

**C2. GROUPS 1, 2, 3—STATE CHILD NUTRITION DIRECTOR STUDY
INTRODUCTION EMAIL**

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TO BE SENT FROM PROJECT EMAIL ADDRESS: text from Mathematica to State Child Nutrition/School Nutrition directors including original email from FNS

Dear [DIRECTOR],

As [FNS NAME] noted below, Mathematica Policy Research is ready to begin contacting the SFA directors and district superintendents for the SFAs that have been identified for participation in the School Nutrition and Meal Cost Study (SNMCS) for SY 2014–2015.

We wanted to make you aware of the identified SFAs in your State (see below) so that you will be prepared if they contact you with questions or concerns. Participation of selected SFAs and schools is required under Section 305 of the Healthy, Hunger-Free Kids Act of 2010. Requested data are in compliance with the Family Educational Rights and Privacy Act (FERPA).

We understand that research requests place an additional burden on SFA and school staff that can be difficult to balance with other responsibilities. We have done everything we can to minimize that burden.

- [DISTRICT NAME]
- [DISTRICT NAME]
- [DISTRICT NAME]

We have attached a description of the study, which we are also sending to the SFA directors and district superintendents. We are also glad to discuss the study with you at any time.

If you have any questions or concerns, please don't hesitate to contact me.

Thank you for your assistance!

[PROJECT DIRECTOR]





TO BE SENT FROM PROJECT EMAIL ADDRESS: Email text from Mathematica to regional directors including email from FNS

Dear [REGIONAL DIRECTOR],

As [FNS NAME] noted below, Mathematica Policy Research is ready to begin contacting the SFA directors and district superintendents for the SFAs that have been identified for participation in the School Nutrition and Meal Cost Study (SNMCS) for SY 2014–2015.

We wanted to make you aware of the identified SFAs in your region (see below) so that you will be prepared if they contact you with questions or concerns. Participation of selected SFAs and schools is required under Section 305 of the Healthy, Hunger-Free Kids Act of 2010. Requested data are in compliance with the Family Educational Rights and Privacy Act (FERPA).

We understand that research requests place an additional burden on SFA and school staff that can be difficult to balance with other responsibilities. We have done everything we can to minimize that burden.

- [DISTRICT NAME], [STATE ABBREVIATION]
- [DISTRICT NAME], [STATE ABBREVIATION]
- [DISTRICT NAME], [STATE ABBREVIATION]
- [DISTRICT NAME], [STATE ABBREVIATION]

We have attached a description of the study, which we are also sending to the SFA directors and district superintendents. We are also glad to discuss the study with you at any time.

If you have any questions or concerns, please don't hesitate to contact me.

Thank you for your assistance!

[PROJECT DIRECTOR NAME and CONTACT INFORMATION]



MATHEMATICA
Policy Research

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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 12 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.



TO BE SENT FROM PROJECT EMAIL ADDRESS: Email text from FNS to regional directors and Child Nutrition directors (to be forwarded by Mathematica to same regional directors with list of districts in their States)

From: XXX - FNS

To: [ALL REGIONAL DIRECTORS]

Cc: [CHILD NUTRITION DIRECTORS from PARTICIPATING STATES]

Subject: SNMC Study for SY 2014-2015

Good afternoon!

FNS has contracted with Mathematica Policy Research, and its research partners Abt Associates, Agralytica, and Relyon Media, to conduct the School Nutrition and Meal Cost Study (SNMCS) for SY 2014–2015. SFAs and schools participating in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) are implementing sweeping changes designed to increase children’s access to healthy foods at school and to promote adoption of healthy eating and physical activity habits. While we have conducted multiple studies of school nutrition and meal costs to date, the SNMCS will be the first such study after implementation of these major changes and the first to explore both nutrition and cost domains in an integrated study of this scale, making it arguably the most important study of school nutrition and meal costs to date.

Cooperation at all levels (Regional Office, State, and SFA) will be essential for completeness of data collection. Representatives from Mathematica and its partners will be contacting the Regional Offices and States as necessary to discuss this study and to obtain information about participating SFAs.

Please notify your States about the study and encourage their assistance with any study requests from Mathematica or Abt.

Thank you in advance for your assistance.

[FNS/USDA]



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