

APPENDIX B-5. STATE SELECTION NOTIFICATION LETTERS TO FNS REGIONAL CN AND SNAP DIRECTORS



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

Dear Regional Child Nutrition and SNAP Directors,

This letter serves as notification that [STATE] has been selected to participate in the Evaluation of the School Meal Data Collection Process (“School Meal Forms Study”). As we previously informed you, FNS has contracted with Westat, Inc. to help conduct the School Meal Forms Study to describe the data collection process for 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 will conduct site visits to [STATE] between February-June 2018. During those visits the researchers will lead qualitative interviews with the State Child Nutrition Director, the State SNAP Director, 10 School Food Authority Directors, and 30 School Food Managers. The purpose of these visits is to record the data collection processes for each form, and identify problem areas and opportunities for improvement. More information about the School Meal Forms Study can be found in the attached “Frequently Asked Questions” (FAQ) document.

To facilitate contact with the State agencies and keep regional offices informed, we are asking each region with a selected State to appoint one regional liaison for the study. Please send me the name of your regional liaison by [date].

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]

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SNAP Signatory