

APPENDIX B-6. STATE SELECTION NOTIFICATION LETTER TO FOUR SELECTED CN STATE DIRECTORS



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

Dear [STATE DIRECTOR NAME],

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, 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 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 during school year 2017 – 2018, with planning activities currently underway. A member of our research team will contact you with preliminary questions about the School Meals Programs operating in your State, and will request your input to establish protocols for reaching out to selected School Food Authorities (SFAs).

We will conduct site visits to [STATE] between February-June 2018. During those visits we will schedule interviews with you, 10 SFA Directors, and 30 School Food Managers. The purpose of these visits is to map the data collection processes for each form, and identify opportunities for improvement. Specifically, the interview questions will address how [STATE] collects and submits data on school meal counts, verification, and direct certification, and ask for any suggestions you have to improve the reporting process. We will also ask about the Food Programs Reporting System (FPRS). More information about the School Meal Forms Study can be found in the attached FAQ document.

If you have any questions or concerns about this study please contact the Project Director, Allison Roeser: [study email address], [study phone number]. Additionally, if you feel that one of your colleagues is better positioned to answer one of the interview topics noted above, we are happy to include them in the interview.

Thank you,

[SIGNATURE]

Placeholder

Attachment:

1. Frequently Asked Questions document