

## APPENDIX B-3. INITIAL STUDY NOTIFICATION E-LETTER TO ALL STATE CHILD NUTRITION DIRECTORS



OMB Number: 0584-NEW  
Expiration Date:  
XX/XX/XXXX

Dear State Directors,

This letter serves as an official study notification of the Evaluation of the School Meal Data Collection Process (“School Meal Forms Study”). The Food and Nutrition Service (FNS) has contracted with Westat, Inc. to help conduct the School Meal Forms Study to map the data collection process for three FNS forms: the FNS-10 *Report of School Program Operations*, FNS-742 *School Food Authority Verification Collection Report*, and FNS-834 *State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report* forms. Data collection will take place in four States during School Year 2017– 2018, with planning activities currently underway. The research team may reach out to you with questions about the School Meals Programs operating in your State. More information about the School Meal Forms Study can be found in the attached “Frequently Asked Questions” document.

By fall 2017, the research team will select four States to participate in this study. Site visits will be conducted to the selected States between February–June 2018 at which time the researchers will lead qualitative interviews with the State Child Nutrition Director, State SNAP Director, 10 SFA Directors, and 30 School Food Managers in each State. The purpose of these visits is to map the data collection processes for each form, and identify problem areas and opportunities for improvement.

If your State is selected to participate in this study a second letter will be sent to you to notify you and your Regional Office of the selection, and to request your guidance in reaching out to the SFAs in your State. If your State is not selected for participation this will be the only notification letter you receive.

If you have any questions or concerns about this study please contact the Project Director, Allison Roeser: [insert study email address] [insert study phone number].

Thank you,

[SIGNATURE]

Placeholder

## **APPENDIX B-3. INITIAL STUDY NOTIFICATION E-LETTER TO ALL STATE CHILD NUTRITION DIRECTORS**

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 for the State Child Nutrition Director to provide this information collection is estimated to average 3 minutes per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the collection of information.