

APPENDIX B4. SFA REMINDER FOR E-RECORDS (CEP SCHOOLS FOR ISP DATA ABSTRACTION)

OMB Number: 0584-0530
Expiration Date:
XX/XX/XXXX



Third Access, Participation,
Eligibility and Certification
Study Series

Dear <<SFA CONTACT NAME>>,

Thank you again for participating in the Access, Participation, Eligibility and Certification Study (APEC III) series.

This email serves as a friendly reminder to submit the data file(s) requested in [INSERT MONTH, YEAR] by **[INSERT DATE]**.

The following is a list of the schools sampled from your SFA:

[CEP SCHOOL 1 NAME], [SCHOOL 1 ADDRESS]
[CEP SCHOOL 2 NAME], [SCHOOL 2 ADDRESS]
[CEP SCHOOL 3 NAME], [SCHOOL 3 ADDRESS]

SUMMARY OF REQUEST

Complete list of students enrolled in the **base year, which is when the current identified student percentage (ISP) was determined**. The data file(s) should contain the following information for each student, by school:

1. Student Name
2. Student Date of Birth
3. Identified Student Status: Identified or Non Identified Certification
4. For Identified Students: Direct Certification Source (e.g., SNAP, TANF, etc.)

In addition, please provide the source documentation files/records used for direct certification to determine the ISP.

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 0584-0530. The time required for the SFA Director to provide this information collection is estimated to average 20 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.

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You can upload the data files directly to the APEC III Web-based Portal using the URL and PIN number provided below:

URL: www.apec3sfa.org
SFA PIN: <<PIN NUMBER>>

We request that the file is uploaded no later than 5 business days upon receipt of this email.

Please feel free to contact the research team at 1-855-820-6138 or email us at schoolmealstudy@westat.com if you have any questions or need assistance.

Thank you in advance for your help and cooperation.

Sincerely,
APEC III Research Team