

Appendix D
LEA Brochure for Verification Nonresponse Data
Collection

Paperwork Reduction Act Notice

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The valid OMB control number for this information collection is 0584-0525. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Food and Nutrition Service, Office of Analysis, Nutrition and Evaluation, 3101 Park Center Drive, Alexandria, Virginia 22302.

FOR MORE INFORMATION

Call 866-638-2112 or e-mail to:
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DIRECT VERIFICATION EVALUATION STUDY

Verification
Nonresponse: Data
Collection Procedures
for Local Education
Agencies (LEAs)

A study conducted for the Food and Nutrition
Service, USDA

STUDY OBJECTIVES

The Child Nutrition and WIC Reauthorization Act of 2004 authorized use of Medicaid information for direct verification of eligibility for the National School Lunch Program. That legislation also requires USDA to determine the effectiveness of direct verification, and whether it can be conducted by most State agencies and LEAs.

With direct verification, LEAs may verify the eligibility of NSLP applicants without contacting households. Many LEAs directly verify students who apply on the basis of food stamp (FS) or TANF eligibility. Use of Medicaid data can further reduce the number of households that need to be contacted for NSLP verification.

Seven States are participating in this study of direct verification: Georgia, Indiana, Oregon, South Carolina, Tennessee, Washington, and Wisconsin. Data will be collected from State and local agencies in these States to help the Food and Nutrition Service (FNS) understand how direct verification can reduce the rate of nonresponse to verification requests.

YOUR ROLE IN THE STUDY

Your agency is one of 30 LEAs selected through scientific methods to represent agencies in your State. Your participation in the study is **voluntary** and important to ensure scientifically valid findings.

You are asked to provide copies of NSLP applications from households that did not respond to verification requests in 2006.

These applications will be matched with FS, TANF, and Medicaid data to determine whether they could have been directly verified.

DATA COLLECTION PROCEDURES

APPLICATIONS FOR NONRESPONDING HOUSEHOLDS

Please identify and photocopy all NSLP applications in your 2006 NSLP verification sample for which a **complete household response was not received**. This includes applications with no response, and applications for which households responded but did not provide sufficient information for verification.

In addition, please complete the transmittal label on the envelope marked "Confidential" by providing:

- Name, telephone number, and e-mail address of contact person for this study
- Number of sampled applications directly verified with Food Stamp data in 2006 (if applicable)
- Number of photocopied applications provided in the envelope
- Explanation if any nonrespondent application is not included in the envelope.

Please submit copies of nonrespondents' applications and transmittal information to Abt Associates Inc. by November 30, 2007.

NSLP applicant information is confidential, however, the law permits release of this information for FNS program evaluation. To ensure data security, this information may be transmitted only via FedEx with a signature requirement.

Place application data in an envelope marked "Confidential", complete the transmittal label, and use the enclosed FedEx transmittal envelope to submit by November 30, 2007.

Abt Associates will not contact NSLP applicants.

