

**Attachment G - State Recruitment Letter**



OMB Number: 0584-0524  
Expiration Date: 06/30/2016

Date

<<Name>>, <<Title>>  
<<State Education Agency>>  
<<Address>>  
<<City, State, Zip>>

Dear <<Name>>,

The U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) is working with the White House Social and Behavioral Sciences Team (SBST) on a project to improve outcomes in the National School Lunch Program and School Breakfast Program applicant verification process. The project team will soon contact one or more of the Local Education Agencies (LEA) in your State to participate in the project. We wanted to make you aware of the project so that you will be prepared if LEA officials contact you with questions or concerns.

The project will focus on the content and timing of communication between LEAs and households in order to identify practical strategies to reduce household non-response to LEA requests for verification documentation. The project will take place this school year, 2015-2016. Participation requires that LEAs be willing to share their current verification letter and procedures, and be willing to make some limited changes to their letters and when they send their letters to households. Participation of selected LEAs is required under Section 305 of the Healthy, Hunger-Free Kids Act of 2010.

We are available to discuss the project with you at any time. If you have questions or concerns, please don't hesitate to contact the project team:

USDA: (<<REGIONAL OFFICE DIRECTOR CONTACT>>) or Edward Harper (FNS, Child Nutrition Programs), who may be reached at (703) 305-2340 or by e-mail at [Edward.Harper@fns.usda.gov](mailto:Edward.Harper@fns.usda.gov).

SBST: Nathaniel Higgins, who may be reached at (202) 302-9146 or by email at [Nathaniel.Higgins@gsa.gov](mailto:Nathaniel.Higgins@gsa.gov).

Thank you in advance for your help and cooperation. We look forward to working with you on this important project.

Sincerely,

An Affirmative Action/Equal Opportunity Employer

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not 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 0584-0524. The time required to complete this information collection is estimated to average one (1) hour 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.