

APPENDIX K

SCHOOL NUTRITION MANAGER/PRINCIPAL RECRUITING EMAIL

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Dear [SNM/Principal Name]:

The U.S. Department of Agriculture, Food and Nutrition Service (FNS), has contracted with Mathematica Policy Research to conduct the Outlying Areas Cost Study Feasibility Assessment. The purpose of the assessment is to determine the extent of information available about the costs of producing reimbursable meals for the National School Lunch Program and School Breakfast Program. Reimbursement rates for school meals sold in the contiguous 48 States and the District of Columbia are assessed periodically using a rigorous cost study methodology applied to a sample of public school food authorities (SFAs) and schools. That cost study methodology has never been applied in outlying areas, including Alaska, Hawaii, Guam, Puerto Rico, and the U.S. Virgin Islands. 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]. Your SFA is participating in this assessment and I have copied [SFA Director Name] on this email.

I'd like to schedule a telephone interview between [Date] and [Date], 2018. The purpose of this interview is to find out about the records your school keeps for [IF SNM: meal production and planning, food prices, non-reimbursable foods, and the staff who work in the kitchen or cafeteria/IF PRINCIPAL: any school staff who work in support of the food service program but are not part of the food service department]. The interview might take [IF SNM: up to two hours/IF PRINCIPAL: up to 30 minutes]. I may also request some documents from you to review for the study. It might take up to 30 minutes to gather and submit the documents. 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 [IF PRINCIPAL: ask if any school staff work on food service activities but are paid from a non-food service account, and if so, to] finalize a date and time.

Date	Time

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

Sincerely,

[Recruiter Name]

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 3 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.