Task #4: Evaluation of the Summer Food Service Program Enhancement Demonstrations

SUBTASK 4.1

Status Report to Congress

October 11, 2011

Lead Authors:

Lynn Elinson, Ph.D.
James Bethel, Ph.D.
Janice Machado, M.B.A.
Roline Milfort, Ph.D.
Mustafa Karakus, Ph.D.

GSA Contract #: GS-23F-8144H

Westat®

Table of Contents

Table of Contents (continued)

Table of Contents (continued)

This page left blank intentionally.

1. Overview

As part of its commitment to ending childhood hunger, the Food and Nutrition Service (FNS) in the United States Department of Agriculture (USDA) recently initiated a series of demonstrations aimed at preventing food insecurity and hunger among children during the summer months when school is out of session. The purpose of the demonstrations is to test new strategies for enhancing the impact (coverage) of the Summer Food Service Program (SFSP). Data reveal that the SFSP reaches a fraction of the eligible child population and substantially fewer than the school lunch program during the school year. The demonstrations are aimed at improving coverage of eligible children and gaining a better understanding of the food security status of those who participate.

Westat will conduct both an outcome and process evaluation to evaluate the effectiveness and efficiency of these initiatives. The outcome evaluation will consist of telephone interviews with a randomly selected sample of parents or caregivers of demonstration project participants in two demonstrations (Meal Delivery and Backpack). Interviews will take place at four points in time – summer and fall 2011 and twice in summer 2012. There will also be a process evaluation of four types of evaluations – Meal Delivery, Backpack, Activity Incentive project (begun in 2010 in Mississippi) and Extending Length of Operation Incentive project (begun in 2010 in Arkansas). For the process evaluation, Westat will conduct site visits and key informant interviews to assess demonstration project implementation. Site visits will take place in summer 2011 and summer 2012. Only the Meal Delivery and Backpack demonstrations will receive site visits in 2012 because the Mississippi and Arkansas projects will cease operations in 2011. Westat will also review demonstration project materials and collect and analyze data on costs of all four types of demonstration projects.

This report describes the study design and methodology of the SFSP Enhancement Demonstrations (Chapter 2), telephone interview procedures and results to date (Chapter 3), site visits and preliminary key informant interview findings (Chapter 4), cost data collection (Chapter 5), review of demonstration project materials (Chapter 6), issues and challenges (Chapter 7), and plans for 2011 – 2012 (Chapter 8). Preliminary findings of telephone interviews conducted in the summer 2011 are contained in Chapter 3. A comparison of household food security between summer and fall 2011 will not be provided in this report due to the timing of this report. These comparisons will be provided in an evaluation report, which will be completed on April 2, 2012.

This page left blank intentionally.

2. Study Design and Methodology

2.1   Study Design

The goals of the evaluation are to assess the following:

1.   The impact of each SFSP enhancement demonstration model on participation and meal service;

2.   The food security status among recipients of home delivered meals and backpacks;

3.   The "targeting accuracy" in the meal delivery and backpack demonstrations;

4.   The process of project implementation in each SFSP enhancement demonstration; and

5.   The total and component specific costs of implementing and operating SFSP demonstrations.

To meet these goals the Westat evaluation has two components -- an *outcome evaluation* to address the specific outcomes of food security and meal targeting accuracy in the Meal Delivery and Backpack demonstrations; and an *implementation process* evaluation to examine the structures put in place in all four types of demonstration, implementation activities and processes, and the outputs (or products) produced by the projects that are likely to have an effect on demonstration outcomes (e.g., outreach efforts, location of sites).

The outcome evaluation will examine the primary outcomes of participation, meal counts, food security, and meal targeting accuracy. Insight Policy Research (IPR) will collect and analyze administrative data on participation and meal counts. Westat will use the findings from these analyses in the final synthesis and report writing. Westat will employ a longitudinal design for assessing food security and meal targeting accuracy (and other covariates) in the Meal Delivery and Backpack demonstration projects by administering telephone interviews to parents/caregivers of demonstration project participants. Comparisons in food security will be made to national data, between combined results from the Meal Delivery and Backpack demonstrations, to the fall school nutrition programs, and over time (2011 versus 2012).

The implementation process evaluation will document the processes and outputs of all four types of demonstration projects – Extending Length of Operation Incentive project, Activity Incentive project, Meal Delivery demonstration and Backpack demonstration. It consists of site visits and key informant interviews to eight grantee states in 2011 (6 in 2012), project sponsors and sites in which

enhanced demonstration projects are operating. The implementation process evaluation also consists of the review of demonstration project proposals and other materials. These materials contain information on meal delivery routes, contents of delivered meals and backpacks, sponsor outreach methods, methods for maintaining food safety, and frequency of delivery. Information from project materials will be used to augment information from key informant interviews. Some data on project implementation will be collected in the parent/caregiver telephone survey (e.g., source of information on the demonstration, parent/caregiver and participant satisfaction). We will also collect data on the costs of conducting all four types of demonstration projects.

This study design will provide FNS with critical information on the relationship of the Meal Delivery and Backpack demonstrations to household food security, as well on the implementation and cost of all demonstrations. The United States Department of Agriculture (USDA) acknowledges that, in the absence of baseline data [or a comparison group], the design does not allow conclusions regarding the impact of the summer demonstration programs on household food security per se, only on whether participation in the summer demonstration programs led to at least the same level of household food security as in the subsequent fall.

2.2   Methodology

The study methodology will consist of four types of data collection: (1) telephone interviews with parents/caregivers of participants in the Meal Delivery and Backpack demonstrations; and (2) site visits and key informant interviews, (3) review of demonstration project materials, and (4) cost data collection for all four types of demonstration projects (Extending Length of Operation Incentive, Activity Incentive, Meal Delivery, and Backpack) (Table 2-1). The specific methodology and procedures of each type of data collection are described in Chapters 3 – 6.

Table 2-1. Data Collection at Each Type of Demonstration Project

Type of demonstration	States of operation	Grant period of performance	Type of data collection
Extending Length of Operation Incentive	Arkansas	2010 – 2011	▪ Site visits – key informant interviews ▪ Review of demonstration project materials ▪ Cost data collection
Activity Incentive	Mississippi	2010 – 2011	▪ Site visits – key informant interviews ▪ Review of demonstration project materials ▪ Cost data collection
Meal Delivery	Delaware, Massachusetts, New York	2011 – 2012	▪ Telephone interviews with parents/caregivers ▪ Site visits – key informant interviews ▪ Review of demonstration project materials ▪ Cost data collection
Backpack	Arizona, Kansas, Ohio	2011 - 2012	▪ Telephone interviews with parents/caregivers ▪ Site visits – key informant interviews ▪ Review of demonstration project materials ▪ Cost data collection

This page left blank intentionally.

3. Telephone Interviews

Parent telephone interviews will be administered to parents/caregivers of Meal Delivery and Backpack demonstration project participants. Interviews will take place four times – summer 2011, fall 2011, and twice in the summer 2012.

The purpose of these interviews is primarily to ascertain household food security and meal targeting accuracy, as well as those factors that might be related (e.g., demonstration operations, food consumption, participation in other nutrition assistance programs, perception of change in food expenditure, and household and respondent characteristics) (Table 3-1). The questionnaire will also ascertain parent/caregiver and participant satisfaction with the demonstration project, source of information on the demonstration project, presence of a person with a disability in the household, and concern about stigma (Table 3-1).

Table 3-1. Contents of Parent/Caregiver Questionnaire

▪ Participation in demonstrations (Meal Delivery and Backpack) ▪ Demonstration operations (e.g., source of information on demonstration, location, scheduling meal delivery) ▪ Parent and demonstration participant satisfaction with demonstration project ▪ Participation in other nutrition assistance programs ▪ School year nutrition program participation ▪ Household food security ▪ Perception of change in food expenditure	▪ Meal targeting accuracy (food storage, food consumption by participants, sharing food, leftover food) ▪ Concern about stigma ▪ Perception of change in food expenditure ▪ Household and respondent characteristics ▪ Demographics of respondent ▪ Presence of a person with a disability in the household ▪ Employment status of adults in household

The first round of interviews began July 22, 2011 and ended on September 7, 2011. This chapter describes sample selection, telephone interview procedures, current status, and preliminary findings.

3.1 Sample Selection

The process for developing the sample frame and results is described below.

3.1.1 Developing the Sample Frame

Development of the sample frame consisted of obtaining from demonstration project sponsors and site coordinators the names of participating children and parents/caregivers, and then entering

parent/caregiver and participant names into an Access database. Figure 3-1 provides a description of the sample frame development.

The process for obtaining names was different for each type of demonstration. Based on discussions with demonstration sponsors, Meal Delivery demonstration sponsors distributed forms to obtain consent for their demonstration project. With one exception, Meal Delivery sponsors included information about the Westat study (the evaluation) on their consent form or information flyer. All Backpack demonstration sponsors distributed a form about their demonstration project and the evaluation study. Both Meal Delivery and Backpack forms contained the following information:

- There is a summer food project (Meal Delivery or Backpack);

- There will be a study on the project to help improve it for next year;

- If your child participates in the food project and you fill out a form, you may be contacted for an interview;

- If you are interviewed, you will receive $20 for each interview (up to 4 interviews);

- You do not need to participate in the study for your child to receive the food;

- All information you provide is confidential.

To meet study participation goals and calculate and achieve high response rates, sponsors and sites were asked to distribute forms; keep track of how many forms were distributed; describe the demonstration project and the study to potential participants; urge children to give the form to their parent(s) and return the completed form to the site; and help parents understand that this is a random study – that is, they may not get selected to participate in the study. Sites were also asked to let parents know that they did not have to have a working telephone number to participate; the study would be able to provide them with a study cell phone if necessary.

Meal Delivery sponsors agreed either to send Westat the contact information they had on file for families who had consented to receive meals or to send Westat the forms they received from parents. Lists were sent to Westat in a way that was most convenient to the sponsor (e.g., faxed or as an email attachment). Westat made arrangements with each Meal Delivery demonstration sponsor to collect forms and periodically reminded them to send the forms to Westat. For the Backpack demonstration, all demonstration project coordinators agreed to collect completed forms returned by parents and send them via fax or as an email attachment to Westat.

Figure 3-1. Flow of Cases from Frame Development Through End of Telephone Interview Data Collection

```
┌─────────────────────────────┐          ┌─────────────────────────────┐
│  3 Backpack Demonstration    │          │  3 Meal Delivery Demonstration│
│  states                      │          │  states                      │
│  (AZ, KS, OH)                │          │  ( DE, MA, NY)               │
└─────────────────────────────┘          └─────────────────────────────┘
              │                                          │
              ▼                                          ▼
┌─────────────────────────────┐          ┌─────────────────────────────┐
│  3 state grantees            │          │  3 state grantees            │
│  16 sponsors                 │          │  4 sponsors                  │
│  76 demonstration sites      │          │  19 demonstration sites      │
└─────────────────────────────┘          └─────────────────────────────┘
              │                                          │
              ▼                                          ▼
┌─────────────────────────────┐          ┌─────────────────────────────┐
│ Received 1,350 records with  │          │ Received 498 records with    │
│ contact information          │          │ contact information          │
│ representing 760 families    │          │ representing 236 families    │
│ (cases)                      │          │ (cases)                      │
└─────────────────────────────┘          └─────────────────────────────┘
              │                                          │
              ▼                                          ▼
┌─────────────────────────────┐          ┌─────────────────────────────┐
│ Sample frame developed from  │          │ Additions to sample frame    │
│ sponsor-provided information │          │ from toll-free number calls  │
│ 996 cases                    │          │ 6 cases                      │
└─────────────────────────────┘          └─────────────────────────────┘
              │                                          │
              └──────────────────┬───────────────────────┘
                                 ▼
              ┌────────────────────────────────────────┐
              │ 1,002 cases sent to Westat telephone    │
              │ interviewers                            │
              └────────────────────────────────────────┘
```

A	B	C	D	E	F
Complete and Partially Complete	**Refusal**	**No Contact**	**Ineligible**	**Other**	**Undetermined**
Meal Delivery: 143 Backpack: 525	Meal Delivery: 16 Backpack: 46	Meal Delivery: 5 Backpack: 13	Meal Delivery: 12 Backpack: 19	Meal Delivery: 8 Backpack: 32	Meal Delivery: 52 Backpack: 131

Terminology Key:

A. Partial complete: Completed the introduction and at least one more section of questionnaire
C. No contact: Interviewers never reached a human; reached answering machine, ring no answer, busy signal
D. Ineligible: Household never received a meal/backpack, was a duplicate case, or did not meet age requirement
E. Other: Non-interview because of language/literacy problem or unable to complete despite numerous call attempts
F. Undetermined: non-working number or respondent not found

3.1.2 Current Status of Sampling Frame Development

Westat received more than 1,800 records with contact information. Parent first and last name and up to five children were entered into an Access database to begin the process of assembling a sampling frame.

Table 3-2a and 3-2b show the counts of participant contact information provided by sites for Meal Delivery and Backpack demonstrations, respectively. This information was used for identifying potential study participants for telephone interviews. All households with contact information were grouped by demonstration project and sorted at random into smaller "release" groups for the Telephone Research Center (TRC). The results of interviewing are discussed in the next section.

Table 3-2a. Estimated Number of Children and Number of Cases (Parent/Caregivers) by Sponsor - Meal Delivery Demonstration

State	State Agency Recipient	Sponsor(s)	Estimated no. children (from applications)	No. children in Meal Delivery demonstration*	No. cases**
DE	Delaware Department of Education (Dover, DE)	Food Bank of Delaware; Newark, DE	157	195	50
NY	New York State Education Department (Albany, NY)	Food Bank of the Southern Tier; Elmira, NY	250	134	77
		North Rose-Wolcott Central School District; Wolcott, NY	100	100	54
MA	MA Department of Elementary and Secondary Education (Malden, MA)	YMCA of Cape Cod; West Barnstable, MA	100	105	55
All Meal Delivery			607	534	236

*Information provided by sponsors or site coordinators; numbers were estimates based on an average over the week (in the case of Meal Delivery) and over the weeks of operation.
**Each case was a parent/caregiver, and up to five children could be listed for each parent/caregiver. There were 1.9 children per parent/caregiver in the sample frame.

Table 3-2b. Estimated Number of Children and Number of Cases (Parent/Caregivers) by Sponsor - Backpack Demonstration

State	State Agency Recipient	Sponsor(s)	Estimated no. children (from applications)	No. children in Backpack demonstration*	No. cases**
AZ	Arizona Department of Education (Phoenix, AZ)	Chandler Unified School District	1,000	902	169
		Mesa Public Schools	275	226	29
		Litchfield Elementary School District	500	751	62
OH	Ohio Department of Education (Columbus, OH)	Andrews House, Inc.	60	55	13
		Community Action Organization of Scioto County	600	612	81
		Hamilton Living Water Ministry, Inc.	138	108	0
		Whole Again International	300	232	131
		Hocking Athens Perry Community Action Agency	700	946	47
		Ashtabula County Children Services	425	226	64
KS	Kansas State Department of Education (Topeka, KS)	Central Unified School District 462	75	75	12
		Lawrence Public Schools USD 497	550	460	32
		Gardner Edgerton Unified School District	150	150	19
		Arkansas City Unified School District 470	135	142	41
		United Methodist Church	45	55	18
		Topeka Public Schools	100	65	27
		East Central Kansas Economic Opportunity Corp	75	66	15
All BP			5,128	5,071	760

*Information provided by sponsors or site coordinators; numbers were estimates based on an average over the week (in the case of Meal Delivery) and over the weeks of operation.
**Each case was a parent/caregiver, and up to five children could be listed for each parent/caregiver. There were 1.9 children per parent/caregiver in the sample frame.

To examine the extent to which the sample of households covers the actual number of children participating in the Meal Delivery and Backpack demonstrations, we also asked sponsors and sites to provide the actual number of children who were receiving meals or backpacks (Table 3-2a and 3-2b, column 5). It can be seen that in some instances sponsors and sites overestimated the number of participants they thought they would be serving in the demonstration project, and in other instances they underestimated the number.

Table 3-3 shows the results of data collection in the summer 2011. The largest amount of nonresponse is from persons with a non-working telephone number. The numbers in Table 3-3 were used to calculate sample size for subsequent data collections (see next section) and to calculate rates of cooperation, contact, and response (see Section 3.3.1).

Table 3-3. Results of Summer 2011 Data Collection

	Final results of interviews	Meal Delivery		Backpack		Total	
		Number	Percent	Number	Percent	Number	Percent
A	Completed interview	126	53.4	509	66.4	635	63.4
A	Partial Complete (at least one section beyond introduction)	17	7.2	16	2.1	33	3.3
B	Refused to participate	16	6.8	46	6.0	62	6.2
C	No Contact (never reached a human)	5	2.1	13	1.7	18	1.8
D	Ineligible***	12	5.1	19	2.5	31	3.1
E	Maximum Call Attempts: Language*	0	0.0	9	1.2	9	0.9
E	Maximum Call Attempts: Other**	8	3.4	23	3.0	31	3.1
F	Non-Working Number	43	18.2	106	13.8	149	14.9
F	Respondent not found at number dialed	9	3.8	25	3.3	34	3.4
	Total	236	100.0	766	100.0	1,002	100.0

*Made numerous attempts but unable to complete because of a language/literacy problem
**Made numerous attempts, reached a human in the household, but field period closed before able to conduct the interview
***Not eligible because child did not participate in demonstration, duplicate household, or child did not meet age criterion

3.1.3 Projected Sample Sizes

The interviews for the outcome evaluation will be conducted in 2011 and 2012. Households participating in the 2011 summer demonstration will be interviewed in the summer and fall of 2011. In the following summer of 2012, two rounds of interviews will be conducted with representative samples composed of (a) households that responded in the fall of 2011 and (b) a supplemental sample designed to replenish the continuing sample and extend coverage to newly eligible households.

Tables 3-4 through 3-6 summarize the target sample sizes for the household surveys to be conducted in 2011, the actual sample completes to date, and projected sample sizes for the remainder of 2011 and 2012. Since the interval between the time the sample was drawn and the start of the summer survey was short, sample losses (e.g., resulting from moves, loss of eligibility, etc.) prior to contacting the household were expected to be relatively small (about 5 percent). Among the households that were determined to be eligible for the study, it was also expected that there would be losses due to survey nonresponse (refusal, unavailable during field period, language problems, and non-working numbers).

Table 3-4. Planned Sample Sizes for Summer and Fall 2011 Data Collection

Demonstration project	Summer 2011			Fall 2011		
	No. to be sampled	Exp. no. eligible[1]	Exp. no. resp.[2]	No. to be followed	Exp. no. eligible[3]	Exp. no. resp.[4]
Meal Delivery	605	575	402	402	382	306
Backpack	605	575	402	402	382	306
Both projects	1,210	1,150	804	804	764	612

[1]Assumptions: 5% loss (due to moves, change in eligibility or program participation status) between time of sample selection and summer 2011.
[2]Assumptions: 70% response rate.
[3]Assumes additional 5% loss between summer and fall 2011
[4]Assumes 80% fall follow-up response rate.

Table 3-5. Sample Sizes for Summer (Actual) and Fall (Planned) 2011 Data Collection

Demonstration project	Summer 2011			Fall 2011		
	Number sampled	Number eligible	Number responding	Number to be followed[1]	Expected eligible[2]	Expected responding[3]
Meal Delivery	236	224	143	134	127	102
Backpack	766	747	525	514	488	391
Both projects	1,002	971	668	648	616	492

[1]Includes 13 partial completes. Partial completes that indicated they did not want to be interviewed again are not included.
[2]Assumes additional 5% loss between summer and fall 2011
[3]Assumes 80% fall follow-up response rate.

Table 3-6. Planned Sample Sizes for Summer 2012 Data Collection

Demonstration project	Continuing sample		Supplemental sample		Total sample				
	Retained from 2011	Exp. eligible[1]	Number sampled	Expected eligible[2]	Eligible cases	Exp. no. follow-up resp.[3]	Exp. no. supp. resp.[4]	No. resp - first int.	No. resp. - 2nd int.[5]
Meal Delivery	102	81	200	190	271	65	133	198	188
Backpack	391	313	230	219	531	250	153	403	383
Both projects	492	394	430	409	802	315	286	601	571

[1]Assumptions: 20% loss rate between 2011 and 2012.
[2] Assumptions: 5% loss between time of sample selection and summer 2012.
[3] Assumptions: 80% follow-up response rate.
[4]Assumptions: 70% initial survey response rate.
[5]Assumptions: 95% response rate for second interview.

Based on power considerations, the target sample for the telephone survey was 400 respondents per demonstration project for the summer 2011 survey. The achieved sample sizes in the summer demonstrations were smaller than planned for Meal Delivery demonstrations, due to fewer than expected households in the targeted program areas. As a result, the minimum detectable differences for subgroup comparisons, which ranged from 4 to 8 percent, will increase to 8 to 13 percent for food security prevalence of 5 percent to 25 percent. The sample interviewed for the Backpack demonstrations was larger than expected, increased in part to offset the lower sample size for Meal Delivery participants.

For the fall 2011 data collection, all responding households in the summer 2011 data collection will be included in the study sample. Since the time interval between the summer 2011 and fall 2011 data collections will be relatively short, it is estimated that there will be a further loss of 5 percent due to moves or change of address, and a followup response rate of 80 percent among those households that can be contacted again. Under these assumptions, an estimated 492 households will complete the fall 2011 interview (Table 3-5).

The sample of households for the summer 2012 interviews will include respondents in the previous fall survey plus a supplemental sample drawn from updated lists of participants provided by the demonstration grantees. For the Backpack demonstration, the supplemental samples will be drawn from the same sites selected for the 2011 surveys, plus a small sample of new sites if warranted. An estimated 81 of the Meal Delivery and 313 of the Backpack respondents will be eligible for the summer 2012 interview based on an assumed year-to-year loss rate of 20 percent. To compensate for these anticipated losses, an additional 430 households (200 Meal Delivery and 230 Backpack) will be selected from current lists of participants, of which 409 are expected to be eligible for the interview based on a 5 percent loss rate. Assuming a response rate of 80 percent for the continuing sample and a response rate of 70 percent for the supplemental sample, the two components of the sample will yield approximately 198 completed household interviews for the initial round of data collection in summer 2012 for Meal Delivery and 403 for the Backpack demonstration.

3.2 Telephone Interview Procedures

All demonstration projects began operations prior to OMB clearance for the evaluation study, and in some cases, ended prior to the OMB approval date (July 20, 2011) (Appendix A). Telephone interviews began on July 22, 2011. A decision was made to conduct telephone interviews with parents/caregivers whether or not the demonstration project operations had closed down to maintain as many cases as possible for Rounds 2 through 4 of data collection.

This section provides an overview of telephone interview procedures and local field tasks when the telephone number was unknown or the parent/caregiver could not be reached. We also describe the outcome of local field procedures.

3.2.1 Computer Assisted Telephone Interviewing (CATI) Procedures

Statisticians assembled the sample frame from the names of parents received by the project team from the sponsors and sites. Sampled cases were then forwarded to Westat's TRC and loaded on to

a platform that enabled TRC interviewers to conduct the interview using computer-assisted telephone interviewing (CATI). The CATI instrument appeared on a computer screen, and interviewers coded responses as they moved through the instrument. The instrument was also programmed to provide prompts and skips to relevant sections of the questionnaire and to provide previous responses and background information on the screen to assist the interviewer. Interviewers were available to conduct the interview during the day, evenings, and on weekends.

Experienced interviewers were used for data collection for this project. Additional training consisted of self-directed study of the evaluation background and design, questionnaires, strategies for gaining cooperation, problem sheet instructions, and a quiz; contact procedures; interactive overview of study questionnaires; four role plays; and a review.

Westat telephone interviewers made several attempts at different times of the day, evening, and weekend to reach each parent/caregiver by telephone to complete an interview. If a parent/caregiver refused to be interviewed, an experienced interviewer attempted to convert the initial refusal. Initially, cases were sent to the field after seven attempts (including leaving a message on an answering machine). By about the third week of interviewing, procedures were changed to allow more than seven attempts because many of the demonstration projects had already closed down for the summer. In addition, during the last week of data collection, cases that had been sent to the field were returned to the TRC caseload for a final "blitz."

In addition to making outbound calls to names listed in the Access database, the TRC also received inbound calls. These inbound calls came through the study 1-800 number when people who received a form decided to be proactive and ask for an interview or when parents/caregivers were located in the field and were asked to call the 1-800 number.

3.2.2 Local Field Tasks

It was expected that Westat would not be able to complete interviews with a handful of parents from each site. The reasons expected were that (1) the parent/caregiver did not have a telephone number to call; (2) the parent/caregiver was hard to reach by telephone; or (3) the parent/caregiver only used a cell phone and did not want to use his/her own minutes to be interviewed. Westat developed procedures to obtain assistance from sponsors, sites, and individuals hired as local field coordinators to overcome these barriers.

Some demonstration site coordinators indicated that they knew of people who would be able to fill the role of local field coordinator or would be willing to fill the role themselves. In either case, Westat provided written procedures and training, as well as compensation for those filling the field coordinator role. Moreover, Westat project staff stayed in close contact with the sponsor and sites during data collection when some cases went back to the field.

Because of the variation in sponsor and site implementation, Westat needed to work with the sponsor, site, and local field coordinators to develop the best strategy to complete interviews and work toward targeted numbers. Generally, these strategies were to include the following steps:

Step 1. Identify and locate the appropriate parent/caregiver (at the site or home).

Step 2. Confirm the parent's willingness to participate.

Step 3: Determine the reason the parent/caregiver did not provide a telephone number on the form (if such was the case).

Step 4. Obtain a telephone number, if possible. If the parent/caregiver was willing to provide a telephone number, obtain the number and provide it to the Westat project team. The project team would then provide the number to the TRC so the parent/caregiver could be called for an interview.

Step 5. If the parent/caregiver did not have a phone or did not want to use his or her own phone, arrange for the parent/caregiver to use a study cell phone. Options were as follows:

1. The local field coordinator arranges to have the interview conducted right then at the site. The local field coordinator calls the project 1-800 number to reach an interviewer. The TRC interviewer interviews the parent.

2. The local field coordinator arranges an appointment with the parent. The coordinator then gives the cell phone to the parent/caregiver and gives the cell phone number to the TRC so an interviewer can be called at the arranged time.

3. An exact appointment is not made. The interviewer requests the parent/caregiver to call the TRC within 24 hours and informs the parent/caregiver that Westat will also try to call to complete the interview. The local field coordinator gives the cell phone to the parent/caregiver and gives the cell phone number to the project team who gives the number to the TRC. The TRC calls to interview the parent.

Westat provided specific procedures and "scripts" to assist sponsors, sites, and local field coordinators for arranging interviews, distributing study cell phones, and assigning a telephone number to a parent. Westat project staff also visited a Meal Delivery and Backpack demonstration sponsor to implement these procedures and determine how they could be improved.

Westat compensated a local field coordinator on an hourly basis at five sites. The number of hours worked for all but one site was less than 10 per field coordinator. Since the interval between data collection initiation and closure of demonstration operations was short, the rest of the sponsors/sites offered to take on the responsibilities themselves.

Throughout the data collection period for Round 1, 298 cases were sent to the field for followup (Table 3-7). Cases were sent to the field primarily because the telephone number was not working (34 percent) or the interviewer could not make contact with the case (31 percent).

Table 3-7. Reason for Sending Case to the Field

	Meal Delivery		Backpack		Total	
Reason	No.	Percent	No.	Percent	No.	Percent
No contact	38	43	66	31	104	31
Language problem*	2	2	27	13	29	10
No phone number	18	20	17	8	35	12
Non-working number	29	33	73	35	102	34
Respondent not found at number dialed	1	1	27	13	28	9
Total	88	100	210	100	298	100

*Interviewer made numerous attempts but unable to complete because of a language/literacy problem

A total of 66 cases (22.1 percent) sent to the field resulted in a completed interview – 17 Meal Delivery cases and 49 Backpack cases. Of the 232 that were left, 63.4 percent had a non-working number that could not be resolved (Table 3-8). A total of 16 (or 6.9 percent) were located by the sponsor or site coordinator and indicated that they did not want to participate.

Table 3-8. Outcome After Input from Field Operations

Reason	Meal Delivery		Backpack		All	
	No.	Percent	No.	Percent	No.	Percent
Refused to participate	4	5.6	12	7.5	16	6.9
Language problem*	1	1.4	2	1.2	3	1.3
Max call**	3	4.2	6	3.7	9	3.9
Not eligible***	5	7.0	3	1.9	8	3.4
Interviewer never made human contact (e.g., only reached an answering machine)	5	7.0	13	8.1	18	7.8
Non-working number	42	59.2	105	65.2	147	63.4
Respondent not found at number dialed	11	15.5	20	12.4	31	13.4
Total	71	100.0	161	100.0	232	100.0

*Interviewer made numerous attempts but unable to complete because of a language/literacy problem
** Made numerous attempts but unable to complete interview
***No child participated in demonstration or a duplicate household

3.3   Current Status and Preliminary Findings

This section summarizes the current status of completed telephone interviews and preliminary findings.

3.3.1   Completed Interviews

Westat completed Round 1 (summer 2011) interviews on September 7, 2011. Results of Round 1 interviews are provided below for Meal Delivery demonstrations (Table 3-9a) and Backpack demonstrations (Table 3-9b).

There were 143 completed Meal Delivery interviews (including partial completes)(Table 3-9a), 136 in English, and seven in Spanish. The two New York sponsors contributed the most Meal Delivery interviews (80 versus 34 in Delaware and 29 in Massachusetts).

Table 3-9a. Number of Completed and Partially Completed Interviews by Sponsor and Language – Meal Delivery Demonstration

State	State Agency Recipient	Sponsor	No. completed interviews		
			English	Spanish	Total
DE	Delaware Department of Education (Dover, DE)	Food Bank of Delaware	28	6	34
NY	New York State Education Department (Albany, NY)	Food Bank of the Southern Tier	46	0	46
		North Rose-Wolcott Central School District	34	0	34
MA	MA Department of Elementary and Secondary Education (Malden, MA)	YMCA of Cape Cod	28	1	29
Total			136	7	143

There were a total of 525 completed and partially completed interviews for the Backpack demonstration project – 409 (or 77.9 percent) in English and 116 (or 22.1 percent) in Spanish (Table 3-9b). About one third of completed and partially completed interviews came from Arizona; Kansas contributed 119 or about 23 percent; and Ohio contributed 229 or 43.6 percent.

Using the number of completed and partially completed interviews, we calculated three rates: (1) cooperation rate, (2) contact rate, and (3) response rate. The formula for each rate is as follows:

$$\text{Cooperation rate} = (A + D)/(A + B + D)$$

$$\text{Contact rate} = (A + B + E)/[A + B + C + E + (1\text{-}D\%)\text{* } (F)]$$

$$\text{Response rate} = A/[A + B + C + E + (1\text{-}D\%)\text{* } (F)]$$

A description of each of the components of these formulas is contained in Table 3-10. Results are contained in Table 3-11.

Table 3-9b. Number of Completed and Partially Completed Interviews by Sponsor and Language – Backpack Demonstration

State	State Agency Recipient	Sponsor	No. completed interviews		
			English	Spanish	Total
AZ	Arizona Department of Education (Phoenix, AZ)	Chandler Unified School District	65	56	121
		Mesa Public Schools	14	9	23
		Litchfield Elementary School District	24	9	33
KS	Kansas State Department of Education (Topeka, KS)	Central Unified School District 462	11	0	11
		Lawrence Public Schools USD 497	29	1	30
		Gardner Edgerton Unified School District	16	0	16
		Arkansas City Unified School District 470	19	7	26
		United Methodist Church	13	0	13
		Topeka Public Schools, Topeka	7	4	11
		East Central Kansas Economic Opportunity Corp	12	0	12
OH	Ohio Department of Education (Columbus, OH)	Andrews House, Inc.	5	0	5
		Community Action Organization of Scioto County	55	0	55
		Hamilton Living Water Ministry, Inc.	0	0	0
		Whole Again International	58	28	86
		Hocking Athens Perry Community Action Agency	37	0	37
		Ashtabula County Children Services	44	2	46
Total			409	116	525

Table 3-10. Description of Formula Components

A	Complete and partially complete interviews	A partial complete is a questionnaire with at least one section complete beyond the introduction.
B	Refusals	Reached respondent but refused to be interviewed
C	No contacts	Interviewers never reached a human; reached answering machine, ring no answer, or busy signal
D	Ineligibles	Household never received a meal/backpack or was a duplicate case
E	Others	Non-interview because of language/literacy problem or unable to complete despite numerous call attempts
F	Undetermined	Non-working number or respondent not found

Table 3-11. Type of Rate by Demonstration Type

Type of rate	Meal Delivery	Backpack	Both demonstrations
Cooperation rate (%)	90.6	92.2	91.9
Contact rate (%)	75.4	81.1	79.8
Response rate (%)	64.6	70.6	69.2

The calculation of a response rate is the most conservative because it includes the highest number of individuals in the denominator. Even though limited followup of non-respondents could be done due to closure of site operations, the Backpack demonstration nevertheless achieved a response rate of 70.6 percent. Response rate for the Meal Delivery demonstration did not do as well. Although the cooperation rate was 90.6 percent, the contact rate was 75.4 percent and the response rate was 64.6 percent. The overall response rate was 69.2 percent, although the cooperation rate was extremely high for both demonstration projects combined – 91.9 percent.

To ensure participation in subsequent rounds of the study, a decision was made to interview parents/caregivers even if demonstration project operations had closed. Since Meal Delivery demonstrations had later end dates than Backpack demonstrations, all but 16 Meal Delivery cases were interviewed at least within 1 week of demonstration closure (Table 3-12). For the Backpack demonstrations, about 52.4 percent of the interviews were completed subsequent to 1 week of demonstration closure.

Table 3-12. Timing of Completed Interviews by Type of Demonstration

Type of demonstration	Completed within 7 days of demonstration closure		Completed more than 7 days after demonstration closure		Total	
	No.	%	No.	%	No.	%
Meal Delivery	127	88.8	16	11.2	143	100.0
Backpack	250	47.6	275	52.4	525	100.0
Both demonstrations	377	56.4	291	43.6	669	100.0

3.3.2 Household Food Security

The United States Department of Agriculture (USDA) defines household food security as "access by all members at all times to enough food for an active, healthy life" (USDA, 2011). At a minimum, food security includes the ready availability of nutritionally adequate and safe foods and the assurance of the ability to obtain acceptable foods in socially acceptable ways (i.e., without resorting to emergency food supplies, scavenging, stealing, or other coping strategies). Food insecurity is defined as "limited or uncertain availability of nutritionally adequate and safe foods or limited or uncertain ability to acquire acceptable foods in socially acceptable ways" (USDA, 2011).

The Economic Research Service (ERS) of the USDA reports yearly on household food security based on data collected by the U.S. Census Bureau using a supplement questionnaire of the monthly Current Population Survey. The SFSP Demonstration Evaluation collected data on household food security during the summer 2011 using the same standard 18-item, 30-day questionnaire used by the Census Bureau (Appendix B). Determination of food security among households of demonstration project participants was measured using the cross-tabulation of findings for adults and children to categorize household food security (Coleman-Jensen et al., 2011). Households with food secure adults and children were considered to be food secure. Households with food insecure children and adults were categorized as food insecure. Households were also considered to be food insecure if children were food insecure and adults were food secure or if children were food secure and adults were food insecure.

Preliminary findings on household food security are contained in Table 3-13. Food security categories are further broken down by the timing of the interview (within 7 days of site operation closure and more than 7 days after site operation closure) and type of demonstration (Meal Delivery or Backpack). Overall, households of both types of demonstrations had higher food security when the interview took place within 7 days of site operation closure, compared to the interview taking place more than 7 days after site operation closure (56.1 percent versus 47.0 percent). Within 7 days

of site operation closure, food security was higher among Meal Delivery participants than Backpack participants (62.2 percent and 53.0 percent, respectively).

Table 3-13. Household Food Security by Type of Demonstration Among Those Interviewed Within 7 Days of Demonstration Closure and Those Interviewed More than 7 Days After Demonstration Closure*

Timing of interview/household food security	Meal Delivery		Backpack		Total	
	No.	%	No.	%	No.	%
Interviewed within 7 days of site operation closure						
Food secure	79	62.2	131	53.0	210	56.1
Food insecure	48	37.8	116	47.0	164	43.9
Total	127	100.0	247	100.0	374	100.0
Interviewed more than 7 days after site operation closure						
Food secure	9	64.3	124	46.1	133	47.0
Food insecure	5	35.7	145	53.9	150	53.0
Total	14	100.0	269	100.0	283	100.0

*Household food security categorized using the cross-tabulation of findings for adults and children (Coleman-Jensen et al., 2010).

To put these data into perspective, we compared food security to data contained in the yearly ERS report on food security (Coleman-Jensen et al., 2011) (Table 3-14). Categories of food security consisted of food secure (comprised of high food security and marginal food security), low food security, and very low food security. About 86 percent of all U.S. households were food secure, compared to 60.6 percent of Meal Delivery households, 48.2 percent of Backpack households, and 42.4 percent of all households of demonstration project participants. Among households with children less than 18 years of age nationwide, 14.5 percent had low food security, and 5.7 percent had very low food security. All but one demonstration project participant household had children less than age 18. Low food security and very low food security in Meal Delivery households were 24.4 and 15.0 percent, respectively. In Backpack households low and very low food security were 30.1 and 21.7 percent, respectively. In all demonstration project households, low and very low food security were 28.2 and 19.4 percent, respectively.

Since those participating in demonstration projects are from low income families, we used the receipt of WIC benefits in the previous 30 days as one indicator of low income. Almost 50 percent of project participant households that received WIC benefits in the previous 30 days were food secure, compared to 54.4 percent reported nationwide. Low food security was 30.2 percent in demonstration participant WIC households, compared to 33.4 percent nationwide. About 20

percent of WIC households of demonstration project participants had very low food security, compared to 12.3 throughout the United States.

Table 3-14. Household Food Security: Comparison Between Demonstration Project Participants and National Benchmarks
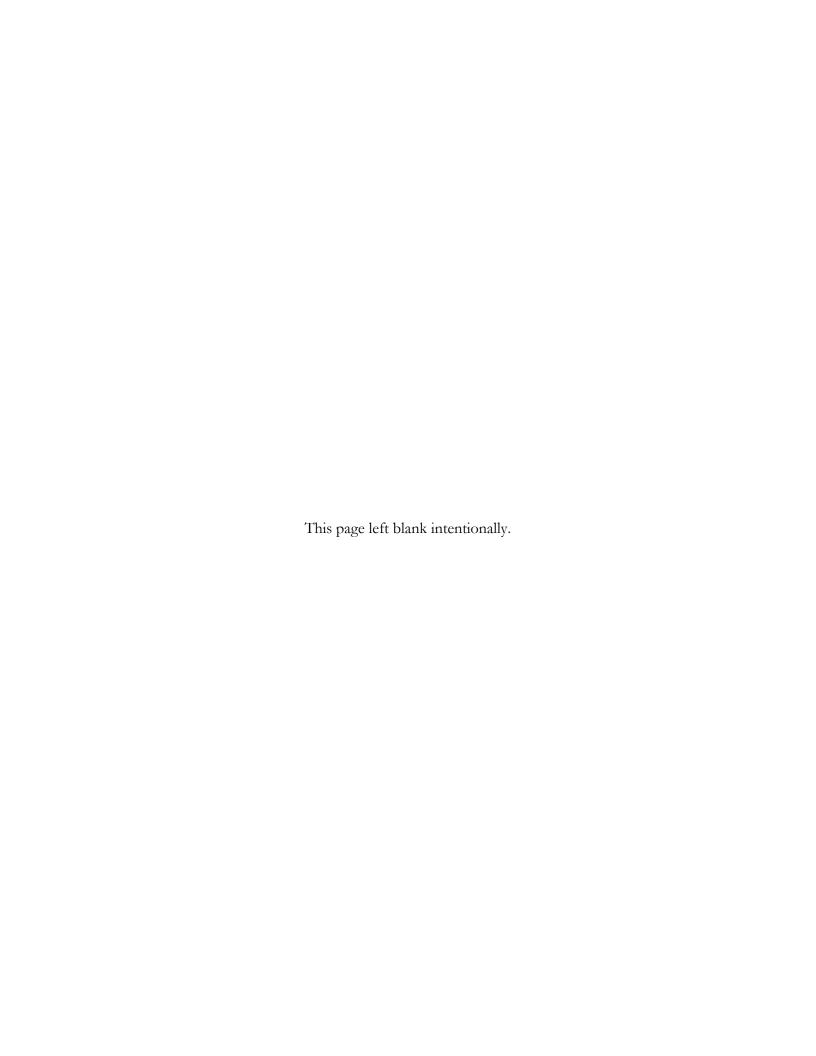
Food security	Demonstration Project participants*				National benchmarks**		
	Meal Delivery	Backpack	All partici-pants	Received WIC*** benefits in previous 30 days	All U.S. house-holds	Households with children < age 18	Received WIC*** benefits in previous 30 days
Food secure	60.6	48.2	52.4	49.4	85.5	79.8	54.4
High food security	34.6	30.5	31.9	29.0			
Marginal food security	26.0	17.7	20.5	20.4			
Low food security	24.4	30.1	28.2	30.2	9.1	14.5	33.4
Very low food security	15.0	21.7	19.4	20.4	5.4	5.7	12.3
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.1+

*Only those interviewed within 7 days of demonstration closure are included. Determination of food security categories was based on the methodology used by ERS in yearly reports.
**Data calculated by ERS using data from the December 2010 Current Population Survey (CPS) Supplement of Food Security (Coleman- Jensen et al., 2011).
***WIC: Special Supplement Nutrition Assistance Program for Women, Infants, and Children.
+Does not equal 100.0% due to rounding

This page left blank intentionally.

4.1 Overview

Data collection for the implementation process evaluation consisted of qualitative interviews of key informants using semi-structured interview guides. Interview guides addressed the measurement of several types of processes, including delivery of benefits, outreach or recruitment, selection of sponsors and sites, training and technical assistance, oversight and monitoring, and challenges and resolution of challenges (Appendix C). Guides contained general headings and open-ended questions and probes. Interviewers were trained to move through the interview guide to obtain all required information, but not necessarily in the same order or using the exact question wording. Other training consisted of provision of background information on all components of the evaluation; background on the Summer Food Service Program (SFSP) conducted by a consultant to the project; and logistical procedures (e.g., planning the site visit, recording the interviews, and writing up findings).

Key informants consisted of state grantees, local agency officials (sponsors), and site staff and volunteers. Each type of key informant served a different function and provided a different perspective. State grantees provided a high level overview of the demonstration project operations from the grantee perspective. Local agency officials (sponsors) were asked to provide their perspective on project operations, staffing and volunteer roles and responsibilities, participant outreach efforts, training and technical assistance, and project monitoring. Sites reported on process information from the perspective of those delivering food to demonstration participants (e.g., their roles and responsibilities, the procedures they used, training they received, description of challenges they encountered, and ways in which they resolved those challenges).

A two-person team was deployed to each demonstration project in July and August, 2011. Interviewers contacted state grantees and sponsors to arrange a 2-4 day site visit. Each interview team developed an agenda for each demonstration in collaboration with the state grantee and sponsor. Prior to site visits, interviewers reviewed state and sponsor applications and web sites.

4.2   Outcome of Site Visits and Key informant Interviews

A total of 47 key informant interviews were conducted in July and August, 2011 (Table 4-1). Westat conducted interviews in person during site visits to seven states. Because sponsors in Arizona had commitments during the week following the closure of site operations (the first opportunity for a site visit subsequent to Office of Management and Budget [OMB] clearance), a date for a site visit to Arizona could not be arranged close to the time of Arizona demonstration project operations. Thus, with permission from FNS, Westat conducted key informant interviews for the Arizona Backpack demonstration project by telephone.

Table 4-1. Key Informant Interviews by Type of Demonstration and Respondent

| Type of Demonstration | State | Type of respondent | | | |
		State officials	Sponsors	Sites	Total
Extending Length of Operation Incentive	AR*	1	8	0	9
Activity Incentive	MS*	1	6	1	8
Backpack	AZ, OH**, KS	3	16	2	21
Meal Delivery	DE, MA, NY	3	4	2	9
Total		8	34	5	47

*5 sponsors were also sites.
**1 sponsor was also a site

4.3   Preliminary Findings

This section provides an overview of the preliminary findings from each type of demonstration project.

4.3.1   Extending Length of Operation Incentive Project

The Extending Length of Operation Incentive project began in Arkansas in 2010. The demonstration consisted of providing additional funding to all eligible sponsors in the Arkansas Summer Food Service Program (SFSP) that agreed to operate meal service sites for a minimum of 40 days in the summer. Sponsors received an additional 50-cent reimbursement for each lunch served at sites that were open for 40 days or longer. Participating sponsors indicated that the demonstration enabled them to increase the length of time in which children were receiving meals during the summer while out of school. Some sponsors reported that they were able to provide meals up until the Friday before school started on a Monday.

A total of 104 sponsors operated meal service sites for 40 days or longer. Many sites had closed their operations by the time site visits could take place. Westat visited eight sponsors, five of which were also sites.

The state grantee reported that the project had taken on 40 new sponsors for the demonstration project in 2011. The state provided application trainings, five 4-day trainings, and technical assistance to sponsors. All sponsors received multiple reviews during the summer to ascertain compliance with state and US Department of Agriculture (USDA) regulations. Followup site visits occurred to ensure that problems were corrected.

Among the eight sponsors that Westat visited, the number of sites these sponsors oversaw ranged from one to 12 sites. Six out of eight of the sponsors were church-related organizations. One was a service organization, and one was a community based non-profit service organization. Sites were mostly at churches, community centers, boys' and girls' clubs, and housing authorities.

Outreach consisted of putting flyers on doors, but sponsors reported that knocking on doors to talk to people and word of mouth were the most effective means of letting parents know about the SFSP. At one site it was noted that participation was low at breakfast time. Thus, the site had a "Breakfast with Dora and Diego" event to attract more children. They put flyers on the doors to publicize the event, and staff dressed in Dora and Diego costumes. Participation at breakfast time increased from 20 to 100 children.

For the most part, food was prepared at the sponsor's facility (which also operated as a feeding site) and delivered to all other sites. One combined sponsor and site that was preparing its own food did not have a working stove and instead used an electric griddle, long griddle, Dutch ovens, and a slow cooker. Most sites provided children with both breakfast and lunch, although two sites served lunch and an afternoon snack.

Few sponsors and sites provided daytime activities along with the provision of meals, although many spoke of the difficulty of keeping the children occupied all day. Thus, the ability to obtain enough volunteers to supervise the children during the day was a problem. Inexperience with the SFSP also appeared to be a problem for many of these sponsors and sites. The challenge raised most often was the inability to feed parents along with the children, which, apparently had been allowed the year before. Some parents expressed impatience about waiting for their children to finish eating, and site volunteers and staff reported difficulty providing food only to the children and not the parents.

4.3.2 Activity Incentive Project

The Department of Education in Mississippi was the state grantee for the Activity Incentive demonstration project which was also implemented in 2010. The goal of this demonstration project was to encourage children to participate through the provision of activities at SFSP feeding sites. Traditionally, FNS does not cover the costs of activities. However, in 2010, FNS selected the state of Mississippi to engage sponsors and sites in developing activities for their sites. In 2011, 22 sponsors in Mississippi were selected to provide enrichment activities in 41 sites. Westat visited six sponsors and one site, selecting among those that were operating the week of July 25th, 2011. Five of the sponsors were also considered sites (i.e., food was provided at that location).

Sponsors were characterized as non-profit organizations, many with strong ties to a church or other religious organization. One sponsor was a school district.

The state role was reported to be primarily monitoring and processing payments, focusing primarily on fiscal controls, proper documentation, financial data and expenditures, appropriate costs, meal regulations, and adherence to proposed activities.

Each sponsor has a longstanding presence in the community and considerable experience with the SFSP. Sponsors provided a variety of activities, including*:

- Special programs and events (e.g., field trips),

- Arts and crafts,

- Singing and dancing,

- Dance competition,

- Reading assistance,

- Color Me Healthy – A curriculum program for preschool age children that provides interactive learning opportunities on physical activity and healthy eating (e.g., singing, circle time activities, and games),

*This list contains activities that were typically offered by sponsors and were not necessarily those activities that were funded by USDA during the 2011 demonstrations.

- Indoor and outdoor games,

- Sports activities (e.g., basketball, football, kickball, track and field, human sphere ball), and

- Church services or programs.

Besides the concerns expressed by most demonstration projects about late startup and excess paperwork, challenges reported by the Mississippi state grantee and sponsors included: lack of guidelines on allowable costs; poor transportation that limited attendance, especially on very hot or rainy days; lack of family knowledge or support for healthy foods; ability to provide activities that the children would enjoy without falling into a rut; and partners failing to meet deadlines.

Partnerships, on the other hand, were clearly seen as a strength of this demonstration because partner resources could be blended with those received from FNS. This demonstration project also drew strong support from community volunteers, who appeared to take on many important implementation responsibilities.

4.3.3 Meal Delivery

In 2011, a Meal Delivery grant was awarded to agencies in three states – Delaware, Massachusetts, and New York. One sponsor operated in Delaware and Massachusetts and two sponsors in New York (Table 4-2). All Meal Delivery demonstrations distributed meals at dropoff sites. Dropoff sites consisted of apartment buildings, schools, fire halls, churches, a town hall, and a housing authority. The Massachusetts Meal Delivery project also delivered meals to individual homes.

Table 4-2. Overview of Meal Delivery Site Visits

State	No. sponsors	No. dropoff sites	Type of dropoff site
Delaware	1	5	Apartments
Massachusetts	1	3	▪ Apartments ▪ Individual homes
New York	2	6 at one sponsor; 5 at the other	▪ 3 elementary schools ▪ 1 town hall ▪ 2 fire halls ▪ 4 churches ▪ 1 housing authority
Total	4	19 sites	

Meals were prepared and assembled at a central facility (e.g., food bank, school kitchen) and then delivered to a dropoff site or individual homes in the case of Massachusetts. Site volunteers confirmed that the person picking up the food was on their list (e.g., one sponsor used an ID system). Parents usually picked up the food. One sponsor started the program with six dropoff sites but reduced the number of sites because only two families picked up their meals from one of the sites. Those families were assigned to another nearby site and were able to obtain meals for the summer.

Distribution days varied by demonstration project. The Food Bank of Delaware delivered lunch five days a week. YMCA of Cape Cod in Massachusetts delivered food on Mondays, Wednesdays, and Fridays, but the meal deliveries covered seven days per week, two meals per day. In New York, one sponsor delivered meals on Mondays and Fridays, and the other sponsor delivered on Mondays only. Both sponsors provided four days worth of breakfasts and lunches through the SFSP demonstration project. They also partnered with an organization that provided two additional days of breakfasts and lunches.

Partners were considered strengths by all sponsors. Partners provided outreach, technical assistance, and additional food to expand the reach of the project to more children. Although the reduction of hunger is an obvious goal of these projects, all states also focused on healthy, nutritious meals for children.

The biggest challenge for all sponsors was limiting the demonstration project to school age children (who could be verified as eligible for free and reduced lunch at school) when parents would show up at distribution sites with younger children in need of food. Transportation was also raised as a particular challenge, demonstrating the need, according to the state grantee and sponsors, for more sponsors and dropoff sites.

4.3.4   Backpack

Agencies in three states received a Backpack demonstration grant in 2011 – Arizona, Kansas, and Ohio. Organizationally, the Backpack demonstration was the most complex of the four types of demonstrations. Among all Backpack demonstrations, there were 16 sponsors. All sites were organized by sponsor and, within sponsor, by site (Appendix A). The Backpack demonstration was operated by a total of 83 sites – 18 in Arizona among three sponsors; 14 in Kansas among seven sponsors, and 51 among six Ohio sponsors (Table 4-3).

Sponsors in Arizona were all located in the Phoenix area, reaching out to urban or suburban communities. In both Kansas and Ohio, sponsors were more dispersed throughout the state and covered urban, suburban, and rural communities. Sponsors consisted of school districts, church-related organizations, non-profit agencies, a food bank, and a government agency. Sites, where the food was actually distributed, consisted of schools, a mobile unit, churches, community centers, parks and recreation centers (with and without swimming pools), a homeless shelter, apartments, and boys' and girls' clubs. All were open sites.

Table 4-3. Overview of Backpack Demonstration Project Site Visits

State	No. sponsors	No. sites	Type of sponsors
Arizona	3	18	▪ 3 School districts
Kansas	7	14	▪ 5 school districts ▪ 1 church ▪ 1 non-profit agency
Ohio	6	51	▪ Non-profit social service agency ▪ Faith-based organization ▪ Non-profit founded by a church to provide after school help to local children ▪ Non-profit agency that provides services to county residents ▪ Food bank and non-profit agency ▪ County government agency
Total	16	83	

Although all sponsors talked about the short amount of time to conduct outreach on the demonstration project, some sponsors, nevertheless, were able to make a special effort to reach out to Spanish-speaking families.

Most sites did not use backpacks, but instead used grocery bags or other bags obtained through donations. Those that did use actual backpacks to distribute food reported that they had to make sure that the backpacks were returned each week and cleaned. One sponsor described the experience of having had the bags returned filled with bugs and cockroaches. As a result, additional cleaning and sanitizing procedures were implemented. Another sponsor noted that she would be giving out actual backpacks containing school supplies at the end of the summer.

In most cases, food was prepared offsite by food service agencies, food bank facilities, or school kitchens and delivered to the sites. Food distribution varied. Most backpacks or bags were distributed on Fridays and consisted of two meals per weekend day – breakfast and lunch. Those that were distributed on Thursdays contained three days' worth of food, two meals per day. Those sites that distributed backpacks or bags Monday through Friday served different groups of children

on each day. Those children with allergies were given appropriate meals in specially marked bags at one sponsor.

At some sites, the bags were packed beforehand. Others placed food on a table and packed the bags as the children or parents/caregivers stood in line. Most did not keep a list of children, although they wanted to make sure that those getting the bags had participated in the SFSP that day. Some sponsors used a numbering system instead of names to keep the process more anonymous. Due to a misinterpretation of the request for proposal (RFP), one sponsor established ground rules that determined that only children that had eaten at the site three times that week could receive a backpack. However, no children were denied a backpack since all attended several times per week and met the guidelines.

At one site, activities were an important part of the program. To make sure that those who received the bags had participated in the SFSP lunch program and activities put a tally mark on each child who was eligible to receive a bag. The site made provisions for storing the bags until the end of the day.

The strengths of the Backpack demonstration appeared to be its experienced personnel and strong volunteer system (although obtaining volunteers sometimes became part of the problem). One sponsor visited children's homes if they did not show up to the distribution and was investigating ideas for adding fresh fruit to the bags. Another sponsor linked the program to social service programs to which participants and their families were entitled.

A number of sponsors mentioned the challenge of meeting nutritional guidelines with shelf life stable food and the fact that the children did not like the shelf stable milk. Several sponsors mentioned the difficulty predicting the number of children who would participate and worried that there would not be enough bags prepared or too many that would go to waste. In a number of cases, children had to be turned away when all bags were gone. One sponsor mentioned that the bags were heavy (around 7 pounds), and small children had difficulty carrying them.

5.1 Overview of Cost Data Collection

The evaluation of the Summer Food Service Program (SFSP) demonstrations includes an examination of costs of the demonstrations at the state and sponsor level. With assistance from the Food and Nutrition Service (FNS) and state grantees, Westat developed cost data collection instruments to collect state level costs of administering the demonstration grants and sponsor level costs of implementing ongoing demonstration activities. Both cost instruments include questions on initial set-up costs, personnel expenditures; cost of contracted services; building and facilities; other equipment. supplies, and materials; administrative and operational overhead; other costs; and volunteer and in-kind donations.

The procedures for collecting cost data differ slightly for those demonstrations begun in 2010 (Extending Length of Operation Incentive and Activity Incentive demonstration projects) and those begun in 2011 (Meal Delivery and Backpack demonstration projects).

5.1.1 Extending Length of Operation Incentive and Activity Incentive Projects

As a result of the large number of sponsors in the Extending Length of Operation Incentive project in Arkansas and the Activity Incentive project in Mississippi, a decision was made to obtain 2011 sponsor level data via state grantees instead of using the data collection tool. The data collected from these two demonstration projects will consist of the following (Table 5-1).

Table 5-1. Cost Categories Supplied by the Extending Length of Operation Incentive and Activity Incentive Demonstration Projects

Extended Operations	Enhanced activities
- Administrative costs - Operational costs - Volunteer/in-kind	- Salary - Printing - Utilities - Rental space - Rental equipment - Supplies - Small equipment purchases - Equipment purchase - Nutrition education - Contracted services - Indirect cost - Other - Volunteer/in-kind

5.1.2   Meal Delivery and Backpack Demonstration Projects

The goal for the Backpack and Meal Delivery demonstration projects is to obtain comprehensive cost information on initial set-up costs, personnel expenditures; cost of contracted services; building and facilities; other equipment, supplies, materials; administrative and operational overhead; other costs; and volunteer and in-kind donations. The cost data from Meal Delivery and Backpack demonstrations include grant funded activities as well as activities funded by other sources (e.g., another agency or in-kind, volunteer). Westat will obtain data from state grantees and all Meal Delivery and Backpack demonstration project sponsors.

To begin the cost data collection process, the Westat cost team conducted separate conference calls with each Meal Delivery and Backpack state grantee. During these meetings, state representatives were provided training on the cost instruments. State grantees have shared the sponsor cost instrument with their sponsors during their respective kickoff meetings and requested sponsors to complete the cost instruments and forward cost data directly to Westat. Westat contact information was also shared with state representatives and sponsors in case of any questions or need for clarifications.

Once Westat has received data directly from sponsors, Westat will obtain state level costs of administering the grant from each state grantee. Because the number of state grantees and project sponsors is small for the Meal Delivery and Backpack demonstration projects (a total of six state grantees and 20 sponsors), Westat staff will be able to conduct intensive follow up and provide one-on-one assistance to sponsors in these demonstrations if they experience difficulty completing the instrument or fail to complete the questionnaire within the requested timeframe.

5.2   Status to Date

Westat has already received 2010 sponsor level administrative cost data from Extending Length of Operation and Activity Incentive demonstrations projects. We expect to receive 2011 cost data from these two demonstrations by the end of October, 2011. We will then follow up with each state to obtain state level costs of administering the grant.
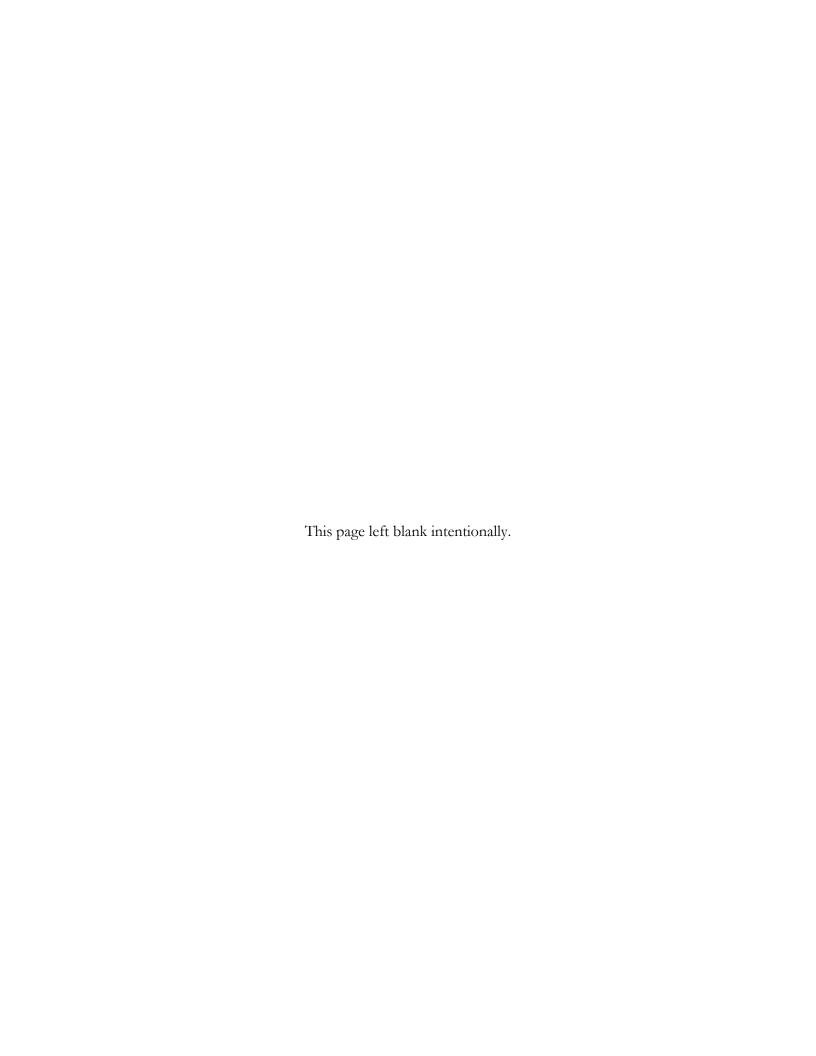
Meal Delivery demonstrations ended on August 19, 2011 in Delaware, on August 26, 2011 in Massachusetts, and on August 31, 2011 in New York. As of October 11, 2011, Westat has received

cost data from one Meal Delivery sponsor (Table 5-2). Backpack demonstrations ended on July 28, 2011 in Arizona, on August 12, 2011 in Kansas and on August 19, 2011 in Ohio. As of October 11, 2011, Westat received cost data from 12 of the 16 Backpack sponsors.

Table 5-2. Cost Data Collection: Progress to Date on September 1, 2011

Counts	No.
No. Meal delivery sponsors	4
No. Meal delivery sponsors who returned cost data	1
No. Backpack sponsors	16
No. Backpack sponsors who returned cost data	12
No. Sponsors in Extending Length of Operation Incentive project (2011)	104
No. Sponsors in Extending Length of Operations Incentive project (2011) who provided cost data	0
No. Sponsors in Activity Incentive project (2011)	22
No. Sponsors in Activity Incentive project (2011) who provided cost data	0

We expect to receive cost data from the remaining sponsors in the next couple of weeks. Meanwhile, we are following up with each state grantee to obtain state level cost data.

This page left blank intentionally.

6. Review of Demonstration Project Materials

In addition to key informant interviews to collect implementation process data, Westat is reviewing demonstration project proposals, project outreach materials, and other project materials used by state grantees, sponsors, and sites. Data from these documents serve as background to site visits (e.g., state grantee and sponsor applications) and will supplement information collected in key informant interviews.

6.1   Procedures

Westat collected project materials from state grantees and sponsors on site visits or arranged to have them sent by FedEx. Only a subset of sponsors from the Activity Incentive project in Mississippi and Extending Length of Operation Incentive project in Arkansas demonstrations were visited. Thus, Westat arranged to obtain materials from the remainder of sponsors who were not visited via the state grantee in the case of Arkansas and by contacting the Mississippi sponsors directly by letter (as suggested by the Mississippi state grantee). Both Arkansas and Mississippi sponsors sent materials by fax directly to Westat.

6.2   Status to Date

Westat received materials from all demonstration projects, including outreach materials, menus, training/technical assistance materials, and educational resources (Table 6-1). We also received site review and project monitoring forms from sponsors, state mission statements, staffing charts, lists of activities, a parent survey, and a home delivery list.

State and sponsor applications were already reviewed prior to site visits in order to provide interviewers with background on each state grantee and sponsor. As interviewers summarize key informant interviews they are including information from project materials in their summaries.

Table 6-1. Number and Type of Materials Collected by Demonstration Type

Type of materials	Extending Length of Operation Incentive AR	Activity Incentive MS	Meal delivery			Backpack		
			DE	MA	NY	AZ	KS	OH
Applications	9	20	2	2	3	4	8	7
Outreach materials	7	21	2	3	3	5	3	1
Menus	28	13	1	2	1	2	7	1
Training/technical assistance*	10	15	4	9	0	1	3	0
Educational resources**				1	0	1	6	0
Other***	1	25	8	8	6	7	8	6

*Developed for sponsors and sites
** Developed for parents/caregivers and children
*** Other (e.g., site review form, project monitoring form, mission statement, staffing chart, list of activities, parent survey, home delivery list)

Once the Food and Nutrition Service (FNS) received Office of Management and Budget (OMB) approval, data collection proceeded expeditiously during the summer 2011. Nevertheless, the date of OMB approval, coupled with the demonstration project close down schedule in July and August, resulted in a number of challenges for telephone data collection and site visits, as well as implications with regard to data analysis.

7.1   Telephone Data Collection

FNS received OMB clearance on July 20, 2011. This created a narrow window of time in which demonstration projects were operating and parents could be reached for an interview. Six sites had already closed down prior to July 20th, and by the end of July or early August most Backpack demonstration sites had ceased operations. Nevertheless, it was ultimately determined that parents/caregivers from all sites, whether or not demonstration project operations had ceased, should receive an interview so they would be included in subsequent data collections. However, if a telephone number was missing or not working, such a case could not be sent to the field if the site was no longer operating. In addition, some cases sent to the field did not have the opportunity for full investigation and followup. This had an impact on Westat's ability to maximize response rates.

The following procedures were used to maximize completion, contact, and response rates as much as possible:

- Westat trained additional interviewers and arranged that each interviewer work more hours per week so more interviewers would be available to work all cases with available telephone numbers.

- The TRC re-prioritized interviewer work so that the first cases worked were those that had definite appointments to fill. After that, interviewers received cases to interview that had not yet been called. This allowed more cases to be in play at a time.

- Instead of waiting 2-3 days to leave another message on an answering machine, the Westat Telephone Research Center (TRC) interviewers left a message everyday on answering machines.

- Westat changed the interviewer message left on an answering machine to simplify the language, better identify the program in which the child was participating, and made sure it was understood that the parent/caregiver would receive $20 after the interview was completed.

- Typically, a case that is called seven times without reaching the case is considered a "max call." Because many sites had closed down, and to provide additional time for telephone interviewers to reach maxed out cases, "max call" cases were re-released to telephone interviewers.

- Westat sent project staff to the operations of one Backpack demonstration to test the field cell phone procedures, attempt to reach telephone interviewers immediately with a cell phone at the backpack site, and distribute more forms about the backpack demonstration. Forms contained the Westat 1-800 number that reached a telephone interviewer.

- Whenever possible, Westat project staff worked with sponsors and site coordinators to help to reach families that could not be contacted after several attempts by telephone. When feasible, the sponsors and site coordinators contacted the families and encouraged them to call the toll free number to complete the interview. In some cases, the families provided an alternate contact number. Finally, the sponsors used their discretion to determine which cases might require a study cell phone (e.g., if it was determined that the parent/caregiver did not have access to a phone).

Because of the narrow time window for summer 2011 interviewing, Westat was unable to gauge early in the demonstration operation period how much followup was required for cases that could not be reached or did not have a working telephone number. It was only after telephone interviewing began on July 22, 2011 that such information could be ascertained. Thus, Westat was not able to hire local field coordinators because it was not known in advance how many or where they were needed. Many sponsors and site coordinators offered to take on the field coordinator tasks themselves. Sponsors assisted the evaluation in a number of ways (Table 7-1). Their response to Westat's requests for assistance was always positive and timely.

Table 7-1. Assistance Provided by State, Sponsor, and Site Staff

- Distribution and collection of forms
- Reminders to demonstration project participants to take home and bring back forms
- Provision of forms and lists of names with contact information to Westat
- Provision of statistics to Westat regarding the number of expected and actual demonstration project participants
- Provision of state and sponsor logos for letters and forms
- Local field tasks
- Site visit planning
- Collection of cost data

We paid special attention to the use of cell phones. We were told by most sponsors that parents and caregivers had their own telephones. However, TRC interviewers came across a number of non-working telephones numbers, and we learned that this occurred because parents/caregivers sometimes purchased a new phone with a different phone number. We learned firsthand at one site

that interviews are likelier to take place if someone connected to the project is on site to talk about the project, attempt to have interviews take place immediately, and/or obtain a working telephone number that TRC interviewers could use within the next day or so. These procedures will be implemented more fully in 2012 through use of hired field coordinators.
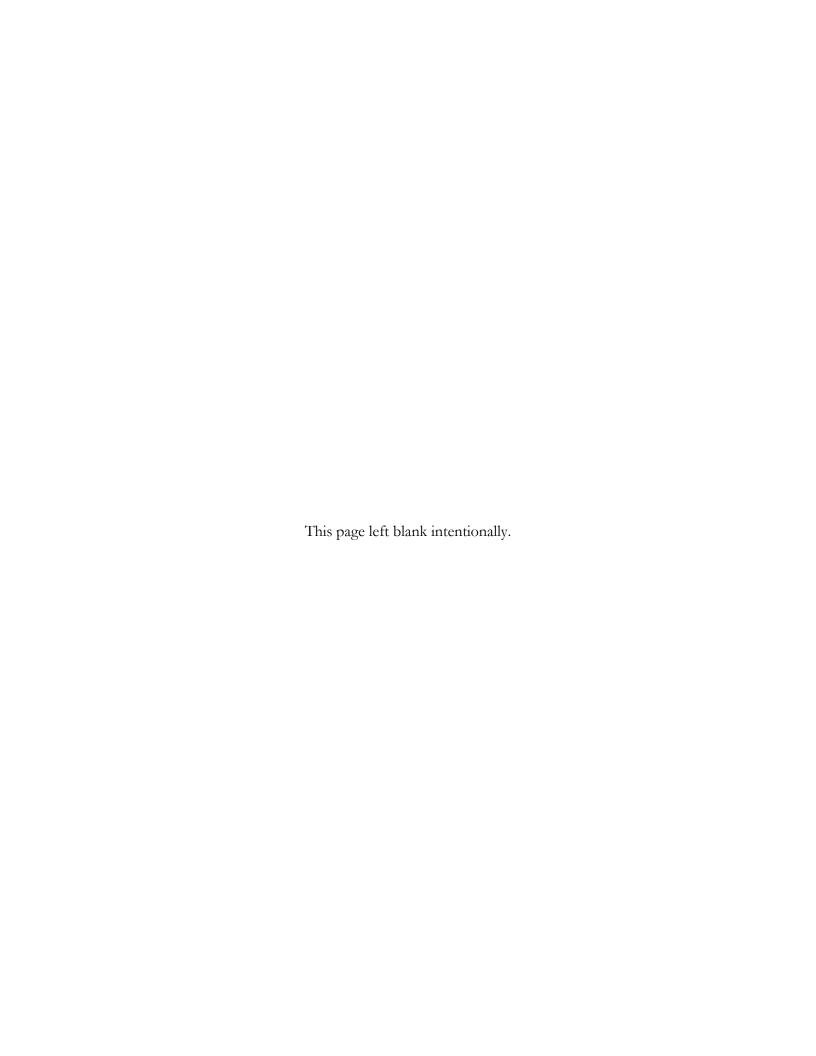
7.2   Site Visits

Site visits were also affected by the narrow window of time created by the timing of OMB clearance. Westat was able to interview all state grantees and sponsors. However, there were fewer choices of sites to visit and site staff/volunteers to interview since many demonstrations had ended or were about to end and those that were still open were sometimes too distant to be included in a one-week site visit. Nevertheless, many of the sponsors that were interviewed were also sites, so it was possible to obtain a broad site perspective.

To implement site visits within a narrow window of time it was necessary to use a large group of interviewers because several site visits needed to take place simultaneously. This not only resulted in more staff having to be trained, but it also meant that interviewers were only visiting one or two demonstrations and therefore did not have the opportunity to make comparisons among different projects.

Because it was developed prior to having a good understanding of the projects and their sponsors, we also noted that the interview guide was more general than we would have liked it. With improved understanding based on site visits from this year and our contacts with state grantees, sponsors, and site coordinators, next year's interview guides will be more focused.

7.3   Analytic Issues

To ensure that parents and caregivers of demonstration project participants would be carried over in the sample to future rounds of data collection, interviewing took place, in some cases, well after demonstration project operations had ended. Thus, data on household food security may not be valid for more than 40 percent of parents/caregivers of demonstration project participants (Table 3-12). Although we are confident that other data will be useful (e.g., satisfaction with the demonstration, how they heard about the demonstration), analysis of Round 1 (summer 2011) and comparison of Round 2 (fall, 2011) will have special analytic challenges only now being assessed.

This page left blank intentionally.

8.1 Project Schedule

The period of performance for this project is September 15, 2010 to September 30, 2013. Westat provided the Food and Nutrition Service (FNS) with materials and information to assist with Office of Management and Budget (OMB) approval and used July 11, 2011 as the estimated date of approval to guide data collection planning activities. The project received OMB approval on July 20, 2011. Thus, the project schedule was updated based on this approval date (Table 8-1).

According to this new schedule, data collection for Round 1 ended on September 7, 2011. Round 2 began on October 3, 2011 and will end on or before November 25, 2011. Once the second round of data collection is complete, we will be focusing on the analysis of data from Rounds 1 and 2 for the first draft of the evaluation report due in February, 2012.

Table 8-1. Updated Project Schedule – Projected to September 15, 2013 (Project End Date)

Subtask No.	Deliverable/task	Completion date
	Contract award	
Subtask 1	Orientation meeting	
	Pre-orientation telephone discussion	Dec 28, 2010
	Orientation meeting	Jan 14, 2011
1.1	Narrative and PowerPoint summary	Jan 10, 2011
1.2	Orientation meeting summary	Jan 14, 2011
Subtask 2	Finalize proposed research design	
2.1	Revised research design	Jan 28, 2011
2.2	Final research design	Feb 25, 2011
2.3	Revised 2011 data collection/analysis plans	Feb 25, 2011
2.4	Data collection instruments and pre-test report	
2.4.1	Instrument package and proposed field procedures	Feb 11, 2011
2.4.2	Pre-test report	March 3, 2011
2.5	First draft OMB package – Part A	Jan 28, 2011
	First draft OMB package – Part B	Feb 9, 2011
2.6	Submit OMB package	March 3, 2011
2.7	2011 data collector training package and manual	July 27, 2011
	OMB approval	July 20, 2011

Table 8-1. Project Schedule – Projected to September 15, 2013 (Project End Date) (continued)

Subtask	Activity	Completion date (expected end date)
Subtask 3	**Collect and analyze 2011 data (4 evaluation sites)**	
	Coordinate with state and local agencies for demos 1 and 2	Aug 31, 2011
	Work with sponsors to prepare materials	May 15, 2011
	Obtain list sample from Meal Delivery sponsors and sites, and construct sampling frame of eligible participants	Aug 26, 2011
	Build list sample from Backpack sponsors and sites, and construct sampling frame of eligible participants	Aug 19, 2011
	Collect parent data for Demos 3 and 4	Sept 7, 2011
	Bi-weekly data collection progress reports	Ongoing
	Collect key informant data for Demos 1-4	Aug 19, 2011
	Collect parent data for Demos 3 and 4 for school year 2011	Nov 25, 2011
	Collect 2010 and 2011 cost data for Demos 1 and 2	Dec 16, 2011
	Collect 2011 cost data for Demos 3 and 4	Dec 16, 2011
Subtask 4	**2011 Demonstration Reports**	
4.1	Draft Congressional status report	Sept 12, 2011
4.2	Final Congressional status report	Oct 10, 2011
4.3	Draft evaluation report on the 2011 SFSP enhancement demonstrations	Feb 27, 2012
4.4	Revised evaluation report on 2011 SFP enhancement demonstrations	Apr 2, 2012
4.5	Final evaluation report on 2011 SFSP enhancement demonstrations	Apr 30, 2012
4.6	Annual presentation	May 1, 2012
Subtask 5	**Revise study plans for 2012 SFSP enhancement demonstrations**	
5.1	Revise research design	May 7, 2012
5.2	Revised 2012 data collection/analysis plan	Jun 4, 2012
5.3	Data collector training package and manual for 2012	Jun 25, 2012

Table 8-2. Project Schedule – Projected to September 15, 2013 (Project End Date)

Subtask No.	Deliverable/task	Expected end date
Subtask 6	**Collect and analyze 2012 data**	
	Biweekly data collection progress reports	Oct 22, 2012
	Obtain national benchmark data	Jul 30, 2012
	Collect parent data (Demos 3 and 4) - Time 1	Aug. 15, 2012
	Collect parent data (Demos 3 & 4) - Time 2	Sept. 15, 2012
	Collect key informant data for Demos 3 and 4	Aug 1, 2012
	Collect cost data for Demos 3 and 4	Nov. 5, 2012
Subtask 7	**2012 Demonstration reports**	
7.1	Draft Congressional status report on 2012 demonstrations	Oct 8, 2012
7.2	Final Congressional status report on 2012 demonstrations	Nov 5, 2012
7.3	Draft evaluation report 2011-2012 SFSP enhancement demonstrations	Apr 1, 2013
7.4	Revised evaluation report 2011-12 SFSP enhancement demonstrations	Apr 29, 2013
7.5	Final evaluation report 2011/2012 SFSP enhancement demonstrations	May 27, 2013
7.6	Annual presentation	before Sep 15, 2013
Subtask 8	**Documentation**	
8.1	2011/2012 data file and codebooks	Jul 22, 2013
	Final data files and codebooks	Aug 30, 2013
8.2	2011/2012 public use files	Aug 30, 2013
8.3.1	Monthly reports	Monthly, 10th of every month until Sept 15, 2013

8.2   Round 2 Data Collection

Round 2 data collection began on October 3, 2011. As a means of meeting sample size goals (Tables 3-5 and 3-6), data collection will consist of interviews with individuals whose questionnaire was:

- Fully completed no later than one week past the date of site close down
- Fully completed later than 1 week past the date of site close down, and
- Partially completed.

We are currently examining the sections in each questionnaire that caused the most problems and breakoffs by the respondent. Although it is too late to change the questionnaire for the fall 2011 data collection (Round 2), we will attempt to make changes to the questionnaire for data collection in the summer 2012.

8.3 Plans for 2012

Plans for 2012 will include the provision of additional assistance to sponsors and site coordinators to reduce their burden and improve procedures to maximize cooperation of non-respondents. Now that we know where the non-respondents reside, it will be possible to identify and hire local field coordinators well in advance of the 2012 summer data collection period. These field coordinators will be able to assist sponsors and sites in creating the supplemental sample of names, as well as contacting and following up with non-respondents, both on site and in their homes.

As another means of improving response, we will be sending out advance letters to respondents who already have responded, reminding them of the study. We will also send out advance letters to those who did not participate to supplement the study sample. Sending out advance letters is especially important in the Meal Delivery demonstration where the response was less successful than in the Backpack demonstration. Given that sponsors know the name and address of everyone participating in this demonstration, we will work closely with Meal Delivery sponsors to obtain the names and address of parents/caregivers to send out letters and attempt to be on site during meal distribution.

Additional changes in 2012 will be revisions of the telephone questionnaire to simplify the questions, and revision of the interview guides for site visits.

9. References

Coleman-Jensen, A, Nord, M., Andrews, M., and Carlson, S. 2011. *Household Food Security in the United States in 2010.* ERR-125, U.S. Department of agriculture, Econ. Res. Serv. September 2011.

USDA, 2011. Economic Research Service, Food Security in the United States: Measuring Household Food Security, retrieved at http://www.ers.usda.gov/Briefing/FoodSecurity/measurement.htm on October 11, 2011.

This page left blank intentionally.

Appendix A

Start and End Date of Demonstration Projects by Site

State	Type of demonstration	State agency recipient	Sponsor(s)/sites	Start date	End date
DE	Meal Delivery	Delaware Department of Education (Dover, DE)	Food Bank of Delaware; Newark, DE		
			Adi North Village & Lakewood Apartments	6/20/2011	8/19/2011
			Stoney Brook Apartments	6/20/2011	8/19/2011
			Family Resource Center/ Sparrow Run	6/20/2011	8/19/2011
			Woodfield Apartments	6/20/2011	8/19/2011
			Melrose Place Apartments	6/20/2011	8/19/2011
			Little Creek Apartments	6/20/2011	8/19/2011
NY	Meal Delivery	New York State Education Department (Albany, NY)	Food Bank of the Southern Tier; Elmira, NY		
			Bradford Fire Hall	06/29/11	08/31/11
			Monterey Town Hall	06/29/11	08/31/11
			BC Cate Elementary	06/29/11	08/31/11
			Hanlon Elementary	06/29/11	08/31/11
			Watkins Glen Elementary	06/29/11	08/31/11
			Schuyler Outreach	06/29/11	7/6/11[1]
			North Rose-Wolcott Central School District; Wolcott, NY		
			Hope Village Housing Authority	6/27/2011	8/19/2011
			North Wolcott Christian Church	6/27/2011	8/19/2011
			Butler United Methodist Church	6/27/2011	8/15/2011
			Rose Free Methodist Church	6/27/2011	8/15/2011
			North Rose United Methodist Church	6/27/2011	8/15/2011

---

[1]Site closed down due to low participation. The two families served at this site were assigned to another site.

Start and End Date of Demonstration Projects by Site (continued)

State	Type of demonstration	State agency recipient	Sponsor(s)/sites	Start date	End date
MA	Meal Delivery	MA Department of Elementary and Secondary Education (Malden, MA)	YMCA of Cape Cod; West Barnstable, MA		
			Cromwell Court Apartments	6/20/2011	8/26/2011
			Kimber Woods Apartments	6/20/2011	8/26/2011
			Individual Homes	6/20/2011	8/26/2011
AZ	Backpack	Arizona Department of Education (Phoenix, AZ)	Chandler Unified School District; Chandler, AZ		
			Erie Elementary School	6/10/2011	7/22/2011
			Galveston Elementary School	6/10/2011	7/22/2011
			San Marcos Elementary School	6/10/2011	7/22/2011
			Knox Elementary School	6/10/2011	7/22/2011
			Hartford Sylvia Encinas Elementary School	6/10/2011	7/22/2011
			Frye Elementary	6/10/2011	7/22/2011
			Bologna Elementary	6/10/2011	7/22/2011
			Mesa Public Schools; Mesa, AZ		
			Hawthorne Elementary	6/6/2011	6/30/2011
			Washington Activity Center	6/6/2011	7/28/2011
			Litchfield Elementary School District; Litchfield Park, AZ		
			Arts Academy	5/27/2011	6/24/2011
			Barbara Robey	6/3/2011	7/22/2011
			BOSS	6/17/2011	7/15/2011
			North Circle	6/18/2011	7/23/2011
			Nutrition Express – Bus 1	6/3/2011	7/22/2011
			Nutrition Express – Bus 2	6/3/2011	7/22/2011
			Salvation Army	6/11/2011	7/16/2011
			Wigwam Creek	6/3/2011	7/22/2011
			World of Life	6/18/2011	6/25/2011

Appendix A

Start and End Date of Demonstration Projects by Site (continued)

State	Type of demonstration	State agency recipient	Sponsor(s)/sites	Start date	End date
OH	Backpack	Ohio Department of Education (Columbus, OH)	Andrews House, Inc.; Delaware, OH		
			Woodward Elementary	6/13/2011	8/12/2011
			Community Action Organization of Scioto County, Portsmouth, OH[2]		
			Cape	6/17/2011	7/28/2011
			Center Street Church	6/17/2011	8/5/2011
			Clay Pool	6/17/2011	8/5/2011
			Highland Head Start	6/24/2011	7/29/2011
			Lett Terrace	6/17/2011	8/5/2011
			McKinley Pool	6/17/2011	8/5/2011
			Miller Manor	6/17/2011	8/5/2011
			Glenwood H.S.	6/17/2011	6/30/2011
			New Boston Manor	6/17/2011	8/5/2011
			NW Elem.	6/17/2011	6/30/2011
			NW Public Library	6/17/2011	8/5/2011
			Oak St Elem	6/17/2011	6/30/2011
			Outreach (PIDC)	6/17/2011	8/5/2011
			Portsmouth City Schools	6/17/2011	8/5/2011
			Potter's House Ministries	6/17/2011	8/5/2011
			Homeless Shelter	6/17/2011	8/5/2011
			Sciotodale Church	7/1/2011	8/5/2011
			Sciotoville Elementary Academy	6/17/2011	7/8/2011
			SMHC	6/24/2011	8/5/2011
			Stepping Stone	6/17/2011	8/5/2011
			Bloom Vernon Elementary	7/8/2011	7/22/2011
			Vern Riffe School	6/17/2011	7/14/2011
			Wayne Hills	6/17/2011	8/5/2011
			Wel Home Church	6/17/2011	6/24/2011
			Hamilton Living Water Ministry, Inc.; Hamilton, OH		
			Hamilton Living Water Ministry	6/16/2011	8/4/2011

---

[2] A few sites participated in Backpack program for 1 – 3 weeks.

Start and End Date of Demonstration Projects by Site (continued)

State	Type of demonstration	State agency recipient	Sponsor(s)/sites	Start date	End date
OH	Backpack		Whole Again International; Cincinnati, OH		
			Brightstar Church	06/10/11	08/04/11
			Su Casa Community Center	06/10/11	08/04/11
			Forest Ridge Apartments	06/10/11	08/04/11
			Hocking Athens Perry Community Action Agency; Logan OH		
			Incredible Years @ Trimble Elementary	7/7/2011	7/28/2011
			Girl Power - Gloucester	6/6/2011	8/12/2011
			Nelsonville Family Center @ Nelsonville Pool	6/6/2011	8/12/2011
			Tri-County Mental Health	6/14/2011	7/29/2011
			Coolville Library	6/6/2011	8/12/2011
			Plains Elementary	8/2/2011	8/13/2011
			Paper Circles @ 1st Presbyterian Church	6/20/2011	7/22/2011
			Chauncey Park	6/21/2011	8/9/2011
			Plains Library	6/22/2011	8/10/2011
			Federal Valley Resource Center	7/6/2011	7/27/2011
			Haydenville UM Church	6/6/2011	8/12/2011
			Logan Hocking Activity Center	6/6/2011	8/12/2011
			Logan Church of the Nazarene[3]	6/20/2011	6/24/201
			Health Recovery Services	6/6/2011	8/19/2011
			Hocking Behavioal Health @ Kachelmacher Park	6/6/2011	8/11/2011
			Holland Center	6/6/2011	8/26/2011
			New Straitsville Community Center	6/6/2011	8/19/2011

---

[3] Site participated in Backpack program during week of vacation bible school.

Start and End Date of Demonstration Projects by Site (continued)

State	Type of demonstration	State agency recipient	Sponsor(s)/sites	Start date	End date
OH	Backpack		Ashtabula County Children Services; Ashtabula, OH		
			Geneva Eagle Street Park	06/14/11	08/12/11
			Jefferson Community Center	06/13/11	08/12/11
			Conneaut Resources Center	06/13/11	08/12/11
			Bardmoor Housing Project	06/13/11	08/12/11
			Bonniewood Housing Project	06/13/11	08/12/11
			Hiawatha Church	06/13/11	08/12/11
KS		Kansas State Department of Education (Topeka, KS)	Central Unified School District 462; Burden, KS		
			Atlanta Cornerstone	5/31/2011	7/28/2011
			Cambridge Presbyterian Church	5/31/2011	7/28/2011
			Central J/S High	5/31/2011	7/28/2011
			Grenola Christian Church	5/31/2011	7/28/2011
			Lawrence Public Schools USD 497; Lawrence, KS		
			Boys and Girls Club at East Heights	5/31/2011	7/29/2011
			East Lawrence Center	5/31/2011	8/12/2011
			South Park	5/31/2011	8/5/2011
			Broken Arrow Park	5/31/2011	8/12/2011
			Hillcrest	6/24/2011	7/29/2011
			Gardner Edgerton Unified School District; Gardner, KS		
			Gardner Elementary	6/6/2011	7/22/2011
			Arkansas City Unified School District 470; Arkansas City, KS		
			Adams Elementary School	6/9/2011	6/30/2011

Appendix A

Start and End Date of Demonstration Projects by Site (continued)

State	Type of demonstration	State agency recipient	Sponsor(s)/sites	Start date	End date
KS	Backpack		United Methodist Church, Wilson; KS		
			United Methodist Church	5/31/2011	7/28/2011
			Topeka Public Schools, Topeka; KS		
			Scott Magnet School	5/31/2011	7/22/2011
			East Central Kansas Economic Opportunity Corp; Ottawa, KS		
			Don Woodward Community Center	6/2/2011	7/28/2011

Appendix B

Household Food Security

18-Item 30-Day Household Food Security Module

This page left blank intentionally.

HOUSEHOLD SCALE

Which of these statements best describes the food eaten in your household in the last 30 days: —
enough of the kinds of food (I/we) want to eat; —enough, but not always the <u>kinds</u> of food (I/we)
want; —sometimes <u>not enough</u> to eat; or, —<u>often</u> not enough to eat?

1.   The first statement is "(I/We) worried whether (my/our) food would run out before (I/we)
        got money to buy more." Was that <u>often</u> true, <u>sometimes</u> true, or <u>never</u> true for (you/your
        household) in the last 30 days?

2.   "The food that (I/we) bought just didn't last, and (I/we) didn't have money to get more."
        Was that <u>often</u>, <u>sometimes</u>, or <u>never</u> true for (you/your household) in the last 30 days?

3.   "(I/we) couldn't afford to eat balanced meals." Was that <u>often</u>, <u>sometimes</u>, or <u>never</u> true for
        (you/your household) in the last 30 days?

Screener for Stage 2 Adult-Referenced Questions: If affirmative response (i.e., "often true" or
"sometimes true") to one or more of Questions 27-29, OR, response [3] or [4] to question 26, then
continue to **Adult Stage 2;** otherwise, skip to **Child Stage 1.**

Adult Stage 2

4.   In the last 30 days, since last (name of current month), did (you/you or other adults in your
        household) ever cut the size of your meals or skip meals because there wasn't enough money
        for food?

5.   [IF YES ABOVE, ASK] In the last 30 days, how many days did this happen?

        INTERVIEWER: If needed, did that happen on 3 or more days? Y/N

6.   In the last 30 days, did you ever eat less than you felt you should because there wasn't
        enough money for food?

7.   In the last 30 days, were you every hungry but didn't eat because there wasn't enough money
        for food?

8.   In the last 30 days, did you lose weight because there wasn't enough money for food?

Screener for Stage 3 Adult-Referenced Questions: If affirmative response to one or more of
questions 25 through 29, then continue to **Adult Stage 3;** otherwise skip to **Child Stage 1.**

Adult Stage 3

9.   In the last 30 days, did (you/you or other adults in your household) ever not eat for a whole
        day because there wasn't enough money for food?

10.   [IF YES ABOVE, ASK] In the last 30 days, how many days did this happen?

INTERVIEWER: If needed, did that happen on 3 or more days? Y/N

Child Stage 1:

ADMINISTER TO ALL HOUSEHOLDS WITH CHILDREN UNDER 18

Now I'm going to read you several statements that people have made about the food situation of their children. For these statements, please tell me whether the statement was OFTEN true, SOMETIMES true, or NEVER true in the last 30 days for (your child/children living in the household who are under 18 years old).

11. "(I/we) relied on only a few kinds of low-cost food to feed (my/our) child/the children) because (I was/we were) running out of money to buy food." Was that often, sometimes, or never true for (you/your household) in the last 30 days?

12. "(I/We) couldn't feed (my/our) child/the children) a balanced meal, because (I/we) couldn't afford that." Was that often, sometimes, or never true for (you/your household) in the last 30 days?

13. "(My/Our child was/The children were) not eating enough because (I/we) just couldn't afford enough food." Was that often, sometimes, or never true for (you/your household) in the last 30 days?

Screener for Stage 2 Child Referenced Questions: If affirmative response (i.e., "often true" or "sometimes true") to one or more of questions 37-39, then continue to **Child Stage 2;** otherwise skip to **#45.**

Child Stage 2

14. In the last 30 days, since (current day) of last month, did you ever cut the size of (your child's/any of the children's) meals because there wasn't enough money for food?

15. In the last 30 days, did (CHILD'S NAME/any of the children) ever skip meals because there wasn't enough money for food?

16. [IF YES ABOVE ASK] In the last 30 days, how many days did this happen?

     INTERVIEWER: If needed, did that happen on 3 or more days? Y/N

17. In the last 30 days, (was your child/were the children) ever hungry but you just couldn't afford more food?

18. In the last 30 days, did (your child/any of the children) ever not eat for a whole day because there wasn't enough money for food?

Appendix C

Key Informant Interview Guides

This page left blank intentionally.

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDES

STATE AGENCY OFFICIALS (GRANTEE)
SPONSORS
SITES

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
STATE AGENCY OFFICIALS (GRANTEE)

<u>INTRODUCTORY REMARKS</u>

Good morning/afternoon. Thank you for taking the time to meet with us today. My name is [interviewer's name] and this is [second interviewer's name]. We both work for Westat, a private research company in Rockville, Maryland.

As you know, the US Department of Agriculture, Food and Nutrition Service (FNS) is funding demonstration projects to test ideas for reaching greater numbers of children in the summer and making sure that they do not go hungry. FNS has asked Westat to conduct an evaluation of these demonstrations to understand how these ideas are working and how they are carried out. All of the information we collect is meant to provide FNS with valid and objective findings to help them with their policymaking on Federal summer programs.

The evaluation of the demonstration projects has been set up to assess several things:

1. The impact of the SFSP enhancement demonstration model on participation and meal service,
2. Food security status in households of children in the Meal Delivery and Backpack demonstration projects,
3. "Targeting accuracy" in Meal Delivery and Backpack demonstrations – that is how much of the food is eaten by the child who received it,
4. The process of implementing the four SFSP enhancement demonstration projects, and
5. Costs.

We understand that you are already providing data to FNS on participation, meal service, and costs. This is a little different. The reason we're here today is to find out about **how you implement** your project. I'll be interviewing you, to give us a high level overview of the demonstration project and project operations from a grantee perspective. I'll also be talking to up to 10 sponsors and 15 site staff or volunteers to get their perspective. We'll also be talking to other state grantees, sponsors and site staff or volunteers from the other demonstration projects.

As the state agency that holds the FNS grant and you as the grant director, you are an important source of information regarding the implementation and operations of this demonstration. We have some specific questions to ask you about the functioning of your project – what happened, what worked and didn't work, how things can be improved. The interview should last no more than an hour.

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
STATE AGENCY OFFICIALS (GRANTEE)

Before we start, we would like to ask your permission to record this interview so that we do not miss any of your responses to our questions. The recording will be used by Westat; it will not be provided to FNS or anyone else, except as otherwise required by law.

Do you have any questions before we start?

INTERVIEW

Let's start with some background information about your agency/department and the project itself.

A.   Background information on grantee and project

1.   How would you describe your agency/department?

        Probe:
        ▪   Mission   [IF AVAILABLE, OBTAIN MISSION STATEMENT]
        ▪   What agency/department does
        ▪   Staffing   [IF AVAILABLE, OBTAIN ORGANIZATION CHART]
        ▪   Key stakeholders
        ▪   Experience with FNS and other food programs [IF AVAILABLE, OBTAIN LIST OF ALL FNS PROJECTS]

B.   Overview of Project Operations in State

Can you give us an overview of this demonstration project [insert demo type] – tell us generally what it's like and how things work.
        Type of demonstration

        ▪   Demo #1 – Extended Operations
        ▪   Demo #2 – Enrichment Activities
        ▪   Demo #3 - Meal Delivery
        ▪   Demo #4 – Backpack

2.   What are the different ways feeding sites around the state deliver food to children?   Please describe.

        A.   In the regular summer program?

        B.   In this demonstration project?

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
STATE AGENCY OFFICIALS (GRANTEE)

3.   Overall, how many sponsors did this demonstration project have in 2010 [does the project currently have]?

4.   Where are the demonstration sites located?

Probe:
- Counties
- Part of the state (northeast, south)
- Major cities/towns

C.   Project Staffing

We'd like to get an idea of the staffing for this demonstration.

5.   How many staff are dedicated to the demonstration?

6.   What does each one do (roles and responsibilities)?

Probe:
- Overall management of implementation
- Application approval process (applies to Demonstration 1 and 2)
- Budget – distribution of pass through funds, processing grant expense claims
- QC monitoring
- Provision of data to FNS
- Provision of data to evaluation contractor
- Provision of assistance to evaluation contractor in collecting data
- Other

[Interviewer: Note overlap in roles.]

7.   Could you tell us the total amount of time spent on each function?

[Interviewer: Record responses to Q5, Q6 and Q7 in table below.]

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
STATE AGENCY OFFICIALS (GRANTEE)

Role	Number of dedicated staff	Major tasks	Total amount of time spent (monthly)	Comments
Overall management				
Application approval process (Demos 1 and 2)				
Budget				
QC monitoring				
Provision of data to FNS				
Interaction with evaluation				
Other				
Other				

D.   Community Partnerships

We'd like to learn about any partnerships you have or had in developing or implementing this demonstration project.

8.   Have you partnered [are you partnering] with any other organizations or agencies? Please describe.

   Probe:
   ▪   Organizations/agencies
   ▪   Role – developing proposal, outreach for sponsors and sites, funding, other
   ▪   Level of involvement

9.   What kind of communication do you have with your community partners? Please describe.

   Probe:
   ▪   Regular/ad hoc
   ▪   Frequency
   ▪   Nature of communication

10.   Have there been any issues related to community partner involvement that has needed to be addressed? Please describe.

   A. What was the issue(s)?
   B. How were they addressed?
   C. How have they been resolved?

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
STATE AGENCY OFFICIALS (GRANTEE)

E.   Selection of Sponsors [Demonstrations 1 and 2 only]

Let's talk about the sponsors in this demonstration project. You mentioned that there are approximately [give number] sponsors.
11.   How did you identify and select sponsors?

Probe:
▪   Currently approved sponsors or new applicants for the program?
▪   Outreach methods
▪   Selection criteria
▪   Selection process

12.   Did you do anything differently from what you usually do for the regular summer program (e.g., additional selection criteria, outreach methods, selection process)? Please explain.

F.   Oversight and Monitoring

Probably one of the most important functions of this agency with regard to the FNS demonstrations is providing oversight and monitoring to the work that gets done in the field, so we'd like to spend some time asking you a few questions on oversight and monitoring **of the summer demonstration projects**.
13.   What kinds of things do you monitor and provide oversight on?

Probe:
▪   How money is spent
▪   Daily meal counts for each meal service offered
▪   Food safety and facility inspection
▪   Food nutrient content
▪   Food appeal to children
▪   Making sure the meal is eaten by the child participating in the project and no one else
▪   Site approval – including plans for alternate service in case of inclement weather if meal service is outside (park, recreational areas).
▪   Documentation for food prepared and served
▪   How leftovers are used
▪   Other

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
STATE AGENCY OFFICIALS (GRANTEE)

What is monitored	Monitoring systems/processes
How money is spent	
Daily meal counts for each meal service offered	
Food safety and facility inspection	
Food nutrient content	
Food appeal to children	
Who eats the food	
Site approval	
Documentation of food prepared and served	
How leftovers are used	
Other	
Other	

14. How do you monitor this demonstration? What systems and processes are in place for oversight and monitoring? Please describe.

    Probe:
    - Reporting requirements
    - Regular telephone calls
    - Site visits
    - Performance evaluations (operational/staff)
    - Feedback from sponsors (solicited/unsolicited)
    - Feedback from site staff/volunteers (solicited/unsolicited)
    - Feedback from parents (solicited/unsolicited)
    - Other

15. What has been the reaction of the sponsors to your oversight/monitoring procedures for the summer demonstration project? Please describe.

16. Have you had to change any of your monitoring/oversight procedures over the course of the demonstration for any reason? Please describe.

    Probe:
    - Which processes
    - Reason
    - Changes made

17. Are there any additional changes to monitoring/oversight you are intending to make this year? For next year [Demos 3 and 4]? Please describe.

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

**INTERVIEW GUIDE
STATE AGENCY OFFICIALS (GRANTEE)**

Probe:
- Nature of change
- Reason for change
- Timing of change
- Process for making change

G.   Nutritional Integrity [Demonstrations 3 and 4 only]

Let's talk about the meals that are provided to children through the summer demonstration projects.

18.   In addition to required USDA meal patterns, have you provided any written guidance to sponsors on the contents of meals/backpacks? Please describe.

Probe:
- Content of guidance
- Source (e.g., USDA policy, FRAC, other)
- Format (e.g., brochures, emails, web-based)

[OBTAIN COPIES OF DOCUMENTS IF AVAILABLE.]

19.   Do you provide written requirements or guidelines to demonstration sponsors on:
- Contents of meals
- Portion sizes for meal components
- Second meals
- Food variety
- Accommodation for children with disabilities (specify if this is meal modification or facility design or both)
- Accompanying activities
- Site environment
- Sharing food
- Leftover food and food waste
- Other

Please describe.   [OBTAIN COPIES OF RELEVANT DOCUMENTS, IF AVAILABLE.]

20.   Have you provided any guidance to demonstration sponsors on ways to ensure food safety? Please describe.

Probe:
- Content of guidance
- Source (e.g., USDA policy, Food Research and Action Center [FRAC], National Food Service Management Institute [NFSMI], other)

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
STATE AGENCY OFFICIALS (GRANTEE)

- Format

[OBTAIN COPIES OF DOCUMENTS IF AVAILABLE.]

H. Training and Technical Assistance

This leads nicely into a discussion of training and technical assistance to make sure all sponsors and site staff/volunteers are following the same procedures.

21. What would you say are the five most common issues on which technical assistance is needed? Please list.

22. Does your demonstration have a technical assistance component? Please describe.

   Probe:
   - Formal/informal
   - Format
   - Frequency
   - Type of recipients (sponsors, site staff/volunteers)
   - TA provider
   - Content
   - Opportunities for communication – with grantee and among sponsors

23. Have there been any formal training activities associated with your demonstration? Please describe.

   Probe:
   - Format – webinars, in-person, workshops
   - Content
   - Recipients (sponsors, site staff/volunteers)
   - Number of recipients
   - Frequency (e.g., initial, refresher)
   - Attendance (optional, required)
   - Distribution of manuals/procedures/brochures   [OBTAIN COPY.]
   - Source -- who provides the training

I. FNS Monitoring

Now we'd like to talk to you about the monitoring FNS does for your demonstration and how you go about meeting FNS monitoring and oversight requirements.

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
STATE AGENCY OFFICIALS (GRANTEE)

24.   How does FNS monitor your demonstration project and provide oversight? Please describe.

   Probe:
   - Reporting requirements
   - Site visits
   - Telephone calls
   - Other

We understand that you are required to provide a variety of information to FNS on this demonstration:

- Daily meal counts by sponsor
- Site level participation
- Number of authorized SFSP sponsors in the state
- NSLP and SBP enrollment

25.   Is there any other information that you collect routinely for this summer demonstration project? Please describe.

26.   What do you do to obtain information on this demonstration from sponsors? Have you set up systems for collecting the information? Please describe.

   Probe:
   - Email reminders
   - Use of form or template
   - Web-based reports
   - Routine review of process
   - Onsite visits
   - Other

27.   What problems, if any, have you encountered in obtaining information required by FNS on this demonstration? Please describe.

28.   Is there anything you would do differently or that you have plans to do differently to aid in collecting information from sponsors on the demonstration? Please describe.

29.   Is there anything you think FNS could do that would make the process easier? Please describe.

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
STATE AGENCY OFFICIALS (GRANTEE)

J.   Demonstration Innovations

30.   What do you consider to be the greatest innovations of your demonstration project? Please describe.

Probe:
- Design or model
- Staffing
- Outreach methods
- Structures and/or systems that have been put in place
- Other

31.   Are these innovations specific to your agency/department, or do you think they could be implemented by other agencies? Please explain.

K.   Challenges and Resolution of Challenges

32.   Over the course of the demonstration, have you come across particular challenges (that you haven't already mentioned or that you'd like to expand upon) in implementing this demonstration? Please describe.

Probe:
- Nature of challenge (e.g., data collection, staffing, monitoring, quality control,
- Method of identification
- Timing (e.g., startup, implementation, winding down after the summer)

33.   Have the challenges been any different than in the usual summer programs or school year feeding programs? Please explain.

34.   How have these challenges been resolved? Please describe.

Probe:
- Facilitators to resolution
- Barriers to resolution

35.   Over the course of the demonstration, have you identified particular challenges sponsors have had? Please describe.

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
STATE AGENCY OFFICIALS (GRANTEE)

- Nature of challenge (e.g., data collection, staffing/volunteers, monitoring, quality control,
- Method of identification
- Timing (e.g., startup, implementation, winding down)

36. How have these challenges been resolved?

   Probe:
   - Resolution
   - Facilitators to resolution
   - Barriers to resolution

37. Have the challenges been any different than in the usual summer or school year feeding programs? Please explain.

38. Over the course of the demonstration, have you identified particular challenges sites have had? Please describe.

   - Nature of challenge (e.g., data collection, staffing/volunteers, monitoring, quality control)
   - Method of identification
   - Timing (e.g., startup, implementation, winding down)

39. Have the challenges been any different than in the usual summer programs or school year feeding programs? Please explain.

40. How have these challenges been resolved?

   Probe:
   - Resolution
   - Facilitators to resolution
   - Barriers to resolution

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
STATE AGENCY OFFICIALS (GRANTEE)

L. Final Comments

41. Overall, are you happy with the way the demonstration project has been operating so far [has operated]? Please explain.

42. Overall, are you satisfied with the number of sponsors and site staff/volunteers who participated (are participating) in the demonstration? Please explain.

43. Overall, are you happy with the participation in this demonstration? Please explain.

44. Do you think that the demonstration project helped participating children to eat better and contributed to increased food security for the household? Please explain.

45. Do you have any stories you've heard from children or parents about the success of the demonstration project?

46. What do you perceive to be the greatest barriers to children participating in the summer demonstration project?

47. Is there anything else about the demonstration that you'd like to tell us that we may have missed asking you about?

Those are all the questions we have for you. Do you have any questions you would like to ask us? We'd like to thank you again for taking the time to answer our questions.

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SPONSORS

INTRODUCTORY REMARKS

Good morning/afternoon. Thank you for taking the time to meet with us today. My name is [interviewer's name] and this is [second interviewer's name]. We both work for Westat, a private research company in Rockville, Maryland.

As you know, the US Department of Agriculture, Food and Nutrition Service (FNS) is funding demonstration projects to test ideas for reaching greater numbers of children in the summer and making sure that they do not go hungry. FNS has asked Westat to conduct an evaluation of these demonstrations to understand how these ideas are working and how they are carried out. All of the information we collect is meant to provide FNS with valid and objective findings to help them with their policymaking on Federal summer programs.

As one of the sponsors under this demonstration project, you are an important source of information on the operations of this demonstration. We have some specific questions to ask you about what you and your partners actually do, what innovations you've put in place, what the problems have been, and what has been done or could be done to make the project even better. The interview should last approximately 45 minutes to an hour.

Please be assured that the information you provide will be kept private, and your name will not be used in any report we provide to FNS.

Before we start, we would like to ask your permission to record this interview so that we do not miss any of your responses to our questions. The recording will be used by Westat; it will not be provided to FNS or anyone else, except as otherwise required by law.

Do you have any questions before we start?

INTERVIEW

Let's start with some background information about your organization and the project itself.

A.   Background information on sponsor

1.   How would you describe your organization?

       Probe:
       ▪   Type of organization
       ▪   What organization does

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SPONSORS

- Staffing/volunteers
- Key stakeholders
- State and community partners
- Experience with FNS food programs (e.g., number of years operating the SFSP)
- Experience with other food programs

B.   Overview of Project Operations

Can you give us an overview of this demonstration project [insert demonstration type] – what the project is like and what it does.
- Demo #1 – Extended operations
- Demo #2 – Enrichment activities
- Demo #3 - Meal Delivery
- Demo #4 – Backpack

2.   How would you describe the children being served in this demonstration?

Probe:
- Age – average and range
- Race/ethnicity
- Immigrant/non-immigrant
- Language(s) spoken (by child, at home)
- Approximate percent urban/rural

3.   How many different sites do you organize under this demonstration project? How would you describe them?

Probe:
- Number
- Affiliation with sponsor organization – yes/no
- If not affiliated, type of organization -- Public/private, nonprofit/for profit, school, camp (residential, non-residential), church group
- Location – urban, rural, close to one another, distant from one another

4.   About what percent of your sites are also involved in an FNS school program? Please: describe.
Probe:
- Percent
- Name or description of program

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SPONSORS

5.   What are the different ways food is prepared for the children under this demonstration? Please describe.

Probe:
- Sponsor meal preparation at a central kitchen
- Self-prep at the individual site (applies to Demonstration 1, 2, and 4)
- Obtain from a school food authority
- Obtain from a food service management company

6.   When have meals for this demonstration project been provided so far this summer?

Probe:
- Weeks in June?
- Weeks in July?
- Weeks in August?

7.   What days during the month were meals provided under this demonstration project?

Probe:
- All days?
- Some days?
- Varies by site

8.   When would you say the most meals have been provided under this demonstration?

Probe:
- Month?
- Week in month?
- Days of the week?

9.   What meals are provided under the demonstration?

Probe:
- Breakfast
- Lunch
- Snack
- Supper (if a camp or migrant site only)
- Combination
- Varies by site

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SPONSORS

10.   How does your project organize the delivery of meals (applies to Demonstration 3)? Please describe.

11.   How did you decide the method for delivering meals to children (applies to Demonstration 3)? Please describe.

12.   How were dropoff sites determined (applies to Demonstration 3)?

13.   How are backpacks distributed (applies to Demonstration 4)? Please describe.

        Probe:
        ▪   Who distributes
        ▪   When distributed
        ▪   Where distributed
        ▪   Method of distribution

C.   Community Partnerships

We'd like to learn about any partnerships you have or had in implementing this demonstration project.

14.   Have you partnered [are you partnering] with any other organizations or agencies in your community? Please describe.

        Probe:
        ▪   Organizations/agencies
        ▪   Role
                o   Developing proposal
                o   Outreach to sites
                o   Outreach to children/families
                o   Provision of space
                o   Provision of food
                o   Provision of volunteers
                o   Funding
                o   Other
        ▪   Level of involvement

15.   What kind of communication do you have with your community partners? Please describe.

        Probe:
        ▪   Regular/ad hoc
        ▪   Frequency

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SPONSORS

- Nature of communication

16. Have there been any issues related to community partner involvement that has needed to be addressed? Please describe.

    D.   What was the issue(s)?
    E.   How was the issue (s) addressed?
    F.   How has the issue(s) been resolved?

D.   Staffing/Volunteers

We'd like to get an idea of the people who work on this demonstration.

17. How many staff/volunteers in your organization are dedicated to the demonstration?

18. What experience do staff/volunteers on the demonstration project have with other food programs? Please describe.

19. What does each one do on the demonstration project (roles and responsibilities)?

    Probe:
- Overall management of implementation (e.g., conducts site visits, provides documentation forms to site, keeps records, ensures correction of site violations, monitors personnel, reviews records for accuracy)
- Hires staff or finds volunteers
- Payments (e.g., distribution of pass through funds, processing grant expense claims, tracking funds to account for all funds received and expended)
- QC monitoring
- Provides data to FNS
- Provides data to evaluation contractor
- Provides assistance to evaluation contractor in collecting data
- Training
- Other

20. Could you tell us the total amount of time spent monthly on each role?

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SPONSORS

[Interviewer: Record responses to Q16, Q18 and Q19 in table.]

Role	No. staff/ volunteers	Major tasks	Total amount of time spent (monthly)	Comments
Overall management				
Hires staff or finds volunteers				
Payments				
QC monitoring				
Provides data to FNS				
Provides data to evaluation contractor				
Provides assistance to evaluation contractor in collecting data				
Training				
Other				
Other				

21.   How do you go about replacing staff/volunteers that leave the demonstration project? Please describe.

22.   Have there been any particular problems with regard to staffing/volunteers? Please describe.

23.   What did you do to try to resolve these problem? Please describe.

24.   Is there anything you would do differently or plan to do in the future to make sure you have enough staffing/volunteers for this demonstration project? Please describe.

E.   Outreach Efforts

Let's talk some more about the sites in this project and how you selected them (applies to Demonstration 1 and 2). You mentioned that there are approximately [GIVE NUMBER] sites.
25.   How did you go about selecting sites for the demonstration?

        Probe:
        ▪   Outreach methods
        ▪   Selection criteria – meal service facilities, site capacity to serve children, number of children living in area that will participate, site activities, number of sites to operate
        ▪   Selection process

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SPONSORS

- ▪ Consideration of site activities (Boys and Girls Clubs, YMCA's, National Youth Sports Programs, camps)

26.   Is there anything about your selection of sites that you would like to change? Please explain.

Now let's talk about the outreach efforts to attract children to the project.

27.   What kind of outreach was done to attract children to the demonstration project? Please describe.

  Probe:
  - ▪ Conducted outreach to local businesses and organizations, churches
  - ▪ Used interpersonal communication in target neighborhoods
  - ▪ Held a kickoff event
  - ▪ Used the media (radio, newspaper, community or church newsletter, TV) to promote project
  - ▪ Other

28.   What kinds of steps did you take to target a diverse group of children? Please describe.

F.   Demonstration Implementation

I'd like to talk a little more specifically about the different ways meals are provided to the children.

29.   [Demonstrations 1 and 2] How does each site distribute the meals to children for the demonstration project? Would you describe a few of the sites and what I could expect to find there when the children receive their meals.

  Probe:
  - ▪ Activities (if any) before and after food distribution
  - ▪ Method of distribution (serving line, family style meal service)
  - ▪ Method used to ensure compliance with meal pattern requirements
  - ▪ Arrangements for shelter in inclement weather (for outdoor facilities)

30.   [Demonstration 3 and 4] How are the meals delivered to children in the Meal Delivery or Backpack demonstration project? Please describe.

  Probe:
  - ▪ Activities (if any) before and after food distribution
  - ▪ Method of distribution (serving line, family style meal service)
  - ▪ Method used to ensure compliance with meal pattern requirements

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SPONSORS

- Arrangements for shelter in inclement weather (for outdoor facilities)

31. [Demonstration 2 – enhancement activities] Which activities are provided with demonstration funds? Please describe.

32. Does your demonstration project attempt in any way to maintain anonymity for the children who receive meals? Please describe.

33. What are the meals like that are provided as part of the demonstration project? Please describe.
    .
    Probe:
    - Contents (specify meal components for each meal type)
    - Hot meals or cold meals
    - Preparation – self-prepared, vended, satellite, purchased from another source
    - Variety of fruits and vegetables
    - Whole grain foods
    - Low fat or skim
    - Vegetarian options
    - Choices offered

[OBTAIN COPY OF MENU IF AVAILABLE.]

34. What foods seem to be the most popular with the children participating in the demonstration project?

35. What foods seem to be the least popular with the children participating in the demonstration project?

36. What is done to make sure the food is nutritious and safe? Please describe.

    A. What procedures are in place to arrange for health department inspection and prompt trash removal?

    B. What procedures are in place to accommodate food allergies and other food restrictions?

    C. What is done to make sure the food is fresh and safe?

37. What kinds of things do you do to make sure the different rules you've put in place specifically for the demonstration are followed? Please describe.

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SPONSORS

Probe:
▪   All meal components are served according to USDA meal patterns
▪   Financial rules
▪   Food safety
▪   Making sure all the food goes to the child and no one else
▪   Handling leftovers
▪   Other

G.   Training and Technical Assistance

38.   Have you or others in your organization received any training or technical assistance, specific to the demonstration project, from the state demonstration grantee? Please describe.

Probe:
▪   Format – webinars, in-person
▪   Content
▪   Attendance
▪   Who provides it
▪   Distribution of manuals/procedures   [OBTAIN COPY.]
▪   Satisfaction

39.   Are there opportunities for communication with the state grantee and other sponsors throughout the state about the demonstration project? Please describe.

Probe:
▪   Formal/informal
▪   Format
▪   Circumstances
▪   Who initiates communication
▪   Satisfaction with number and type of opportunities for communication

40.   How do you provide training or technical assistance for the demonstration project to the sites (applies to Demonstration 1, 2, and 4)? Please describe.

Probe:
▪   Formal/informal
▪   Format
▪   Content

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

**INTERVIEW GUIDE
SPONSORS**

- ▪ Frequency
- ▪ Who provides it
- ▪ Opportunities for communication – with sites

H. Project Monitoring (applies to Demonstration 1, 2, and 4)

An important function of a sponsor is to provide oversight to the different sites under your jurisdiction.

41. What kinds of things do you monitor and provide oversight on for this demonstration?

    Probe:
    - ▪ Compliance with USDA meal pattern requirements
    - ▪ How money is spent
    - ▪ Daily meal counts for each meal service offered
    - ▪ Food safety (sanitary conditions and health inspections)
    - ▪ Food nutrient content
    - ▪ Food appeal to children
    - ▪ Making sure food is eaten by the child and no one else
    - ▪ Meals served within appropriate timeframes (applies to Demonstration 1 and 2 only)
    - ▪ Portion control of food components
    - ▪ No more than one meal served at one time to a child (applies to Demonstration 1 and 2 only)

    - ▪ Making sure backpack goes to the right child (applies to Demonstration 4 only)
    - ▪ Other

What is monitored	Monitoring systems/processes
Compliance with USDA meal pattern requirements	
How money is spent	
Daily meal counts for each meal service offered	
Food safety (sanitary conditions and health inspections)	
Food nutrient content	
Food appeal to children	
Making sure food is eaten by the child and no one else	
Meals served within appropriate timeframes	
Portion control of food components	
No more than one meal served at a time to a child	

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SPONSORS

What is monitored	Monitoring systems/processes
Making sure backpack goes to right child	
Other	
Other	

42. How do you do it? What systems and processes are in place for oversight and monitoring? Please describe.

    Probe:
    - Reporting requirements
    - Telephone calls
    - Site visits
    - Feedback from sponsors (solicited/unsolicited)
    - Feedback from sites (solicited/unsolicited)
    - Feedback from parents (solicited/unsolicited)
    - Other

43. What has been the reaction of sites to these monitoring procedures? Please describe.

44. Have you had to change any of your monitoring/oversight procedures over the course of the demonstration for any reason? Please describe.

    Probe:
    - Which processes
    - Reason
    - Changes made

45. Are there any additional changes you are intending to make? Please describe.

    Probe:
    - Nature of change
    - Reason for change
    - Timing of change
    - Process for making change

I. Project Innovations

46. What does your organization do in this demonstration that's particularly innovative? Please describe.

    Probe:
    - Outreach methods

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SPONSORS

- Staffing
- Monitoring systems
- Food content
- Food variety
- Accompanying activities
- Facilities – serving areas
- Other

47. Are these things specific to your particular organization, or do you think they could be implemented by other organizations? Please explain.

J. Challenges and Resolution of Challenges

48. Over the course of the demonstration, have you come across particular challenges to being a sponsor in this demonstration? Please describe.

    Probe:
    - Nature of challenge (e.g., data collection, staffing, collection and provision of data, monitoring, quality control)
    - Method of identification of challenges
    - Timing (e.g., startup, implementation, winding down)

49. Have the challenges been any different than in the usual summer programs or school year feeding programs? Please explain.

50. How have you resolved these challenges? Please describe.

    Probe:
    - Resolution
    - Facilitators to resolution
    - Barriers to resolution

51. Over the course of the demonstration project, have you identified particular challenges sites have had? Please describe.

    - Nature of challenge (e.g., data collection, staffing/volunteers, monitoring, quality control)
    - Method of identification
    - Timing (e.g., startup, implementation, winding down)

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SPONSORS

52.   Have the challenges been any different than in the usual summer programs or school year feeding programs? Please explain.

53.   How were these challenges resolved? Please describe.

   Probe:
   - Resolution
   - Facilitators to resolution
   - Barriers to resolution

K.   Final Comments

54.   Overall, are you happy with the way the demonstration project has been operating (operated)? Please explain.

55.   Overall, are you satisfied with the number of sponsors and sites who participated (are participating) in the project? Please explain.

56.   Overall, are you happy with the number of children who participate in this demonstration? Please explain.

57.   Do you think that the demonstration project helped participating children to eat better and contributed to increased food security for the household? Please explain.

58.   Do you have any stories you've heard from children or parents about the success of the demonstration project?

59.   What do you perceive to be the greatest barriers to children participating in the summer demonstration project?

60.   Is there anything else about the demonstration that you'd like to tell us that we may have missed asking you about?

Those are all the questions we have for you. Do you have any questions you would like to ask us? We'd like to thank you again for taking the time to answer our questions.

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SITES

**Note to interviewer: These questions are asked to site staff/volunteers under
Demonstration 1, 2, and 4.**

INTRODUCTORY REMARKS

Good morning/afternoon. Thank you for taking the time to meet with us today. My name is
[interviewer's name] and this is [second interviewer's name]. We both work for Westat, a private
research company in Rockville, Maryland.

As you know, the US Department of Agriculture, Food and Nutrition Service (FNS) is funding
demonstration projects to test ideas for reaching greater numbers of children in the summer and
making sure that they do not go hungry. FNS has asked Westat to conduct an evaluation of these
demonstrations to understand how these ideas are working and how they are carried out. All of the
information we collect is meant to provide FNS with valid and objective findings to help them with
their policymaking on Federal summer programs.

As one of the sites under this demonstration project, you are an important source of information on
the operations of this demonstration. We have some specific questions to ask you about what you
do as a project site, what the problems have been, and what has been done or could be done to
make the project even better. The interview should last approximately 30-45 minutes.

Please be assured that the information you provide will be kept private, and your name will not be
used in any report we provide to FNS.

Before we start, we would like to ask your permission to record this interview so that we do not miss
any of your responses to our questions. The recording will be used by Westat; it will not be provided
to FNS or anyone else.

Do you have any questions before we start?

INTERVIEW

Let's start with some background information on you and this site.

A.   Background information on sites

1.   How did you become involved in being a site? Please describe.

      Probe:

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SITES

- Experience with summer programs - # years offering SFSP.
- Experience with school year feeding programs
- Reason for choosing to be a part of demonstration

2. Do you represent or belong to a particular organization that is participating in this demonstration? Please describe.

   Probe:
   - Type of organization- Public/private, nonprofit/for profit, school, camp (residential, non-residential)
   - What organization does
   - Organization's experience with summer programs
   - Organization's experience with school year feeding programs

B. Overview of Operations

Can you give us an overview of this demonstration project [insert demonstration type] – what the project is like and what it does.
   - Demo #1 – Extended operations
   - Demo #2 – Enrichment activities
   - Demo #4 – Backpack

3. How would you describe the children you give meals to in the demonstration project?

   Probe:
   - Age
   - Race/ethnicity
   - Immigrant/non-immigrant
   - Language(s) spoken
   - Place of residence
   - Urban/rural

4. How does this site provide meals to the children in the demonstration project? Please describe.

5. During this summer, when did your site operate?

   Probe:
   - Months

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SITES

- ▪ Weeks
- ▪ Days/week

6. When would you say attendance has been the highest?

Probe:
- ▪ Month?
- ▪ Week in month?
- ▪ Days of the week?
- ▪ Weekend?

7. Do you have any thoughts on what influences attendance from day to day/week to week/month to month? Please explain.

8. What meals do you provide at your site for this demonstration project?

Probe:
- ▪ Breakfast
- ▪ Lunch
- ▪ Snack
- ▪ All
- ▪ Varies

C. Staffing/Volunteers

We'd also like to get an idea of the people who work on this project – and the different things they do.

9. How many people work at this site to make sure children receive meals under this demonstration?

10. What exactly does each one do? Please describe.

Probe:
- ▪ Manage overall operations
- ▪ Monitor operations (e.g., [Demonstration 1 and 2] ensure that children eat the entire meal at the site, monitor plate waste, monitor meal dining to make sure parents do not eat any portion of the child/children's meal, monitor timeframe for serving meals, monitor serving staff to ensure they observe guidance for serving second meals to children and using "table sharing" for utilizing leftover food;

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SITES

[Demonstration 4] make sure backpacks meals go to children who are participating in demonstration)

- Purchase food
- Set up delivery site
- Determine number of meals needed
- Prepare meals
- Give out meals to children
- Verify that meals served/packed in backpacks meet meal pattern requirements
- Food safety (e.g., record food temperatures; check for spoiled food)
- Track and record meal counts
- Record how leftover food is handled
- Keep track of money spent
- Interact with sponsors
- Provide data to state or sponsors
- Provide data to evaluation contractors
- Assist evaluation contractors in collecting data
- Attend training sessions on demonstration project provided by sponsor
- Other

11.   Could you tell us the total amount of time spent on each task?

[Interviewer: Record responses to Q9, Q10, and Q11 in table below.]

Major tasks	No. staff or volunteers	Total amount of time spent (monthly)	Comments
Manage overall operations			
Monitor operations			
Purchase food			
Set up delivery site			
Determine number of meals needed			
Prepare meals			
Give out meals to children			
Verify meals meet meal pattern requirements			
Food safety (e.g., record food temperatures; check for spoiled food)			
Track and record meal counts			
Record how leftover food is handled			
Keep track of money spent			
Interact with sponsors			
Provide data to state or sponsors			
Provide data to evaluation contractor			
Assist evaluation contractor in collecting data			
Attend sponsor training sessions			

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SITES

Major tasks	No. staff or volunteers	Total amount of time spent (monthly)	Comments
Other			
Other			

12.　How do you make sure you have the staff/volunteers you need to do all these jobs – especially in the summer? Please describe.

13.　Have there been any particular problems with regard to staffing/volunteers for this demonstration? Please describe.

14.　What did you do to resolve these problems? Please describe.

15.　Is there anything you would do differently or plan to do in the future to make sure your site is well staffed and all the tasks can be carried out for this demonstration? Please describe.

D.　Outreach

Let's talk about outreach and what you did to attract children to this project.

16.　What kind of outreach did you do to attract children to the project? Please describe.

　　　Probe:
- Talked to churches, local businesses and organizations about the project
- Walked around target neighborhoods to talk about the project
- Held a kickoff event
- Used the media (radio, newspaper, community or church newsletter, TV) to promote project
- Other

17.　Is this different than what you usually do for the summer program? Please explain.

18.　What kinds of steps did you take to target a diverse group of children? Please describe.

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SITES

E.   Site Environment

I'd like to get an idea of what the site actually looks like – if we were to go there, what we would find.

19.   What has been done to make the site welcoming to children? Please describe.

20.   What kinds of accessibility measures have been taken? Please describe.

21.   Is there any signage for the project or for the place where meals are served/distributed? Please describe.

22.   What arrangements are made for a place to serve children in case of inclement weather (if site is in a park or other outside location)?

23.   Is there proper sanitation/storage?

24.   Is informational material concerning the availability and nutritional benefits of the SFSP available in appropriate translations?

25.   Are any of these things different for the demonstration project than the regular summer program? Please explain.

F.   Demonstration Implementation

I'd like to talk a little more specifically about the way in which meals are provided to the children.

26.   How do you distribute the meals? Please describe.

          Probe:
          ▪   Method of distribution
          ▪   Activities (if any) before and after food distribution

27.   Which activities were provided this year (applies to Demonstration 2)?

28.   Were the activities funded with demonstration project money (applies to Demonstration 2)?

29.   Does your project attempt in any way to maintain anonymity for the children? Please describe.

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SITES

30. What are the meals like for the demonstration project? Please describe.
.
    Probe:
    - Contents
    - Hot meals or cold meals
    - Preparation – self-prepared, vended, satellite
    - Variety of fruits and vegetables
    - Whole grain foods
    - Low fat or skim products
    - Vegetarian options
    - Choices offered
    - Other

31. What do you do to make sure the food nutritious, safe, and appealing to children? Please describe.

    A. How do you accommodate food allergies and other food restrictions?

    B. What do you do to make sure the food is kept fresh?

    C. Are children permitted to share or trade food? Please describe.

    D. Are any of these things different for the demonstration project than the regular summer program? Please explain.

32. What foods seem to be the most popular with the children participating in the demonstration project?

33. What foods seem to be the least popular with the children participating in the demonstration project?

[OBTAIN COPY OF MENU IF AVAILABLE.]

G. Program Requirements and Guidelines

34. Does your sponsor have specific rules and guidelines in place, specific to the demonstration project, for running the site? Please describe.

    - Financial rules

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SITES

- Food safety (e.g., recording food temperature, time scheduled for delivery of food prior to meal service, removal of waste from site)
- Making sure the food goes to the child and no one else
- Contents of meals (i.e., meal pattern components, portion sizes)
- Food variety
- Accommodation for children with disabilities (food modification or substitution)
- Accompanying activities
- Sharing/exchanging food
- Serving second meals
- Handling leftover food

   Please describe.
   [OBTAIN COPY OF RELEVANT MATERIALS, IF AVAILABLE.]

35. How did you learn about these rules and guidelines? Please describe.

   Probe:
   - Format (e.g., written material, training)
   - Source
   - Frequency of receiving information about requirements or guidelines

36. Do you feel you received enough information and the right type of information to help you meet these requirements for the demonstration? Please explain.

37. Would you want anything to be done differently in the demonstration project? Please explain.

H. Providing Information to Sponsors

38. What kinds of information are you required to provide to the sponsors for the demonstration project?

   Probe:
   - How money is spent
   - Food safety
   - Number of meals
   - Number of children

39. How do you keep track of these things? Have you set up any systems, specific for the demonstration project, for collecting this information? Please describe.

   Probe:

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SITES

- ▪ Reporting requirements
- ▪ Telephone calls
- ▪ Site visits
- ▪ Feedback from sponsors (solicited/unsolicited)
- ▪ Feedback from sites (solicited/unsolicited)
- ▪ Feedback from parents (solicited/unsolicited)
- ▪ Self-feedback
- ▪ Other

40. Have you had any problems in collecting this information for the demonstration project? Please describe.

41. What did you do to resolve these problems? Please describe.

42. Is there anything you would do differently or plan to do differently? Please describe.

43. Is there anything you would like the sponsor to do differently to make it easier for you to provide information on the demonstration project?

I. Challenges and Resolution of Challenges

44. What would you say have been your biggest challenges in this demonstration? Please describe.

    Probe:
    - ▪ Nature of challenge (e.g., data collection, staffing/volunteers, collection and provision of data, meals delivered to site late, poor quality or spoiled food, sanitation)
    - ▪ Timing (e.g., startup, implementation, winding down)

45. Have the challenges been any different than in the usual summer programs or school year feeding programs? Please explain.

46. How have you resolved these challenges? Please describe.

    Probe:
    - ▪ Resolution
    - ▪ Facilitators to resolution
    - ▪ Barriers to resolution

EVALUATION OF SFSP ENHANCEMENT DEMONSTRATIONS

INTERVIEW GUIDE
SITES

J.   Final Comments

47.   Overall, are you happy with the way your site has been operating (operated) the demonstration this summer? Please explain.

48.   Overall, are you happy with the participation in this demonstration? Please explain.

49.   Do you think that what you did at your site helped children participating in the demonstration to eat better and contributed to increased food security for the household? Please explain.

50.   Do you have any stories you've heard from children or parents about the success of this demonstration project?

51.   What do you see as the greatest barrier to children participating in the Summer Food Service Program?

52.   Is there anything else about the demonstration that you'd like to tell us that we may have missed asking you about?

Those are all the questions we have for you. Do you have any questions you would like to ask us? We'd like to thank you again for taking the time to answer our questions.