

## Hints for Administering the WNEP Checklist

Explain the reason for the questions we are asking. "Your answers will help us see how we are doing in our teaching. We want to know if the people in our classes are doing some new things since participating in our program or classes."

Assure participants that their answers will be kept confidential.

DO NOT expect that the written instructions on the checklist form will be sufficient for most participants. You should plan to explain the form orally and be available to answer questions.

The Checklist can be administered as a form to be filled out by the participant as a written questionnaire; or it can be administered as an interview with the instructor entering participant answers on the form.

Two versions of the Checklist are available for use with each participant. The "Beginning the Program" Checklist is administered to participants prior to any instruction. The "Ending the Program" Checklist is used after the instruction is complete. Questions on the two forms are the same.

Some form of identification (name or number) is necessary to enable us to match the "Beginning" and "Ending" forms for each participant.

### Explaining Potentially Confusing Questions

Question #1. "Ahead of time" may mean that the participant planned, on paper, the meals to be eaten for a day or more. It could also mean that the participant plans meals each day, considering the Pyramid, rather than just eating what is available, easy or looks good at the moment.

Question #3. "Run out of food before the end of the month" may refer to running out of cash or food stamps to buy food when more food is needed to have enough to eat for one or more days. It could also mean that the participant needs to get food from emergency food sources, such as food pantries.

Question #4. "Shop with a grocery list" refers primarily to major food shopping trips, rather than to all trips to a store or convenience store to get just a few items.

Question #5. "Let meat or leftovers sit out" - "Sitting out" refers to leaving the food somewhere at room temperature - often to cool before putting away in the refrigerator.

Question #7. "Healthy food choices" may be explained as foods on the Food Guide Pyramid. If the participant doesn't feed a family, have the participant answer for him or herself.

Question #10. "My children eat . . ." is asking about how often the children eat breakfast. Explain that the "2 hours of waking up" is to help us think about what the children eat in the morning. "Healthful foods" may be explained as foods on the Food Guide Pyramid. If the participant doesn't have children, the best response would be "Does not apply."

Question #11. "Healthful foods" may be explained as foods on the Food Guide Pyramid. If the participant doesn't have children, the best response would be "Does not apply."

Question #12. This question is referring to food storage, for example if the participant made a big pot of stew or chili ahead of time and needed to store it, or if there were leftovers that needed storing.

Question #13. This question is referring to cleaning knives and cutting surfaces before using them with other foods.

Question #14. The participant should answer this question for herself (or himself) – not for her family or children. 'Fat free' refers to skim milk, 'low fat' refers to 1% milk, and 'reduced fat' refers to 2% milk.

Question #17. French fries and other types of fried potatoes would count as vegetables for answering this question.