

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

Appendix 41a

Police Letter (English)



[DATE]

OMB Approval No.: 0584-XXXX
Approval Expires: XX/XX/20XX

Dear Local Police Department:

The U.S. Department of Agriculture/Food and Nutrition Service (USDA/FNS) is conducting a survey called *The Study of Non-Response to the School Meals Application Verification Process* Study. This is a study of the school breakfast and lunch programs being conducted by Mathematica Policy Research to learn about people's experiences with applying for the school meal programs and why some families have difficulties with the application and verification requirements. This study will also help FNS understand why some students choose to eat school meals and others do not.

Your local school district was selected to be part of the study. From [INSERT DATES], Mathematica Policy Research will have professional interviewers in your area. They will visit the homes of randomly selected families whose children go to school in your district. If the families agree to participate, they will be asked to complete a survey that asks questions about their experiences with the school lunch and breakfast programs. Each family will receive a \$25 Visa gift card as a token of our appreciation. Participation in this study is voluntary. The survey is for research purposes only to help USDA/FNS improve its programs.

We have included a study brochure for you to review and post in a public area so individuals in your organization will know about the study. To learn more about the study, see the enclosed brochure or call our toll-free number at xxx-xxx-xxxx.

Thanks in advance for your cooperation and support of *The Study of Non-Response to the School Meals Application Verification Process* 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 six 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.