

ADVANCE LETTER FOR APRIL SITE VISIT FOR PROCESS STUDY

[NAME]
[TITLE]
[ADDRESS]

Dear [Contact Name]:

We are writing to let you know about our plans regarding your participation in the evaluation of the Summer Electronic Benefits Transfer for Children (SEBT for Children) demonstrations. Abt Associates Inc. and Mathematica Policy Research are conducting this study with funding from the USDA's Food and Nutrition Service (FNS). This study has three broad objectives: (1) to examine the impact of SEBT for Children on the prevalence of very low food security and other measures of food security among children, their nutritional status, household expenditures, and household participation in nutrition assistance programs, (2) to describe receipt and use of the summer EBT benefits, and (3) to document its costs, the approaches used, and the challenges and lessons learned during the demonstration.

To achieve the core study objectives, Abt and Mathematica will be collecting both quantitative and qualitative data from all five sites. Much of this data will be collected during two rounds of site visits and one round of telephone interviews. Each round of interviews will include a wide range of stakeholders.

[SITE VISITOR] from [Abt/Mathematica] will soon be contacting you to work with you in planning the first site visit in April 2011. This visit will focus mainly on the initial planning activities within [STATE] for [PROGRAM NAME]. To the extent possible, we will be asking for your help with identifying and coordinating discussions with all key stakeholders including: state partners, participating school food authorities, EBT vendors, anti-hunger advocates. Please encourage participation among all those who are asked to be part of the study. The information that they provide will be used to identify lessons learned, successes and challenges, and best practices that other states may benefit from as they consider implementing or replicating the SEBT for Children model.

We would like to thank you in advance for your important contribution to this research. If you have questions or concerns about this study, please contact Jeanne Bellotti, Senior Researcher at Mathematica, by email at jbellotti@mathematica-mpr.com or by phone at 609-275-2243. You can also contact [Project Officer name], the FNS Project Officer, by email at [Project Officer email] or by phone at [Project Officer phone number].

Sincerely,
[NAME]
[TITLE]

cc: [Project Officer]
Jeanne Bellotti

ADVANCE LETTER FOR JULY SITE VISIT FOR PROCESS STUDY

[NAME]
[TITLE]
[ADDRESS]

Dear [Contact Name]:

It was a pleasure meeting with you during our first site visit in April 2011. We are writing to you again as a reminder regarding your participation in the evaluation of the Summer Electronic Benefits Transfer for Children (SEBT for Children) demonstrations. As you know, USDA's Food and Nutrition Service (FNS) contracted with Abt Associates and Mathematica Policy Research to evaluate this important demonstration. As a reminder, this study has three broad objectives: (1) to examine the impact of SEBT for Children on the prevalence of very low food security and other measure of food security among children, their nutritional status, household expenditures, and household participation in nutrition assistance programs, (2) to describe receipt and use of the benefits, and (3) to document its costs, the approaches used, and the challenges and lessons learned during the demonstration.

To achieve the core study objectives, Abt and Mathematica will be collecting both quantitative and qualitative data from all five sites. Much of this data will be collected during two rounds of site visits and one round of telephone interviews. Each round of interviews will include a wide range of stakeholders.

[SITE VISITOR] from [Abt/Mathematica] will contact you soon to begin planning the second site visit in July 2011. This visit will focus on early implementation and current operations within [STATE] as well as on costs to date. To the extent possible, we will be asking for your help with identifying and coordinating with all key stakeholders including: state partner agencies, participating school food authorities, EBT vendors, representatives of the SFSP, anti-hunger advocates, and retailers. Please encourage participation among all those who are asked to be part of the study. The information that they provide will be used to identify lessons learned, successes and challenges, and best practices that USDA and other states may benefit from as they consider implementing or replicating the SEBT for Children model.

In this visit, we will also be collecting important data on the costs of the SEBT for Children program in [STATE]. We have received copies of the quarterly expenditure reports you provide to the USDA Food and Nutrition Service. We will be asking for more detailed information on costs reported, as well as asking you and other stakeholders to identify any non-grant resources spent in planning and implementing the demonstration. Please be assured that we are not conducting an audit, but will use the information only for evaluation purposes.

We would like to thank you in advance for your important contribution to this research. If you have questions or concerns about this study, please contact Jeanne Bellotti, Senior Researcher at Mathematica, by email at jbellotti@mathematica-mpr.com or by phone at 609-275-2243. You can also contact [Project Officer name], the FNS Project Officer, by email at [Project Officer email] or by phone at [Project Officer phone number].

Sincerely,
[NAME]
[TITLE]

cc: [Project Officer]
Jeanne Bellotti

**ADVANCE LETTER
FOR SEPTEMBER TELEPHONE INTERVIEWS FOR PROCESS STUDY**

[NAME]
[TITLE]
[ADDRESS]

Dear [Contact Name]:

Once again we are writing to you [as a reminder regarding your participation][to request your participation] in the ongoing study of the Summer Electronic Benefits Transfer for Children (SEBT for Children) demonstrations. As you know, USDA's Food and Nutrition Service (FNS) contracted with Abt Associates and Mathematica Policy Research to evaluate this important demonstration. The information we learned from you during the two site visits has been extremely valuable, and your continued participation remains critical to the success of the study.

As a reminder, this study has three broad objectives: (1) to examine the impact of SEBT for Children on the prevalence of very low food security and other measure of food security among children, their nutritional status, household expenditures, and household participation in nutrition assistance programs, (2) to describe receipt and use of the benefits, and (3) to document its costs, the approaches used, and the challenges and lessons learned during the demonstration. To achieve the core study objectives, Abt and Mathematica collected quantitative and qualitative data from all five sites during two in-depth site visits (April and July). We plan to collect more information from each site through a final round of telephone interviews with a wide range of stakeholders.

In the near future, Mathematica will contact you to schedule telephone interviews for September 2011. These calls will focus mainly on grant closeout activities within [STATE] including final expenditure reports, as well as challenges you faced and lessons learned. Again, to the extent possible, we will be asking for your help with identifying and coordinating key stakeholders including: state partner agencies, participating school authorities, EBT vendors, anti-hunger advocates, In addition, please encourage participation among all those who are asked to be part of the study. The information that they provide will be used to identify lessons learned, successes and challenges, and best practices that other states may benefit from as they consider implementing or replicating the SEBT for Children model.

Once again, we would like to thank you in advance for your important contribution to this research. If you have questions or concerns about this study, please contact Jeanne Bellotti, Senior Researcher at Mathematica, by email at jbellotti@mathematica-mpr.com or by phone at

609-275-2243. You can also contact [Project Officer name], the FNS Project Officer, by email at [Project Officer email] or by phone at [Project Officer phone number].

Sincerely,
[NAME]
[TITLE]

cc: [Project Officer]
Jeanne Bellotti