

APPENDIX B-7. STATE SELECTION NOTIFICATION LETTER TO FOUR SELECTED SNAP STATE DIRECTORS



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

Dear [STATE SNAP 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 map the data collection process for three FNS school meal program forms, including the FNS-834 *State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report*, an annual report which includes SNAP data.

Our research team will conduct site visits to [STATE] between February-June 2018. These visits will include in-person interviews with the SNAP Director to gather information on the process used by the State agency to provide SNAP data for the FNS-834. Specifically, the interview questions will address how the agency calculates the number of school-aged children in SNAP households during the months of July, August and September, the usability of the Food Program Reporting System, and any suggestions you have to improve the reporting process. More information about the School Meal Forms Study can be found in the attached “Frequently Asked Questions” document. We will contact you soon to schedule a time for this interview.

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