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Food Service District Questionnaire

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Special Instructions

1. This questionnaire focuses on your district practices and policies.
2. When we use the word “policy,” we mean any mandate issued by the local school board or other local agency that affects food service in schools throughout your district. Please consider any policies officially adopted at the district level. These include policies developed by your district, or those based on model policies developed by your state or elsewhere.
3. We recognize that there may be some exceptions, but please answer the questions based on what is customary in your district. Please do not consider school practices or policies when answering the questions. (We will ask about school practices and policies when we collect information from schools across the country.)
4. If you would like more information about this study or would like clarification of any questions in this survey, please call Tim Smith at 1-800-647-9664, extension 6095.

Menu Planning and Food Ordering

1. Does your district food service program have primary responsibility for planning the menus for meals at any schools?

Yes..... 1

No.....2 → Skip to Question 3

2. Which one of these techniques does your district use to plan the menus for school meals?

Mark one box.

Nutrient Standard Menu Planning (NuMenus) 1

Assisted Nutrient Standard Menu Planning (Assisted
NuMenus) 2

Food-based menu planning (traditional or enhanced)..... 3

Some other technique 4

3. Does your district food service program have primary responsibility for deciding which foods to order for any schools?

Yes..... 1

No 2

Food Preparation

4. Does your district food service program have primary responsibility for cooking foods for schools (e.g., in a central kitchen)? Please think about the actual cooking of the food, not just the reheating of food that was previously prepared.

Yes.....1

No.....2 → Skip to Question 9

5. During the past 30 days, how often was each of the following practices used when preparing food for schools in your district?

	Never	Rarely	Sometimes	Almost always or always
1. Using egg whites or egg substitutes, such as Egg Beaters, instead of whole eggs.....	1	2	3	4
2. Using non-stick spray or pan liners instead of grease or oil.....	1	2	3	4
3. Using vegetable oil instead of shortening, butter, or margarine	1	2	3	4
4. Using part-skim or low-fat cheese instead of regular cheese.....	1	2	3	4
5. Using skim, low-fat, or nonfat dry milk instead of whole milk	1	2	3	4
6. Using ground turkey or lean ground beef instead of regular ground beef.....	1	2	3	4
7. Using cooked dried beans, canned beans, or meat extender instead of meat	1	2	3	4
8. Using low-sodium canned vegetables instead of regular canned vegetables	1	2	3	4
9. Using other seasonings instead of salt	1	2	3	4
10. Using low-fat or nonfat yogurt, mayonnaise, or sour cream instead of regular mayonnaise, sour cream, or creamy salad dressings	1	2	3	4

Food Preparation

6. Sometimes districts will reduce the amount of an ingredient rather than replace it with another ingredient. During the past 30 days, how often was each of the following techniques used when preparing foods for schools in your district?

	Never	Rarely	Sometimes	Almost always or always
1. Reducing the amount of sugar called for in recipes or using low-sugar recipes	1	2	3	4
2. Reducing the amount of fats and oils called for in recipes or using low-fat recipes	1	2	3	4
3. Reducing the amount of salt called for in recipes or using low-sodium recipes	1	2	3	4

7. There are several ways to reduce fat and grease when preparing meat and poultry. During the past 30 days, how often was each of the following techniques used when preparing food for schools in your district?

	Never	Rarely	Sometimes	Almost always or always
1. Roasting meat or poultry on a rack so fat would drain	1	2	3	4
2. Draining grease from browned meat	1	2	3	4
3. Rinsing grease from browned meat	1	2	3	4
4. Trimming fat from meat or using lean meat	1	2	3	4
5. Removing skin from poultry or using skinless poultry	1	2	3	4
6. Spooning solid fat from chilled meat or poultry broth	1	2	3	4
7. Skimming fat off warm broth, soup, stew, or gravy	1	2	3	4

Food Preparation

8. There are several ways to reduce fat when preparing vegetables. During the past 30 days, how often was each of the following techniques used when preparing vegetables for schools in your district?

	Never	Rarely	Sometimes	Almost always or always
1. Steaming or baking vegetables	1	2	3	4
2. Preparing vegetables without using butter, margarine, or a creamy sauce	1	2	3	4

Food Service Collaboration

9. During the past 12 months, have district food service staff worked on school food service or nutrition activities with each of the following groups?

	Yes	No
1. District health education staff.....	1	2
2. District physical education staff.....	1	2
3. District health services staff.....	1	2
4. District mental health or social services staff	1	2

10. During the past 12 months, have district food service staff worked on school food service or nutrition activities with staff from each of these organizations?

	Yes	No
1. Local health department.....	1	2
2. Local hospital	1	2
3. Local mental health or social services agency	1	2
4. Health organization, such as the American Heart Association or the American Cancer Society	1	2
5. Food commodity organization, such as the Dairy Council or produce growers association.....	1	2
6. Local colleges or universities	1	2
7. Local businesses	1	2

Food Service Promotion

11. During the past 12 months, has your district done each of the following activities to promote school food service among students?

	Yes	No
1. Given menus to students	1	2
2. Provided students with information on the nutrition and caloric content of foods available to them	1	2

12. During the past 12 months, has your district done each of the following activities to promote school food service among students' families?

	Yes	No
1. Given menus to families of students	1	2
2. Provided families with information on the nutrition and caloric content of foods available to students	1	2
3. Provided families with information on the school food service program	1	2
4. Met with a parents' organization, such as the PTA, to discuss the school food service program	1	2
5. Invited family members to a school meal	1	2

Food Service Evaluation

13. During the past 2 years, have the following aspects of your district food service program been evaluated?

	Yes	No
1. Food service staff compliance with government regulations and recommendations.....	1	2
2. Student participation in the food service program.....	1	2
3. The nutritional quality of school meals	1	2
4. Food service management practices	1	2
5. The amount of plate waste	1	2
6. Student satisfaction with the food service program.....	1	2
7. Family satisfaction with the food service program	1	2
8. Food service policies.....	1	2
9. Food service staff development or in-service programs.....	1	2

Staffing and Staff Development

14. Based on policies adopted by your district, what is the minimum level of education required for a newly-hired district food service coordinator?

If specific requirements are not described, please mark this box and skip to Question 15.

Mark one box.

- High school diploma or GED.....1
 Associate's degree in nutrition or related field2
 Undergraduate degree in nutrition or related field3
 Graduate degree in nutrition or related field.....4

15. Based on policies adopted by your district, which of the following qualifications will a newly-hired district food service coordinator have?

If specific qualifications are not described, please mark this box and skip to Question 16.

- | | Yes | No |
|--|-----|----|
| 1. American Dietetic Association Registration (RD)..... | 1 | 2 |
| 2. School Food Service and Nutrition Specialist
credentialed from the American School Food
Service Association (ASFSA) | 1 | 2 |
| 3. American School Food Service Association (ASFSA)
certification..... | 1 | 2 |
| 4. Successful completion of school food service training
program provided by the state..... | 1 | 2 |

16. Has your district adopted a policy stating that a newly-hired district food service coordinator will be certified, licensed, or endorsed by the state?

If your state does not certify, license, or endorse district food service coordinators, please mark this box and skip to Question 17.

- Yes.....1
 No2

Staffing and Staff Development

17. Has your district adopted a policy stating that each school will have someone to oversee or coordinate food service at the school (e.g., a school food service manager)?

- Yes..... 1
- No 2

18. Based on policies adopted by your district, what is the minimum level of education required for a newly-hired school food service manager?

If specific requirements are not described, please mark this box and skip to Question 19.

Mark one box.

- High school diploma or GED..... 1
- Associate's degree in nutrition or related field 2
- Undergraduate degree in nutrition or related field 3
- Graduate degree in nutrition or related field 4

19. Based on policies adopted by your district, which of the following qualifications will a newly-hired school food service manager have?

If specific qualifications are not described, please mark this box and skip to Question 20.

- | | Yes | No |
|--|-----|----|
| 1. American Dietetic Association Registration (RD)..... 1 | 1 | 2 |
| 2. School Food Service and Nutrition Specialist credentialing from the American School Food Service Association (ASFSA)..... 1 | 1 | 2 |
| 3. American School Food Service Association (ASFSA) certification..... 1 | 1 | 2 |
| 4. Successful completion of school food service training program provided by the state..... 1 | 1 | 2 |

Staffing and Staff Development

20. Has your district adopted a policy stating that a newly-hired school food service manager will be certified, licensed, or endorsed by the state?

If your state does not certify, license, or endorse school food service managers, please check this box and skip to Question 21.

Yes.....1
 No2

21. During the past 2 years, has your district provided any funding for or offered staff development on each of the following topics to district or school food service personnel? This might include workshops, conferences, continuing education, graduate courses, or any other kind of in-service.

	Yes	No
1. Planning healthy meals	1	2
2. Using NuMenus (Nutrient Standard Menu Planning).....	1	2
3. Using Assisted NuMenus (Assisted Nutrient Standard Menu Planning).....	1	2
4. Considering cultural diversity in meal planning	1	2
5. Food service for students with special dietary needs	1	2
6. Implementing the Dietary Guidelines for Americans in school meals	1	2
7. Selecting and ordering food	1	2
8. Food preparation	1	2
9. Sanitation and safety	1	2
10. Procedures for food-related emergencies such as choking.....	1	2
11. Using the cafeteria for nutrition education.....	1	2
12. Promoting school meals	1	2
13. Making meals more appealing	1	2
14. Customer service	1	2
15. Financial management.....	1	2
16. Personnel management.....	1	2

Food Service/Child Nutrition Requirements and Recommendations

22. Has your district adopted a policy stating that schools will offer breakfast to students?

Yes..... 1

No.....2 → Skip to Question 25

23. Does the policy require or recommend a minimum amount of time students will be given to eat breakfast once they are seated?

Require..... 1

Recommend 2

Neither 3 → Skip to Question 25

24. What is the minimum amount of time?

____ Minutes

25. Has your district adopted a policy stating that schools will offer lunch to students?

Yes..... 1

No.....2 → Skip to Question 28

26. Does the policy require or recommend a minimum amount of time students will be given to eat lunch once they are seated?

Require..... 1

Recommend 2

Neither 3 → Skip to Question 28

27. What is the minimum amount of time?

____ Minutes

Food Service/Child Nutrition Requirements and Recommendations

28. Has your district adopted a policy stating that schools will offer students 3 or more different types of milk (e.g., 2% chocolate milk, skim unflavored milk, etc.) each day?

Yes..... 1
 No 2

29. Has your district adopted a policy stating that schools will offer students 5 or more foods containing whole grain each week?

Yes..... 1
 No 2

30. Has your district adopted a policy stating that schools will offer students a choice between the following items each day for lunch?

	Yes	No
1. 2 or more different entrees or main courses.....	1	2
2. 2 or more different vegetables.....	1	2
3. 2 or more different fruits or types of 100% fruit juice.....	1	2

31. Does your district require or recommend that schools include fruits or vegetables among the foods offered in the following settings?

	Require	Recommend	Neither
1. A la carte during breakfast or lunch periods	1	2	3
2. At student parties.....	1	2	3
3. In after-school or extended day programs	1	2	3
4. At staff meetings.....	1	2	3
5. At meetings attended by students' family members	1	2	3
6. In school stores, canteens, or snack bars	1	2	3
7. In vending machines.....	1	2	3
8. At concession stands.....	1	2	3

Food Service/Child Nutrition Requirements and Recommendations

32. The next questions ask about “junk foods,” that is, foods which provide calories primarily through fats or added sugars and have minimal amounts of vitamins and minerals.

Does your district require or recommend that schools be prohibited from offering these foods in the following settings?

	Require	Recommend	Neither
1. A la carte during breakfast or lunch periods	1	2	3
2. At student parties.....	1	2	3
3. In after-school or extended day programs	1	2	3
4. At staff meetings.....	1	2	3
5. At meetings attended by students’ family members	1	2	3
6. In school stores, canteens, or snack bars	1	2	3
7. In vending machines.....	1	2	3
8. At concession stands.....	1	2	3

33. We recognize that the level of detail contained in policies or rules on “junk foods” varies across districts. For example, rules on when these foods can be offered to students, where the foods are available in the school, and what types of foods are permitted might be specified by policies adopted by your district.

Is there additional information on the policies or rules on “junk foods” that you can provide?

- Yes..... 1
- No..... 2 → Skip to Question 35

Food Service/Child Nutrition Requirements and Recommendations

34. Please provide additional information about the rules on “junk foods” on the lines below. If it is more convenient for you, please mark the “Documents Enclosed” box and include a copy of the rules when you return this questionnaire.

Documents Enclosed

35. Does your district have a contract with a soft drink bottler, such as Coca-Cola, Pepsi-Cola, or Dr. Pepper, giving the company exclusive rights to sell soft drinks at schools in your district?

Yes..... 1
No..... 2 → Skip to Question 39

36. Does your district receive a specified percentage of the soft drink sales receipts?

Yes..... 1
No 2

37. Does your district receive incentives, such as cash awards or donations of equipment, supplies, or other donations, once receipts total a specified amount?

Yes..... 1
No 2

Food Service/Child Nutrition Requirements and Recommendations

38. Is the soft drink bottler allowed to place advertisements in each of the following locations?

	Yes	No
1. In school buildings	1	2
2. On school grounds, including on the outside of school buildings, on playing fields, or other areas of campuses	1	2
3. On school buses.....	1	2

39. In your district, is student consumption of candy, meals from fast food restaurants, or soft drinks promoted with any of the following materials?

	Yes	No
1. Posters on school walls	1	2
2. Advertisements on textbook covers.....	1	2
3. Advertisements on school food service menus.....	1	2
4. Lesson plans or curricula sponsored by corporations that make or sell these products	1	2
5. Coupons for free or reduced prices on these products	1	2

40. Do policies adopted by your district allow schools to offer brand-name fast foods (e.g., Pizza Hut, Taco Bell, or Subway) as part of school meals or as a la carte items?

If your district does not have policies on offering brand-name fast foods, please mark this box and skip to Question 41.

Yes.....	1
No	2

41. Has your district adopted a policy prohibiting schools from using food or food coupons as a reward for good behavior or good academic performance?

Yes.....	1	→ Skip to Question 43
No	2	

Food Service/Child Nutrition Requirements and Recommendations

42. Does your district discourage (e.g., in memoranda or guidelines) schools from using food or food coupons as a reward for good behavior or good academic performance?

Yes.....1
No2

District Assistance to Schools

43. During the past 12 months, which of the following has your district done to help schools teach students about nutrition or healthy eating?

	Yes	No
1. Provided ideas on how to involve school food service staff in classrooms.....	1	2
2. Provided ideas on how to use the cafeteria as a place where students might learn about food safety, food preparation, or other nutrition-related topics.....	1	2
3. Provided ideas for nutrition-related special events.....	1	2

Food Service Coordinator

44. Currently, does someone in your district oversee or coordinate food service (e.g., a district food service coordinator)?

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

→ That is the last question. Thank you very much for taking the time to complete this questionnaire.

45. Are you this person?

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

→ That is the last question. Thank you very much for taking the time to complete this questionnaire.

46. Who do you work for?

Mark all that apply.

School district 1
Food service management company 2
Fast food company 3
Other 4

47. Do you have an undergraduate degree?

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

→ Skip to Question 55

48. What did you major in?

Mark all
that apply.

- Business 1
- Education 2
- Food service administration or management..... 3
- Home economics or food and consumer sciences 4
- Nutrition or dietetics..... 5
- Other..... 6

49. Do you have an undergraduate minor?

- Yes..... 1
- No..... 2 → Skip to Question 51

50. What did you minor in?

Mark all
that apply.

- Business 1
- Education 2
- Food service administration or management..... 3
- Home economics or food and consumer sciences 4
- Nutrition or dietetics..... 5
- Other..... 6

51. Do you have a graduate degree?

- Yes..... 1
- No..... 2 → Skip to Question 53

52. In what area or areas?

Mark all
that apply.

- Business 1
- Education 2
- Food service administration or management..... 3
- Home economics or food and consumer sciences 4
- Nutrition or dietetics..... 5
- Other..... 6

53. Have you earned the School Food Service and Nutrition Specialist credentialing from the American School Food Service Association?

- Yes..... 1
- No 2

54. Are you a registered dietician?

- Yes..... 1
- No 2

55. Are you certified by any food service associations, professional groups, or state agencies?

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

➔ That is the last question. Thank you very much for taking the time to complete this questionnaire.

56. Who are you certified by?

Mark all
that apply.

- American School Food Service Association 1
- State agency 2
- Other..... 3

