Supporting Statement for OMB Clearance for the Study of Non-Response to the School Meals Application Verification Process

Appendix 13

Reapplication Data Request

USDA United States
Department of
Agriculture

SCHOOL MEAL APPLICATION STUDY

Conducted on behalf of USDA Food and Nutrition Service
Phone: 1 (8XX)-XXX-XXXX
Email: EMAIL@mathematica-mpr.com

REAPPLICATION DATA REQUEST

As part of the School Meal Application Study, we will need to collect current information on:

- Households that reapplied for free or reduced-price school meals between this year's verification determination date (in most districts verification is completed between mid-October to mid-November) and 03/01/2018, and

- Households that had any change to their certification status since the data you provided on [XX/XX/2017].

Please provide the information listed on the following page for each household and/or student who reapplied and/or had a change to their certification status as a result of reapplication, direct certification, or any other reason. For some fields we have provided recommended values or layouts in italics. Use of these recommended values and codes is not required; however, if using alternative values or codes, please include a data dictionary or codebook that defines the values. For your reference we have included an Excel data file template attached to this email that you may use as a guide when pulling together your district's data file.

Please provide files in Excel (.xls, .csv, .xlsx), SAS (.sas, .sas7bdat), SPSS (.sav) or ASCII (.txt) format. If you are unable to provide all of the information listed in an electronic format the study team will work with you to find another alternative that is convenient for you.

Please submit this file by March 30, 2018.

Once completed, please upload the data file and this form to our secure file transfer website:
https://www.XXXX.org
Your username is: [USERNAME]

Please call [RECRUITER NAME at RECRUITER PHONE] (or the study team at
1 (8XX)-XXX-XXXX) for the website password.

Note: This is a secure site that will help protect the privacy of the data. If you have any questions about completing this data request, please contact [RECRUITER NAME] at Mathematica, or a member of the study team toll-free at 1 (**8XX)-XXX-XXXX** or EMAIL@mathematica-mpr.com.

Please DO NOT email the data file or documentation

REQUESTED DATA ITEMS

Please provide the information listed below for each household that reapplied for free or reduced-price school meals between this year's verification determination date and 03/01/2018 (in most districts verification is completed between mid-October to mid-November) and/or had a change in certification status since the data you provided on [XX/XX/2017].

1. Household ID, or other unique household identifier, if available. If no identifier is available, please assign a unique number to each household on the file.

Reapplication information

2. A variable to indicate whether or not the household reapplied for free or reduced-price school meals between this year's verification determination date and March 1, 2018 (yes/no, y/n, 1/2, etc.)

3. Date of reapplication (mm/dd/yyyy)

4. Certification status resulting from reapplication (free, reduced-price, paid)

5. Basis of certification status resulting from reapplication (categorical eligibility or income eligibility)

Direct certification information

6. A variable to indicate whether or not the household was directly certified (yes/no, y/n, 1/2, etc.)

7. Date of direct certification (mm/dd/year)

8. **INSTRUCTION FOR RECRUITER: ONLY INCLUDE THIS QUESTION IF THE DISTRICT IS IN A DIRECT CERTIFICATION WITH MEDICAID (DCM)-F/RP STATE:** Certification status resulting from direct certification (free, reduced-price)

9. Program that was the basis of direct certification (SNAP, TANF, FDPIR, Medicaid, Other)

Enrollment status information

10. A variable to indicate whether or not the student is still enrolled in the school (yes/no, y/n, 1/2, etc.)

11. IF STUDENT IS NO LONGER ENROLLED IN SCHOOL, last date of enrollment (mm/dd/yyyy)

FILE TRANSFER INSTRUCTIONS

Below are instructions for preparing files for upload to the Mathematica secure transfer site. To ensure privacy of the data, we request that you upload your data files and any supporting documentation to the secure HTTPS website below. Keeping data secure is very important to Mathematica. Please do NOT email files – this is not a secure way to send information. It is very important that you follow these instructions carefully. If you have questions, please do not hesitate to call the toll-free study helpline at 1-XXX-XXX-XXXX.

Study secure transfer site location:

https://XXXXXXXX

A. Your username and password

To access the secure site, you need a username and password. Having discrete user information enhances the security of your data as they reside on the secure site. No other states or districts will have access to your district data. Anyone who has your username and password, and the location of the secure site, will be able to access your data on the secure site, so guard this information carefully.

1. Username: [USERNAME]
2. Password: Call [RECRUITER NAME] at [RECRUITER PHONE] or toll free at 1-XXX-XXX-XXXX to obtain your password. (Telephone is more secure than email for providing your password.)

B. Preparing to upload the verification file

File format. As noted above, files can be in the format that is most convenient for you. Several electronic formats such as Excel (.xls, .csv, .xlsx), SAS (.sas, .sas7bdat), SPSS (.sav) or ASCII – delimited (.txt) format are acceptable. If you are unable to provide the data in an electronic format the study team will work with you to find another alternative that is convenient for you.

Naming files. Include in the file names the district name, a sequential number, and the total number of files you are uploading so we can easily identify them.

[DISTRICTNAME]_File[NUMBER SEQUENTIALLY]_of[TOTAL NUMBER OF FILES].[FILE TYPE]

For example, a single file in SAS: GREENVALLEY_File1_of1.sas7bdat

And naming multiple files in Excel: MAPLEWOOD_File3_of5.xls

Please note: All files uploaded to the site must be encrypted with password protection using a program such as WinZip for added security.

## C. Zip and encrypt/password protect your files using WinZip

REMINDER!

All files uploaded to the secure transfer site <u>must</u> be zipped and encrypted/password protected.

Zipping your file. If you have WinZip, the easiest way to zip a file is by the context menu method.

1. Navigate to the file on your local drive that you want to zip.
2. Right-click on the file.

3. From the WinZip option, select "Add to [NAME OF THE FILE].zip" (see file naming conventions above.)
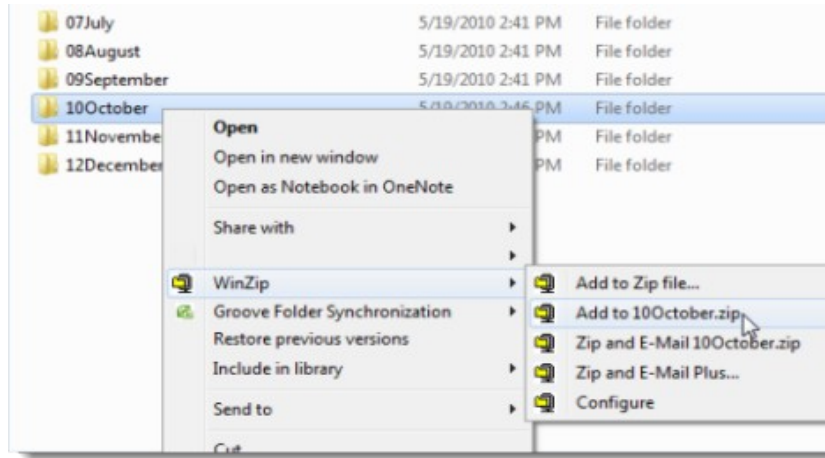
4. The Zip file will appear with the original file in the same location.

The type of encryption that is used depends on the encryption settings in the Settings tab. When encrypting your files, always select AES (256-bit) encryption.

Encrypt/password protect your new Zip archive:

There are three ways that you may encrypt/password protect your new Zip archive.

1. Using the WinZip default view

1) Select all of the files and/or folders in the open Zip file.

2) In the "Actions" pane, turn "Encrypt" on.

3) Click the "Options" drop-down menu in this pane and choose "Apply to Selected Files in the Zip".

4) In the Encrypt dialog, enter the password in the "Enter Password" and "Re-enter Password (for confirmation)" fields and then click "OK".

2. Using the WinZip ribbon interface

1) In the main WinZip window, select all of the files in the WinZip file (Ctrl+A is a handy keyboard shortcut).

2) In the "Tools" tab, click "Selected Files".

3) Check "Encrypt Files" and click "OK".

4) In the Encrypt dialog, enter the password in the "Enter Password" and "Re-enter Password (for confirmation)" fields and then click "OK".

3. Using the Legacy Toolbar interface

1) Choose "Encrypt" from the "Actions" menu.

2) WinZip will ask for a password and encryption method and then encrypt *all* of the files currently in the Zip file.

D. Uploading verification files

1. Go to the secure file transfer site: https://xxxxxxxx

2. Enter your username and password.

3. Click the "Log in" button.

4. Click on the "Browse" button and select the files on your computer that you want to upload to the site. *Be sure the file is encrypted and password protected.*

5. Click the "Upload" button.

6. Check the "Files for Mathematica" section to ensure the upload was successful.

E. Call Mathematica with the encryption password

Call the study team toll free at 1-xxx-xxxx with the file password—leave your name, your district name, and the file password. **Please do NOT email the passwords.**

Keep the file password in a safe place. After the file is zipped and password protected, the password will be required to open the file. Always keep an unzipped copy of the file in the event the password is lost.

G. Mathematica will confirm file receipt

Mathematica will send an email confirming receipt of the files within two business days.