

## B.5 Initial Email Regarding the SFA Director Questionnaire



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Date

Dear <<SFA Director's Name>>

As you know, the U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS), has contracted with Mathematica Policy Research and its partners, Westat, Inc. and Decision Information Resources, to conduct the National School Lunch and School Breakfast Access, Participation, Eligibility, and Certification (APEC-II) study for school years (SY) 2012-2013. As part of your district's participation in the study, you are being requested to complete the study's School Food Authority District Director Questionnaire. As a reminder, the information collected by the study will be aggregated and are for research purposes only. Results will never be used to identify any individual school food authority, or alter the reimbursements paid to school food authorities.

You can access and complete the questionnaire online at: <<insert link>>. As a reference, attached is a hardcopy version of the questionnaire. You can complete and save sections of the online questionnaire over time. When you have completed all sections of the online questionnaire, you will have the option to review your questionnaire, make any necessary edits, and submit it electronically via the secure website.

If you prefer to complete the questionnaire offline, you can complete the attached fillable PDF file, save the file, and send the completed questionnaire via email or mail.

Please complete and submit your completed questionnaire as soon as possible. If you have any questions, please contact me at [rolinemilfort@westat.com](mailto:rolinemilfort@westat.com) or Allison Roeser at [allisonroeser@westat.com](mailto:allisonroeser@westat.com).

Thank you for your participation and contribution to the APEC-II Study.

Sincerely,

Roline Milfort, PhD, Senior Study Director  
Westat  
1600 Research Blvd  
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According to the Paperwork Reduction Act of 1995, no persons are 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 0584-0530. The time required to complete this information collection is estimated to average 3-5 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

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cc: <<Allison Roeser, Janice Machado>>