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DATE

NAME
ADDRESS 1
ADDRESS 2
CITY, STATE ZIP

OMB Approval No.: 0584-0530
Approval Expires:

Dear NAME:

I am writing to ask for your help with an important study, *the National School Meals Study*, sponsored by the U.S. Department of Agriculture (USDA). It is a national study of the school breakfast and lunch programs being conducted by Mathematica Policy Research and its partners Decision Information Resources and Westat. The purpose of this study is to learn about people’s experiences with school meal programs and why some families do not eat school breakfasts and lunches more often. A brochure is enclosed that explains the study.

Your name was selected at random from families whose children go to school in the [SCHOOL DISTRICT NAME]. You will be asked to complete a survey that asks questions about your experiences with the school lunch and breakfast programs. Please take part in the study even if your child does not eat a lunch or breakfast provided by the school. We want to understand why some families choose to eat school meals and others do not.

Participation in this study is voluntary. Be assured that there will be no penalties if you decide not to respond, either to the information collection as a whole or to any particular question. The information you provide will be kept private and will not be disclosed in identifiable form to anyone but the researchers conducting this study or as provided by law. ***Your participation in the survey will not affect your eligibility for school meals, either now or in the future. The survey is for research purposes only to help USDA improve its programs.***

We will call you soon to schedule an interview. Please help us by making your voice heard about your experiences.

To thank you for your help, you will receive a \$25 [STORE] gift card as a token of appreciation for completing the survey. If you have questions, or want to set up an interview, please call Eric Zeidman of Mathematica Policy Research, toll-free at 8xx-xxx-xxxx.

Thank you for your help.

Sincerely,

Director
Child Nutrition Division

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 control number. The valid OMB control number for this information collection is 0584-0530. The time required to complete this information collection is estimated to average 3-5 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.