



COMMODITY SUPPLEMENTAL FOOD PROGRAM  
POLICY AND PROCEDURE MANUAL

SUBJECT:	Nutrition Education Evaluation	Chapter:	4
		Section:	4.2
REFERENCES:	7 CFR 247.18 (a)	Page:	1 of 2
		Revised:	04-2014

**PURPOSE:** To establish an evaluation procedure to obtain participant input and to determine the effectiveness of the nutrition education efforts.

**POLICY:** Local agencies shall distribute the Food Program Survey and other evaluation tools in accordance with State Agency guidance.

**PROCEDURES:**

- A. The State shall provide copies of the Food Program Survey (Attachment 4.2) or other evaluation tool to the Local agencies for distribution to CSFP participants.
- B. The Local agencies shall assure the survey or other tool is distributed according to instructions provided.
- C. Each distribution site shall provide space for the comfortable completion of the survey or other tool and have sufficient pencils or pens available.
- D. Surveys or tool should be completed and collected on site as part of the CSFP distribution process. Distribution site personnel shall offer the survey to each CSFP participant as the food packages are distributed.
- E. Site personnel shall explain to each participant receiving a survey that information provided will be kept strictly confidential and will be used to improve the quality and effectiveness of the nutrition education efforts.
- F. If a participant is unable to complete the survey or unable to read, offer assistance with completing the forms.
- G. If a participant refuses a survey; or if they have difficulty reading or completing the survey:
  - 1. Distribution site staff should offer assistance to read the questions or help with completing the forms, and should initial the top to indicate the participant was assisted in completing the forms.
  - 2. Distribution site staff should line through the survey to indicate it was offered to an individual who refused to complete the form;



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3. If practical, distribution site staff should mark the participant's apparent gender and ethnicity (based on visual assessment) for those surveys that were refused.
- H. When sites complete food distribution for the month of the survey, return the surveys or other tools in self addressed postage paid envelope provided for data entry and analysis. A report for the results will be provided when completed.