




An Employee-Owned  
Research Corporation

## Memo

**Date:** February 19, 2016

**To:** Roline Milfort, Project Director

**From:** Sharon Zack, Primary Reviewer, Westat IRB

  
Sharon Zack  
I have reviewed and approve this document 

**Subject: Expedited Approval of Access, Participation, Eligibility and Certification Study Series (APEC III), Project Number 6376.01 FWA 0005551**

I reviewed the materials submitted for the following: **APEC III, Project Number 6376.01**. The Westat IRB reviews all studies involving research on human subjects. This project is funded by Food and Nutrition Service, under the United States Department of Agriculture (USDA).

The purpose of this research is to collect updated, nationally-representative estimates of erroneous payments in the school meals programs.

The goal of this submission is to conduct cognitive interviews in order to assess whether respondents understand the questions as intended and find the questions easy to read and understand.

Results from the study will be used by USDA to make policy and programmatic decisions impacting the National School Breakfast and Lunch Program application certification, as well as meal claiming and counting processes.

IRB regulations permit expedited review of certain activities involving minimal risk [45 CFR pt. 46.110]. This study can be considered minimal risk and is approved under expedited authority.

As the Project Director, you are responsible for the following:

- Submit this study for a continuing review before February 19, 2017.
- In the interim, notify the IRB Office as soon as possible if there are any injuries to subjects as well as problems or changes with the study that relate to human subjects.

cc: Institutional Review Board  
Alicia Sutherland



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## Memo

Date: August 08, 2016

To: Roline Milfort, Project Director

From: Sharon Zack, Administrator Westat IRB

A handwritten signature in cursive script that reads "Sharon Zack".

Subject: Expedited Amendment Approval of APEC III, Project Number 6376.01  
FWA 00005551

As Administrator of the Westat Institutional Review Board (IRB), I reviewed the materials submitted for the following: APEC III, Project Number 6376.01. The Westat IRB reviews all studies involving research on human subjects. This project was last reviewed in April 2016.

This request was to approve the main study, which includes updates to the five instruments in addition to the remaining instruments and recruitment contact materials.

The regulations (45 CFR 46) permit expedited review of minor changes in previously approved activities. I am therefore approving the modifications under expedited authority.

Please note the following:

- You are required to submit this study for a continuing review before February 19, 2017.
- IRB approval is required before any new or modified research activities are conducted or when there is a problem involving risks to human subjects.
- Upon learning of an incident, you must contact the IRB Office within 24 hours via telephone (301-610-8828) or email (IRB@westat.com).

cc: Institutional Review Board  
Alicia Sutherland  
Nancy Weinfield

**From:** Institutional Review Board  
**Sent:** Monday, August 08, 2016 10:27 AM  
**To:** Roline Milfort; Alicia Sutherland; Nancy Weinfield; Allison Roeser  
**Cc:** Institutional Review Board  
**Subject:** 6376.01 - Amendment Request Form Approved

The Amendment Request Form for the following project has been reviewed and approved by the IRB.

Project Number: 6376.01

Project Name: EST OF NSLP & SBP ER PAY

To view amendments for this project [click here](#).

If you require a separate approval memo, please contact the [IRB Office](#).

Thank you,

The Westat IRB Office

Westat IRB/FWA #00005551

**From:** Institutional Review Board  
**Sent:** Tuesday, August 09, 2016 1:29 PM  
**To:** Roline Milfort; Alicia Sutherland; Nancy Weinfield; Allison Roeser  
**Cc:** Institutional Review Board  
**Subject:** 6376.01 - Amendment Request Form Approved

The Amendment Request Form for the following project has been reviewed and approved by the IRB.

Project Number: 6376.01

Project Name: EST OF NSLP & SBP ER PAY

To view amendments for this project [click here](#).

If you require a separate approval memo, please contact the [IRB Office](#).

Thank you,

The Westat IRB Office

Westat IRB/FWA #00005551

**From:** Institutional Review Board  
**Sent:** Friday, August 12, 2016 3:35 PM  
**To:** Roline Milfort; Alicia Sutherland; Nancy Weinfield; Allison Roeser  
**Cc:** Institutional Review Board  
**Subject:** 6376.01 - Amendment Request Form Approved

The Amendment Request Form for the following project has been reviewed and approved by the IRB.

Project Number: 6376.01

Project Name: EST OF NSLP & SBP ER PAY

To view amendments for this project [click here](#).

If you require a separate approval memo, please contact the [IRB Office](#).

Thank you,

The Westat IRB Office

Westat IRB/FWA #00005551