

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

Appendix 20a

Household Survey Advance Letter (English)



United States
Department of
Agriculture

OMB Approval No.:0584-XXXX

Expiration Date: XX/XX/20XX

MATHEMATICA Policy Research

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[DATE]

<<Parent First and Last Name >>

<<Address>>

<<City, State, Zip>>

Dear <<Parent First and Last Name>>:

I am writing to ask for your help with the School Meal Application Study. This study is sponsored by the U.S. Department of Agriculture/Food and Nutrition Service (USDA/FNS) and is being carried out by Mathematica Policy Research. This study seeks to better understand households' experiences with applying for the school meals program. Through this study, we will explore 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. Even if your child does not eat school lunch or breakfast, we highly encourage your participation in this study

For more information on this study, please see the enclosed brochure.

Your name was randomly selected from a list of families who applied for the school meals program in your school district. As part of the study, you will be asked to complete a 45-minute in-person survey with a trained interviewer. It may take you up to two hours to collect income documentation, such as pay stubs or statements, to prepare for the interview ahead of time. If you complete the survey you will receive a \$25 Visa gift card. While your participation in the study is voluntary, we hope you will complete the survey to help us learn more about how to improve the school meals application process and verification requirements.

During the interview, you will be asked about your experiences with the school meal application and verification requirements. You will also be asked about your household size and income, so we will need to look at some income records during the interview.

Participation in this study is voluntary. There will be no penalties if you decide not to respond to the in-person interview or to any individual question in the interview. The information you provide will be kept private to the full extent permitted by law. The person who interviews you is prohibited from sharing your personal information with anyone other than authorized research staff, and the reports produced for this study will not contain information that could be linked to your responses. **The information collected is for research purposes only to help FNS improve its programs.**

An interviewer from Mathematica will call you in a few weeks to schedule an interview. In the meantime, **if you have questions, or want to set up an interview, please call [FILL NAME] of Mathematica, toll-free at 1-XXX-XXX-XXXX.**

Thank you for your help.

Sincerely,

Cheryl DeSaw
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.