

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

**Appendix 17**

**Verification Data Request Advance Email**



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## MATHEMATICA Policy Research

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Dear <<SFA Director Name>>:

Thank you for recently taking the time to speak with us about the School Meal Application Study for school year (SY) 2017–2018. As I mentioned during our conversation, we do need some additional information about **your district's SY 2017–2018 verification sample**, so this email will outline how you can help us obtain this information.

You will find two attachments to this email. The first attachment is the Verification Data Request Protocol that describes what data the study needs, as well as instructions for uploading your data files to the study's secure file transfer site. The second attachment is an excel data file template that you may use as a guide for your district's data file. Please review the information in these attachments and let us know if your district can provide the data requested. While we prefer to receive these data in an electronic format, we can arrange alternative methods for obtaining these data if necessary.

After your district has completed the verification process in fall 2017, **we ask that you upload the requested data file by [Date]**. If you need technical assistance, please contact the study staff toll free at 1-888-xxx-xxxx or email us at [email@mathematica-mpr.com](mailto:email@mathematica-mpr.com). **To ensure the privacy of the data, do not email any data. The study has a secure file transfer site that you must use to provide the files and any accompanying documentation.**

The information we collect will be aggregated to form national and state estimates and is for research purposes only. We will never use these data to identify any individual student or household, school, or district, or to alter any student's current benefit status or the meal reimbursements paid to districts.

Please note that participation of selected districts and schools is highly encouraged as stated in Section 305 of the Healthy, Hunger-Free Kids Act of 2010. To verify your state's support of the study, you may contact your Child Nutrition Director, <<Name of CN Director>>. You may also contact the study's project officer, Holly Figueroa (USDA, Food and Nutrition Service Office of Policy Support), at 703-305-2105 or by email at [Holly.Figueroa@fns.usda.gov](mailto:Holly.Figueroa@fns.usda.gov).

Thank you in advance for your help and cooperation. We appreciate your assistance with this important study.

Sincerely,

Cheryl De Saw, Survey Director

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-XXXX. The time required to complete this information collection is estimated to average three minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.