

**Attachment B.1 – Advance Notice to State Directors**

CHILD NUTRITION DIRECTOR  
ADDRESS  
ADDRESS

DATE

Dear [CHILD NUTRITION DIRECTOR]:

The U.S. Department of Agriculture, Food and Nutrition Service (FNS) has contracted with IMPAQ International to conduct a *Review of Child Nutrition Data and Analysis for Program Management*. The study will document overall National School Lunch Program and School Breakfast Program (NSLP/SBP) State and local Management Information Systems (MIS) design, capabilities, functions, maintenance, costs, challenges, lifespan and uses beyond fulfilling reporting requirements to FNS. With this knowledge, FNS will be better equipped to identify and disseminate best practices and system standards for Child Nutrition MIS.

As part of this study, FNS is asking each State Child Nutrition Director to complete a State School Nutrition Management Information System (MIS) web survey to provide information about your NSLP/SBP MIS. By MIS, we mean computer software and electronic systems you use to record, manage and track the major functions of your programs such as claims for reimbursement, direct verification and certification, monitoring and administrative reviews, sponsor applications and record management, and others. We do not consider information captured, stored, and analyzed in spreadsheet applications such as Microsoft Excel to be an electronic MIS. **The survey has several sections, and some may require input from Information Technology staff familiar with the technical aspects of your NSLP/SBP MIS. You will be able to save the survey as you work on it to make it easier to pass along to other staff.**

The link to the web survey is: [Web survey URL]

Your token is: XXXX

**Please complete this survey as soon as possible. We estimate it will take approximately 60 minutes to complete.** We would like to have your response no later than [DATE]. Because this survey and your responses are very important, we will follow up with you by phone or email to answer any questions about completing the survey.

Enclosed please find:

- A hard copy of the survey that you can use to prepare to complete the electronic survey;
- A Study Brochure and Study Overview; and
- A list of frequently asked questions (FAQs).

We greatly appreciate your participation and support in making this a successful study. If you have any questions regarding this project, please contact me at [mlevin@impaqint.com](mailto:mlevin@impaqint.com) or 202-774-1982 or toll free at [telephone number].

Sincerely,

Madeleine Levin, Project Manager