

**MATHEMATICA**  
Policy Research

# **Child Nutrition Reducing Burden Study**

## **State Agency Survey** **(FOR THE PRETEST)**

*November 2017*

## 1. REPORTING REQUIREMENTS

The questions in this section ask about a number of standard reports that State Agencies must submit to FNS. We would like to better understand the time and/or effort required to collect and compile the data from SFAs and submit the reports to FNS.

- 1.1: For the **FNS-742: SFA Verification Collection Report**, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance on completing the report ..... 1
- ☐ Unclear instructions and guidance on completing the report ..... 2
- ☐ Limited availability of training..... 3
- ☐ Quality of training..... 4
- ☐ Type and/or amount of information required in report..... 5
- ☐ Timing and/or frequency of report submission ..... 6
- ☐ Using the Food Programs Reporting System (FPRS)..... 7
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

- 1.2: For the **FNS-834: State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report**, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance on completing the report ..... 1
- ☐ Unclear instructions and guidance on completing the report ..... 2
- ☐ Limited availability of training..... 3
- ☐ Quality of training..... 4
- ☐ Type and/or amount of information required in report..... 5
- ☐ Timing and/or frequency of report submission ..... 6
- ☐ Using the Food Programs Reporting System (FPRS)..... 7
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

**1.3: For the the FNS-640: Administrative Review Report, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?**

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance on completing the report ..... 1
- ☐ Clarity of instructions and guidance on completing the report ..... 2
- ☐ Limited availability of training..... 3
- ☐ Quality of training..... 4
- ☐ Type and/or amount of information required in report..... 5
- ☐ Timing and/or frequency of report submission ..... 6
- ☐ Using the Food Programs Reporting System (FPRS)..... 7
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

**1.4: For the FNS-828: SFA Paid Lunch Price Report, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?**

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance on completing the report ..... 1
- ☐ Clarity of instructions and guidance on completing the report ..... 2
- ☐ Limited availability of training..... 3
- ☐ Quality of training..... 4
- ☐ Type and/or amount of information required in report..... 5
- ☐ Timing and/or frequency of report submission ..... 6
- ☐ Using the Food Programs Reporting System (FPRS)..... 7
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

**1.5: For the annual Community Eligibility Provision notification and publication requirement, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?**

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance on completing the report..... 1
- ☐ Unclear instructions and guidance on completing the report ..... 2
- ☐ Limited availability of training..... 3
- ☐ Quality of training..... 4
- ☐ Type and/or amount of information required in report ..... 5
- ☐ Timing and/or frequency of report submission ..... 6
- ☐ Using the USDA-developed reporting template ..... 7
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

**1.6: Thinking about the standard reports, please give a recent example that was especially problematic or highlights a specific concern for your State Agency. Please specify the name(s) of the report(s) in your response. If your State has no problem or concern, write “None.”**

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## 2. FINANCIAL REPORTING REQUIREMENTS

State Agencies are required to submit various financial reports throughout the fiscal year. These reports collect a wide array of information that allow FNS to monitor school meal program expenditures and revenues and monitor the status of grants. The information reported to FNS is used to provide reimbursement for the meals served. Reports are also used monitor program operations, understand program participation, and ensure compliance with federal rules and regulations.

The questions in this section ask about a number of financial reports that State Agencies must submit to FNS. We would like to better understand the effort required to collect and compile the data from SFAs and submit the reports to FNS.

**2.1: For the FNS-10: Report of School Program Operations, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?**

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance on completing the report ..... 1
- ☐ Unclear instructions and guidance on completing the report ..... 2
- ☐ Limited availability of training..... 3
- ☐ Quality of training..... 4
- ☐ Type and/or amount of information required in report..... 5
- ☐ Timing and/or frequency of report submission ..... 6
- ☐ Using the Food Programs Reporting System (FPRS)..... 7
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

**2.2: For the FNS-13: Annual Report of State Revenue Matching, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?**

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance on completing the report ..... 1
- ☐ Unclear instructions and guidance on completing the report ..... 2
- ☐ Limited availability of training..... 3
- ☐ Quality of training..... 4
- ☐ Type and/or amount of information required in report..... 5
- ☐ Timing and/or frequency of report submission ..... 6
- ☐ Using the Food Programs Reporting System (FPRS)..... 7
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

**2.3: For the FNS-525: State Administrative Expense Funds Reallocation Report, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?**

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance on completing the report ..... 1
- ☐ Unclear instructions and guidance on completing the report ..... 2
- ☐ Limited availability of training..... 3
- ☐ Quality of training..... 4
- ☐ Type and/or amount of information required in report ..... 5
- ☐ Timing and/or frequency of report submission ..... 6
- ☐ Using the USDA-developed reporting template ..... 7
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

**2.4: For the FNS-777: Financial Status Report, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?**

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance on completing the report ..... 1
- ☐ Unclear instructions and guidance on completing the report ..... 2
- ☐ Limited availability of training..... 3
- ☐ Quality of training..... 4
- ☐ Type and/or amount of information required in report ..... 5
- ☐ Timing and/or frequency of report submission ..... 6
- ☐ Using the Food Programs Reporting System (FPRS)..... 7
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

**2.5: For the SF-425: Federal Financial Report, which of the following contribute the most to the effort needed to collect and compile the data and submit the report?**

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance on completing the report ..... 1
- ☐ Unclear instructions and guidance on completing the report ..... 2
- ☐ Limited availability of training..... 3
- ☐ Quality of training..... 4
- ☐ Type and/or amount of information required in report ..... 5
- ☐ Timing and/or frequency of report submission ..... 6
- ☐ Using the Food Programs Reporting System (FPRS)..... 7
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

- 2.6:** Thinking about the financial reports, please give a recent example that was especially problematic or highlights a specific concern for your State Agency. Please specify the name(s) of the financial report(s) in your response. If your State has no problem or concern, write "None."

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### 3. CONDUCTING REVIEWS AND PARTICIPATING IN FNS MANAGEMENT EVALUATIONS

State Agencies contribute to the integrity of the school meal programs by overseeing program operations and ensuring compliance with program regulations. State Agencies are required to conduct official reviews of SFAs to assess compliance with specific regulations, including administrative reviews and financial reviews. In addition, FNS is legislatively mandated to evaluate State Agency operations through FNS management evaluations.

In this section, we would like to better understand the effort required to conduct administrative reviews and financial management reviews and participate in and FNS management evaluations.

**3.1: For administrative reviews, which of the following contribute the most to the effort needed to prepare for, conduct, report on the results of the reviews?**

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance on conducting reviews ..... 1
- ☐ Unclear instructions and guidance on conducting reviews ..... 2
- ☐ Limited availability of training..... 3
- ☐ Quality of training..... 4
- ☐ Amount of time required to prepare for and/or conduct reviews ..... 5
- ☐ Type and/or amount of information collected during reviews ..... 6
- ☐ Frequency of review cycle ..... 7
- ☐ Availability of staff to conduct reviews ..... 8
- ☐ Providing feedback after reviews (technical assistance, corrective action) ..... 9
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_



**3.2: For management evaluations, which of the following contribute the most to the effort needed to prepare and participate in the evaluations?**

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance on preparing for evaluations ..... 1
- ☐ Unclear instructions and guidance on preparing for evaluations reviews ..... 2
- ☐ Limited availability of training..... 3
- ☐ Quality of training..... 4
- ☐ Amount of time required to prepare for evaluations ..... 5
- ☐ Type and/or amount of information collected during evaluations ..... 6
- ☐ Frequency of evaluation cycle ..... 7
- ☐ Availability of staff to participate in evaluations reviews..... 8
- ☐ Providing feedback after evaluations (technical assistance, corrective action) ..... 9
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

**3.3: For financial management reviews, which of the following contribute the most to the effort needed to prepare for, conduct, report on the results of the reviews?**

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance on conducting reviews ..... 1
- ☐ Unclear instructions and guidance on conducting reviews ..... 2
- ☐ Limited availability of training..... 3
- ☐ Quality of training..... 4
- ☐ Amount of time required to prepare for and/or conduct reviews ..... 5
- ☐ Type and/or amount of information collected during reviews ..... 6
- ☐ Frequency of review cycle ..... 7
- ☐ Availability of staff to conduct reviews..... 8
- ☐ Providing feedback after reviews (technical assistance, corrective action) ..... 9
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

**3.4: Thinking about the reviews, please give a recent example that was especially problematic or highlights a specific concern for your State Agency. Please specify the name(s) of the reviews in your response. If your State has no problem or concern, write "None."**

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## 4. PROCUREMENT

The procurement of all foods, goods, and services for the school meal programs must comply with procurement standards, including Federal policy requirements and FNS regulations. The standards facilitate SFA procurement of domestic and locally sourced foods using competitive procedures, and effective and efficient spending of program funds.

The questions in this section ask about procurement-related practices that your State Agency is asked to perform on a regular basis. We would like to better understand the effort needed to perform these activities.

**4.1: Which of the following contribute the most to the effort needed of your State Agency for understanding procurement standards in general?**

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance ..... 1
- ☐ Unclear instructions and guidance ..... 2
- ☐ Responding to questions from SFAs ..... 3
- ☐ Limited availability of training..... 4
- ☐ Quality of training..... 5
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

**4.2: Which of the following contribute the most to the effort needed of your State Agency for monitoring food purchases and contracts that comply with Buy American?**

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance ..... 1
- ☐ Unclear instructions and guidance ..... 2
- ☐ Responding to questions from SFAs ..... 3
- ☐ Limited availability of training..... 4
- ☐ Training quality issues ..... 5
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

**4.3: Which of the following contribute the most to the effort needed of your State Agency for monitoring other SFA food purchases and contracts?**

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance ..... 1
- ☐ Unclear instructions and guidance ..... 2
- ☐ Responding to questions from SFAs ..... 3
- ☐ Limited availability of training..... 4
- ☐ Training quality issues ..... 5
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

**4.4: Which of the following contribute the most to the effort needed of your State Agency for monitoring equipment purchasing?**

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance ..... 1
- ☐ Unclear instructions and guidance ..... 2
- ☐ Responding to questions from SFAs ..... 3
- ☐ Limited availability of training..... 4
- ☐ Training quality issues ..... 5
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

**4.5: Which of the following contribute the most to the effort needed of your State Agency for assisting SFAs with food service management company contracts?**

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance ..... 1
- ☐ Unclear instructions and guidance ..... 2
- ☐ Responding to questions from SFAs ..... 3
- ☐ Limited availability of training..... 4
- ☐ Training quality issues ..... 5
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

**4.6: For procurement reviews, which of the following contribute the most to the effort needed to prepare for, conduct, report on the results of the reviews?**

MARK ALL THAT APPLY

- ☐ Limited availability of instructions and guidance on conducting reviews ..... 1
- ☐ Unclear instructions and guidance on conducting reviews ..... 2
- ☐ Amount of time required to prepare for and/or conduct reviews ..... 3
- ☐ Type and/or amount of information collected during reviews ..... 4
- ☐ Frequency of review cycle ..... 5
- ☐ Availability of staff to conduct reviews ..... 6
- ☐ Providing feedback after reviews (technical assistance, corrective action) ..... 7
- ☐ Other (*specify*) ..... 99

SPECIFY: \_\_\_\_\_

**4.7: Thinking about the aspects of procurement, please give a recent example that was especially problematic or highlights a specific concern for your State Agency.**

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## 5. USDA GUIDANCE AND POLICY MEMOS

USDA regularly issues guidance documents and policy memos in order to provide State Agencies and SFAs with the most up-to-date information on operating the school meal programs, including complying with legislative mandates and federal rules and regulations.

The questions in this section ask for your thoughts on the guidance documents and policy memos. Thinking generally about the guidance documents and policy memos that are issued by USDA, please answer the following questions.

**5.1: How often are these materials provided in a timely fashion so that your State Agency can efficiently apply the information discussed within the documents?**

MARK ONLY ONE

- ☐ Always ..... 1
- ☐ Usually ..... 2
- ☐ Sometimes ..... 3
- ☐ Rarely ..... 4
- ☐ Never ..... 5
- ☐ Don't know ..... DK

**5.2: In general, do you think these materials are clear and concise?**

- ☐ Yes ..... 1
- ☐ No ..... 0
- ☐ Don't know ..... DK

**5.3: In general, do you think these materials provide enough detail and relevant examples?**

- ☐ Yes ..... 1
- ☐ No ..... 0
- ☐ Don't know ..... DK

**5.4: Is the way that these memos are distributed and/or documented user-friendly for your State Agency?**

- ☐ Yes ..... 1
- ☐ No ..... 0
- ☐ Don't know ..... DK

- 5.5** Thinking generally about USDA guidance documents and policy memos, please give one recent example that was especially problematic or highlights a specific concern for your State agency. Please specify the material(s) or guidance in your response. If your State agency has no problem or concern, write "None."

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## 6. AD HOC REPORTING REQUESTS

In order to address questions from Congress, the White House, senior USDA officials, and others, FNS's national or regional offices may issue a request to State Agencies to gather and submit additional information related to various aspects of the school meal programs. The questions in this section asks for your thoughts generally about the time and/or effort required of your State Agency to gather data and submit the information in response to these ad hoc requests.

- 6.1: Thinking generally about ad hoc requests that your State Agency may receive from either the FNS national or regional office, please give a recent example that was especially problematic or highlights a specific concern for your State Agency in responding to such requests. We are interested in learning more about how or why ad hoc requests might require excessive time and/or effort from your State Agency.

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## 7. PARTICIPATING IN RESEARCH STUDIES

State Agencies operating the school meal programs are required to cooperate with officials and federal contractors in the conduct of evaluations and research studies of the programs. Throughout the year, State agencies are asked to participate in federal research studies. The findings from these studies are used to inform policy, improve program operations, and ensure program integrity.

The questions in this section ask about your State Agency's experience participating in research studies.

**7.1: Excluding this study, has your State Agency been asked to participate in any research studies in the last 5 years?**

- ☐ Yes..... 1
- ☐ No ..... 0      SKIP TO END

**7.2 For research studies in which your State Agency has been asked to participate in over the last five (5) years, how often ...**

	MARK ONE ONLY					
	1	2	3	4	5	Don't know
	Always	Often	Sometimes	Rarely	Never	
a. Were you given adequate advance notice for participation?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	DK <input type="radio"/>
b. Was the purpose of the research communicated to you clearly?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	DK <input type="radio"/>
c. Was the focus of the research redundant with other studies you participated in?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	DK <input type="radio"/>
d. Did you consider the time and/or effort required to participate in the studies excessive?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	DK <input type="radio"/>
e. Did you know how to find the results of the studies once they had been published?	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	DK <input type="radio"/>



- 7.3 Please give one reason why your State Agency was unable to participate in a research study, or provide an example of why participating in a recent research study was especially problematic or highlights a specific concern for your State Agency. If your State Agency has no problem or concern, write "None."**

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- 7.4 In addition, other entities, such as universities and foundations, may solicit participation in studies of the school meal programs. How often did you know the research study sponsor?**

MARK ONLY ONE

- ☐ Always ..... 1
- ☐ Usually ..... 2
- ☐ Sometimes..... 3
- ☐ Rarely ..... 4
- ☐ Never ..... 5
- ☐ Don't know ..... DK

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 0584-0613. The time required to complete this information collection is estimated to average 60 minutes per response, with 20 minutes to complete the study and 40 to participate in the cognitive interview. This includes 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-0613). Do not return the completed form to this address.