKIP TO 37]

**35) Overall, over the past several years, how much did the following activities increase children’s attendance at sites?** (Click the response button for each offered activity.)

[web survey pre-populates with do not offer]

a) Arts and crafts	<u>N/A do not offer</u>	very much	much	somewhat	a little	not at all	don’t know
b) Performing arts	<u>N/A do not offer</u>	very much	much	somewhat	a little	not at all	don’t know
c) Educational/instructional activities	<u>N/A do not offer</u>	very much	much	somewhat	a little	not at all	don’t know
d) Organized games or sports	<u>N/A do not offer</u>	very much	much	somewhat	a little	not at all	don’t know
e) Supervised free play	<u>N/A do not offer</u>	very much	much	somewhat	a little	not at all	don’t know
f) Supervised childcare	<u>N/A do not offer</u>	very much	much	somewhat	a little	not at all	don’t know
g) Swimming	<u>N/A do not offer</u>	very much	much	somewhat	a little	not at all	don’t know
h) Off-site field trips	<u>N/A do not offer</u>	very much	much	somewhat	a little	not at all	don’t know
i) Religious activities	<u>N/A do not offer</u>	very much	much	somewhat	a little	not at all	don’t know
j) Cooking	<u>N/A do not offer</u>	very much	much	somewhat	a little	not at all	don’t know
k) Counseling, therapy, social skills development	<u>N/A do not offer</u>	very much	much	somewhat	a little	not at all	don’t know
l) Multicultural activities	<u>N/A do not offer</u>	very much	much	somewhat	a little	not at all	don’t know
m) Other: _____	<u>N/A do not offer</u>	very much	much	somewhat	a little	not at all	don’t know

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n) Other: _____	<u><i>N/A do not offer</i></u>	very much	much	somewhat	a little	not at all	don't know
o) Other: _____	<u><i>N/A do not offer</i></u>	very much	much	somewhat	a little	not at all	don't know

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[IF CONDUCTS ACTIVITIES TO INCREASE THE NUMBER OF CHILDREN PARTICIPATING IN THE PROGRAM, ITEM 27 = 1, – SKIP TO 37]

[IF DOES NOT CONDUCT ACTIVITIES TO INCREASE THE NUMBER OF CHILDREN PARTICIPATING IN THE PROGRAM, ITEM 27 > 1]

**36) Which of the following activities do the sites offer? (Check all that apply.)**

- a) Arts and crafts
- b) Performing arts
- c) Educational/instructional activities
- d) Organized games or sports
- e) Supervised free play
- f) Supervised child care
- g) Swimming
- h) Off-site field trips
- i) Religious activities
- j) Cooking
- k) Counseling, therapy, social skills development
- l) Multicultural activities
- m) Other: \_\_\_\_\_
- n) DON'T KNOW
- o) N/A
- p) REFUSED

**37) Does your organization use additional funding sources to pay for these activities?**

- 1) YES
- 2) NO—SKIP TO 39
- 3) DON'T KNOW—SKIP TO 39
- 4) N/A—SKIP TO 39
- 5) REFUSED—SKIP TO 39

**38) Which additional funding sources does your organization use? (Check all that apply.)**

- a) Internal funds
- b) Federal government funds/grants
- c) State government funds/grants
- d) Local government funds/grants
- e) Private funds/grants
- f) Program fees
- g) Donations/volunteers
- h) Other: \_\_\_\_\_
- i) DON'T KNOW
- j) N/A
- k) REFUSED

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**39) Has your organization attempted to expand the Summer Meals Programs beyond summer months?**

- 1) YES
- 2) NO—SKIP TO 41
- 3) DON'T KNOW—SKIP TO 41
- 4) N/A—SKIP TO 41
- 5) REFUSED—SKIP TO 41

**40) Which of the following problems or barriers has your organization experienced in expanding the program beyond summer months? (Check all that apply.)**

- a) Insufficient understanding of the programs
- b) Insufficient promotion or publicity
- c) Insufficient funding
- d) Insufficient reimbursement
- e) Insufficient staff or volunteers
- f) Insufficient number of sites
- g) Competing programs and/or other local alternatives
- h) Insufficient assistance from state office
- i) Insufficient assistance from schools or school districts
- j) Insufficient assistance from other organizations
- k) Problems with vendors
- l) Other: \_\_\_\_\_
- m) DON'T KNOW
- n) N/A
- o) REFUSED

**APPLICATION PROCEDURES**

**41) How long did it take to complete all the application materials for the Summer Meals Programs before submitting them to the state agency?**

\_\_\_\_|\_\_\_\_|\_\_\_\_| # OF CALENDAR DAYS  
 DON'T KNOW (-999)  
 N/A (-888)  
 REFUSED (-777)

**42) How long did it take to receive sponsorship approval after submitting the application?**

\_\_\_\_|\_\_\_\_|\_\_\_\_| # OF CALENDAR DAYS  
 DON'T KNOW (-999)  
 N/A (-888)  
 REFUSED (-777)

**43) Was your application returned by the state agency for being incomplete?**

- 1) YES
- 2) NO

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- 3) DON'T KNOW
- 4) N/A
- 5) REFUSED

**44) Did your organization receive any assistance from the state agency in completing the application, other than the initial training?**

- 1) YES
- 2) NO
- 3) DON'T KNOW
- 4) N/A
- 5) REFUSED

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**45) How difficult was it for your organization to meet the following eligibility requirements?** (Click the response button for each application requirement that your organization had to meet.)

[web survey pre-populates with do not have]

a) Nonprofit status	<u>N/A do not have</u>	not at all difficult	a little difficult	somewhat difficult	difficul t	very difficult	don't know
b) Staff qualifications	<u>N/A do not have</u>	not at all difficult	a little difficult	somewhat difficult	difficul t	very difficult	don't know
c) Promotional activities' plans, protocols	<u>N/A do not have</u>	not at all difficult	a little difficult	somewhat difficult	difficul t	very difficult	don't know
d) Training capabilities' protocol	<u>N/A do not have</u>	not at all difficult	a little difficult	somewhat difficult	difficul t	very difficult	don't know
e) Protocol for vendor monitoring	<u>N/A do not have</u>	not at all difficult	a little difficult	somewhat difficult	difficul t	very difficult	don't know
f) Administrative capabilities to administer the program	<u>N/A do not have</u>	not at all difficult	a little difficult	somewhat difficult	difficul t	very difficult	don't know
g) Financial capabilities to administer the program	<u>N/A do not have</u>	not at all difficult	a little difficult	somewhat difficult	difficul t	very difficult	don't know
h) State or local special application/ program requirements	<u>N/A do not have</u>	not at all difficult	a little difficult	somewhat difficult	difficul t	very difficult	don't know
i) Health and sanitation requirements for all sites overall	<u>N/A do not have</u>	not at all difficult	a little difficult	somewhat difficult	difficul t	very difficult	don't know
j) Area income eligibility criteria	<u>N/A do not have</u>	not at all difficult	a little difficult	somewhat difficult	difficul t	very difficult	don't know
k) Method of serving food (cooked on site, ordered through a vendor)	<u>N/A do not have</u>	not at all difficult	a little difficult	somewhat difficult	difficul t	very difficult	don't know
l) Other: _____	<u>N/A do not have</u>	not at all difficult	a little difficult	somewhat difficult	difficul t	very difficult	don't know
m) Other: _____	<u>N/A do not have</u>	not at all difficult	a little difficult	somewhat difficult	difficul t	very difficult	don't know
n) Other: _____	<u>N/A do not have</u>	not at all difficult	a little difficult	somewhat difficult	difficul t	very difficult	don't know

**46) Overall, how satisfied were you with the application process?** (Check one.)

- 1) Very satisfied
- 2) Satisfied
- 3) Neither satisfied nor dissatisfied
- 4) Dissatisfied
- 5) Very dissatisfied
- 6) DON'T KNOW
- 7) N/A
- 8) REFUSED

**TRAINING RECEIVED**

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**47) How many paid and volunteer staff members work on the Summer Meals Programs this summer?** Please include all paid and volunteer staff members, both those who dealt with administrative functions and those involved with the daily operation of the programs.

- a)     # OF PAID STAFF MEMBERS
- b)     # OF VOLUNTEER STAFF MEMBERS
- DON'T KNOW (-999)
- N/A (-888)
- REFUSED (-777)

**48) How many staff members have been through state-run sponsor training for the Summer Meals Programs this year?**

- # OF STAFF MEMBERS
- DON'T KNOW (-999)
- N/A (-888)
- REFUSED (-777)

**49) How helpful were the following state-run training topics that you or your staff received?** (Click the response button for each training topic received.)

*[web survey pre-populates with did not receive]*

a) USDA and state monitoring of sites	<u>N/A didn't receive</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
b) Sponsor monitoring of sites	<u>N/A didn't receive</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
c) Sponsor administrative reviews of sites	<u>N/A didn't receive</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
d) Sponsor training of site staff	<u>N/A didn't receive</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
e) Site violations and deficiencies	<u>N/A didn't receive</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
f) Health regulations and inspections	<u>N/A didn't receive</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
g) Meal count and food expenditure records	<u>N/A didn't receive</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
h) Assessment of food quality	<u>N/A didn't receive</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
i) Menu planning	<u>N/A didn't receive</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
j) Vendor management and contracts	<u>N/A didn't receive</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
k) Reimbursements and claims submissions process	<u>N/A didn't receive</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
l) Advance payments	<u>N/A didn't receive</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
m) Sponsor monitoring of operational budgets	<u>N/A didn't receive</u>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
n) Sponsor monitoring of administrative	<u>N/A didn't receive</u>	very	helpful	somewhat	a little	not at all	don't

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budgets	<i>receive</i>	helpful		helpful	helpful	helpful	know
o) Budget certification	<i>N/A didn't receive</i>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
p) Application process, eligibility issues, and documentation	<i>N/A didn't receive</i>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
q) Advertising, promoting, and publicizing the program	<i>N/A didn't receive</i>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
r) Use of computer mapping for eligibility	<i>N/A didn't receive</i>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
s) Other topics: _____	<i>N/A didn't receive</i>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
t) Other topics: _____	<i>N/A didn't receive</i>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know
u) Other topics: _____	<i>N/A didn't receive</i>	very helpful	helpful	somewhat helpful	a little helpful	not at all helpful	don't know

**MEALS PROVIDED**

The next questions ask about the meals provided through the Summer Meals Programs.

**50) How many meals were served in your peak month of operations this summer across all sites? If meal service is still ongoing, how many meals do you plan on serving in your peak month of operations this summer across all sites?**

- a) Breakfast: . . . . . |\_\_|\_\_|\_\_|\_\_|\_\_|\_\_| # OF MEALS
  - b) Morning snacks: . |\_\_|\_\_|\_\_|\_\_|\_\_|\_\_| # OF MEALS
  - c) Lunch: . . . . . |\_\_|\_\_|\_\_|\_\_|\_\_|\_\_| # OF MEALS
  - d) Afternoon snacks: |\_\_|\_\_|\_\_|\_\_|\_\_|\_\_| # OF MEALS
  - e) Supper: . . . . . |\_\_|\_\_|\_\_|\_\_|\_\_|\_\_| # OF MEALS
  - f) Evening snacks: . |\_\_|\_\_|\_\_|\_\_|\_\_|\_\_| # OF MEALS
- DON'T KNOW (-999)  
 N/A (-888)  
 REFUSED (-777)

**51) How many of the sites your organization sponsors provide summer meals by:**

- a) Preparing/cooking meals themselves |\_\_|\_\_|\_\_| # OF SITES
  - b) Contracting with a vendor to provide meals |\_\_|\_\_|\_\_|\_\_| # OF SITES
  - c) Contracting with a school food authority to provide meals |\_\_|\_\_|\_\_|\_\_| # OF SITES
  - d) Other method: \_\_\_\_\_ |\_\_|\_\_|\_\_|\_\_| # OF SITES
- DON'T KNOW (-999)  
 N/A (-888)  
 REFUSED (-777)

[IF # OF SITES PREPARING/COOKING THE MEALS THEMSELVES 51a > 0]

**52) How many of the sites primarily prepare/cook meals at the following locations:**

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- a) On site |\_\_|\_\_|\_\_|\_\_| # OF SITES  
 b) Off site at a central location/kitchen |\_\_|\_\_|\_\_|\_\_| # OF SITES  
 c) Other: \_\_\_\_\_ |\_\_|\_\_|\_\_|\_\_| # OF SITES  
 DON'T KNOW (-999)  
 N/A (-888)  
 REFUSED (-777)

### ADMINISTRATIVE COSTS

**53) Approximately which percentage of reported Summer Meals Programs costs is expected to be recovered through state reimbursement this year? (An estimate is fine.)**

|\_\_|\_\_| % OF COSTS REIMBURSED

ALL [100%]—SKIP TO 55

DON'T KNOW (-99)

N/A (-88)

REFUSED (-77)

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**54) Which additional funding sources will be used to cover the difference between actual costs and what the state reimburses?**

- a. Internal funds
- b. Federal government funds/grants
- c. State government funds/grants
- d. Local government funds/grants
- e. Donations/volunteers
- f. Private funds/grants
- g. Program fees
- h. Other: \_\_\_\_\_
- b) DON'T KNOW
- c) N/A
- d) REFUSED

**55) Approximately which percentage of state reimbursement is usually used on food? (An estimate is fine.)**

- |\_|\_| % OF REIMBURSEMENT USED ON FOOD
- DON'T KNOW (-99)
- N/A (-88)
- REFUSED (-77)

**THANK YOU FOR COMPLETING THE SURVEY**