



DCM-##
[date]

<<Name>>, Food Service Director
<<xxx>> School District
<<Address>>
<<City, State, Zip>>

Dear <<Name>>:

Under the Healthy, Hunger-Free Kids Act of 2010, the U.S. Department of Agriculture's Food and Nutrition Service (FNS) is conducting demonstrations that add Medicaid to the list of programs used to directly certify students for free meals under the National School Lunch Program (NSLP) and School Breakfast Program (SBP). FNS has contracted with Mathematica Policy Research and its research partner, Insight Policy Research, to conduct an evaluation of the Direct Certification-Medicaid (DC-M) demonstration. The enclosed study summary provides an overview of this evaluation.

As you know, your district has been selected to participate in the demonstration and the evaluation [*or* in the control group for the evaluation]. One key component of the data collection activities is a set of telephone interviews about challenges faced in implementing DC-M. We would like to interview you—or the individual at your district most familiar with the DC-M process—by telephone twice during this school year, once in September and again in February. Each interview will last approximately one hour.

A member of the study team from Insight Policy Research will follow up directly with you to provide more information and to schedule a time for your district's first interview. Your participation will help us understand the types of challenges districts such as yours might encounter in preparing for and conducting DC-M. Thank you in advance for your participation. We look forward to working with you to conduct this important study. If you have any questions, please contact Daniel Geller with Insight Policy Research at (703) 504-9486.

Sincerely,

cc: <<Insight Policy Research>>

Attachment: Study Summary

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-XXXX. The time required to complete this information collection is estimated to average 5 minutes per response.