

Attachment B.2 – Advance Notice to SFA Directors

SFA DIRECTOR
ADDRESS
ADDRESS

DATE

Dear [SFA 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 your state agency and/or 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 School Food Authority (SFA) Directors to complete a SFA School Nutrition Management Information System (MIS) web survey about their 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 meal claiming, point of service, verification, household applications and certification, direct verification and certification, menu planning, production records, and others. We do not consider information captured, stored, and analyzed in spreadsheet applications such as Microsoft Excel to be an electronic MIS.

Sharing your knowledge and experience about SFA program data, and insights into the challenges and successes of NSLP/SBP MIS will greatly contribute to this study. You are one of only XX SFAs in [State] selected to be part of this study. 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: XXXXX**

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 (FAQ).

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

Sincerely,
Madeleine Levin
Project Manager

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-NEW. The time required to complete this information collection is estimated to average five 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.