

APPENDIX B6

**EMAIL NOTIFICATION TO STATE CHILD NUTRITION DIRECTORS
LIST OF PARTICIPATING LEAs
AND
FREQUENTLY ASKED QUESTIONS (FAQs)**

XX/XX/2017

Dear [First name] [Last name]:

2M Research Services and our partner, Abt Associates, are ready to begin contacting the Local Education Agencies (LEA) directors that have been selected for participation in the Community Eligibility Provision (CEP) Characteristics Study SY 2016-2017.

We wanted to make you aware of the identified LEA in your State (attached) so that you will be prepared if they contact you with questions or concerns. The cooperation of all of the selected LEAs is expected under the HHFKA, the Healthy, Hunger-Free Kids Act of 2010, and is important for preserving the national representation of the findings. We understand that research requests place an additional burden on LEA staff that can be difficult to balance with other responsibilities. However, please note that this study is authorized under the Healthy, Hunger-Free Kids Act of 2010. Section 305 of that Act states that

“States, State educational agencies, local educational agencies, schools, institutions, facilities, and contractors participating in programs authorized under this Act and the Child Nutrition Act of 1966 (42 U.S.C 1771 et seq.) shall cooperate with officials and contractors acting on behalf of the Secretary, in the conduct of evaluations and studies under those Acts.”

We have done everything we can to minimize that burden.

In addition to the list of LEAs in your State, we have attached frequently asked questions about the study, which we will also send to the LEA directors. 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 via email at jmurdoch@2mresearch.com or by phone at 817-856-0863.

Thank you for your assistance!

Jim Murdoch, Project Director

Attached: List of Selected LEAs, Frequently Asked Questions

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-XXXX. 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..

Selected LEAs in your State:

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

Community Eligibility Provision Characteristics Study LEA Frequently Asked Questions

Q Why is FNS conducting the survey?

A The goal of the CEP Characteristics Study is to understand the policy and operational issues surrounding the CEP. The objectives of this study include examinations of operational issues, perceived incentives of and barriers to adopting CEP, and estimates of any impacts of adopting CEP on the participation and per meal revenues in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). The study will document the differences in CEP eligible schools that elect to operate under CEP and CEP eligible schools that do not elect to operate under CEP.

Q Who is invited to participate in the CEP Characteristics Study?

A The State Child Nutrition Program Directors in States with schools eligible to participate in CEP and food service managers from a sample of Local Education Agencies with schools eligible to participate in CEP.

Q Why is participation by your School Food Authority (SFA) important?

A The validity of the study depends on your participation. Your cooperation is critical to make the results of this survey comprehensive, accurate, and timely. Because this study is authorized under the Healthy, Hunger-Free Kids Act of 2010, your cooperation is required. Note that Section 305 of that Act states that

“States, State educational agencies, local educational agencies, schools, institutions, facilities, and contractors participating in programs authorized under this Act and the Child Nutrition Act of 1966 (42 U.S.C 1771 et seq.) shall cooperate with officials and contractors acting on behalf of the Secretary, in the conduct of evaluations and studies under those Acts.”

Q What types of information should I be prepared to provide in this survey?

A You should be prepared to provide the following information for your LEA: Number of schools in your Local Education Agencies (LEAs), including their eligibility for and participation in CEP and other special provisions; participation in the SBP, including locations and times of breakfast meals; information on LEA and school Identified Student Percentages (ISPs); and, sources of data used for direct certification.

Q How long is the data collection period?

A Because of the time sensitive nature of data that are being collected, we expect to receive all completed surveys within 14 weeks of initial mailing.

Q How does FNS protect the privacy of the information that you provide?

A Answers to the may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose unless otherwise compelled by law. Your personal information (name, email, etc.) will be kept private. The federal Office of Management and Budget (OMB) has approved the survey (OMB Number: 0584-XXXX. Expiration Date: XXXXX).

Q Who should I contact if I have questions about the study or the survey?

A [If you have any questions about this survey, please contact the Help Desk at 1-866-465-7738 or email the help desk at \[support@2mresearchservices.com\]\(mailto:support@2mresearchservices.com\). You may also call John Endahl, the Contract Officer Representative, at 703-305-2098.](#)