

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

**Appendix 39**

**State Recruitment Letter**

<<DATE>>

<<Name>>, <<Title>>  
<<State Child Nutrition Office>>  
<<Address>>  
<<City, State Zip>>

Dear <<Name>>:

The U.S. Department of Agriculture, Food and Nutrition Service (FNS), has contracted with Mathematica Policy Research (Mathematica) to conduct the Study of Non-Response to the School Meals Application Verification Process. This study will examine the accuracy of school districts' application verification procedures, why some applications are selected "for cause" and the results of the verification process.

To assist with study recruitment, Mathematica is requesting your assistance with introducing the study and engaging selected districts in study participation. Also, in future correspondence with School Food Authority (SFA) Mathematica would like to include you or your designee as a contact in case the SFAs would like to confirm the legitimacy of the study. **Upon receipt of this letter, please send your or your designee's contact information (name, phone, email) to be referenced in these correspondences so that I can pass it along to Mathematica.**

One of the main objectives of this study is to independently verify eligibility for two samples of households approved by application on the basis of income or categorical eligibility, and selected for verification by the district. These samples include: (1) households that did not respond to verification requests, and (2) responding households with no changes in benefits.

The study will also examine the accuracy of the districts' verification procedures, Mathematica will ask selected school districts to provide district verification sample data for school year 2017–2018. In spring 2018, Mathematica will also request the district to provide additional information on the households in the district verification sample, including changes in certification status, reapplication status, and whether the household was directly certified later in the year.

Lastly, the study will examine each district's process of selecting questionable applications for verification "for cause." In early 2018, Mathematica will contact School Food Authority directors and ask them to complete a short, 20-minute telephone interview about their verification "for cause" process.

For your reference, please find attached the brochure Mathematica will be sending to households before conducting interviews, as well as a document with frequently asked questions (FAQs) about the study. Please bear in mind that cooperation of selected districts and schools is highly encouraged, as stated in Section 305 of the Healthy, Hunger-Free Kids Act of 2010. We appreciate your assistance.

Should you have any questions about the study, please contact Mathematica's study director, Eric Zeidman, toll-free at 1-8XX-XXX-XXXX or email at email@mathematica-mpr.com. Thank you in advance for your help and cooperation.

Sincerely,

[RO NAME]  
USDA FNS <<INSERT REGIONAL OFFICE>>

Enclosures: District Frequently Asked Questions and Household Survey Brochure

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 30 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.