

**APPENDIX B-2. STATE SELECTION NOTIFICATION E-LETTER
FROM FNS TO STATE DIRECTORS IN 12 SELECTED STATES**



United States Department of Agriculture

Food and Nutrition Service

3101 Park Center Drive

Alexandria, VA 22302-1500

Month, Day, 2018

Name1 Name2, Title

ADDRESS 1

ADDRESS 2

CITY, STATE ZIP

Dear Mr./Ms. Name:

We are writing to request your assistance in a Food and Nutrition Service (FNS) study of the Child Nutrition State Administrative Expense (SAE) formula. The study will assess the effectiveness of the current formula used for SAE allocations, identify and examine factors that influence State spending, and develop and test a range of possible alternatives to improve the allocation formula.

FNS has contracted with Westat to help conduct this study. As part of this study, Westat will conduct in-depth case studies with the State agencies that receive SAE funds in 12 States. Your State has been selected as one of these States. The case studies will involve a pre-visit telephone interview with the State Director (or designee) for each State agency that receives SAE funds in the selected States, and in-person interviews during the one day site visit with the State Director and with key staff identified by the State director. A member of the Westat study team will contact you within a week to schedule the pre-visit telephone interview.

We would like to thank you in advance for your important contribution to this study. The information your State provides is important to understanding the factors affecting use of SAE funds.

If you have questions please contact Ms. Melissa Rothstein, the Project Director, by email at MelissaRothstein@westat.com or by phone at 301-315-5975. You may also contact Ms. Jinee Burdg, the FNS Project Officer, by email at Jinee.Burdg@fns.usda.gov or by phone at 703-305-2744.

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 5 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.

Sincerely,

[INSERT NAME OF FNS REGIONAL DIRECTOR]