

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

**Appendix 23**

**Reapplication Data Request Advance Email**



Dear <<SFA Director Name>>:

Thank you for your continued support of the U.S. Department of Agriculture/Food and Nutrition Service (USDA/FNS)-sponsored School Meal Application Study for school year (SY) 2017–2018. This spring, we want to collect 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 by November 15th) and 03/01/2018, and**
- **Households that had any change to their certification status since the data you provided on [XX/XX/2018].**

Attached to this email is the Reapplication Data Request Form that describes the information we need, as well as instructions for uploading data to the secure file transfer site. We have also attached an excel data file template that you may use as a guide for your district’s data file. **We will need these data for all these households between this year’s verification determination date and March 1, 2018. Please do not submit any data before March 1, 2018. We request that you upload these data between [INSERT DATES].** We prefer to receive these data in an electronic format and ask that you upload all files and documentation to the secure file transfer site. Should you need technical assistance, please contact the study team toll free at 1-8xx-xxx-xxxxx or email us at email@mathematica-mpr.com. **To ensure privacy, please do not email any data. The project maintains a secure transfer site specifically for uploading this private data and 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.

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.