

APPENDIX H

STATE CN AGENCY DIRECTOR RECRUITING EMAIL

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Note: The burden associated with gathering and submitting the requested documents is included in the disclosure statement on Appendix B. The document request will be limited to documents that were not provided at the SFA level.

OMB Control No.: 0584-0606
Expiration Date: 03/31/2019

Dear [State CN Agency Director Name]:

This email is to request your assistance with the Outlying Areas Cost Study Feasibility Assessment. As you may remember from the correspondence the [Mid-Atlantic/Western] Regional Office recently sent you, the U.S. Department of Agriculture, Food and Nutrition Service has contracted with Mathematica Policy Research to assess the extent of information available about the costs of producing reimbursable meals for the National School Lunch Program and School Breakfast Program. This study is important because an accurate assessment of meal costs in [Alaska/Hawaii/Guam/Puerto Rico/the U.S. Virgin Islands] could help adjust per-meal reimbursement rates in your [State/Territory]. Today I am contacting you with two requests.

1. Scheduling an interview

I'd like to schedule a telephone interview with you between [Date] and [Date], 2018. The purpose of this interview is to find out about the records your State agency keeps about [SFA Name(s)]'s [meal production and planning, food prices, non-reimbursable foods, the staff who work on food service activities, and indirect costs]. The interview could take up to 90 minutes. Below, I listed three potential dates and times for the interview. I am happy to schedule a different time if none of these is convenient for you. I will call in a few days to finalize a date and time.

Date	Time

2. Gathering documents

We would like to review some of the records your State agency keeps about [SFA Name(s)] before the interview. When I call you, we can determine the most convenient, secure way for you to share the documents with us (for example, uploading the file to a secure site or mailing them to us). Please start to gather the available records now. Gathering and submitting the documents could take up to 30 minutes. If your agency does not maintain some of these documents, we will request them from the SFA(s).

- [Audited and unaudited revenue and expenditure statements for [the/each] SFA from fiscal year 2016–2017 or, if those are not available, audited and unaudited revenue and expenditure statements for 2015–2016.
- Completed daily production records that document the foods that are prepared for and served in reimbursable meals each day for a typical school week for [up to three schools in [the/each] SFA/the following schools: FILL].

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 0584-0606. The time required to complete this information collection is estimated to average 5 minutes 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.

- Documentation that identifies the cost categories and support functions included in the district's indirect cost rate(s) or cost allocation plan(s), such as documentation submitted to the State Department of Education for approval.
- If applicable, a copy of [the/each] SFA's cycle menu(s).
- If applicable, a copy of [the/each] union contract for food service employees.

In addition, please gather *examples* of the following for [the/each] SFA.

- Records of food purchases that show the item, unit size, price per unit, and quantity obtained. Please gather an example from each of the SFA suppliers, including all vendors, USDA Foods, and, if applicable, DoD Fresh. These records could be invoices, delivery slips, or monthly vendor statements.
- Standardized recipes for foods prepared from scratch.
- Records for district personnel or personnel in [up to three schools in [the/each] SFA/FILL SCHOOL NAMES] who work on food service activities and are paid out of the food service account, and records for district and school personnel who work on food service activities but are paid out of the district account rather than the food service account. These records should show job title, salary, hours worked, amount of leave time, and amount of time spent on food service activities. Please redact any names, Social Security Numbers, or other personally identifiable information from these records.
- If applicable, records of non-reimbursable foods sales (for example, adult meals or items that are sold a la carte in the cafeteria or elsewhere in school, such as in vending machines, school stores, food carts, or snack bars).]

This assessment is not an audit. Under Section 28 of the Richard B. Russell National School Lunch Act, State, SFA, and school cooperation is mandatory. Please email or call me if you have any questions about the Outlying Areas Cost Study Feasibility Assessment. I can be reached at [Email Address] or [Telephone Number]. Thank you in advance for your help and cooperation.

Sincerely,

[Recruiter Name]