

## APPENDIX B-5. EMAIL TO KEY STAFF: SCHEDULING SITE VISITS

Dear [NAME]:

As you may have heard, we will be visiting [STATE] on behalf of the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) to collect data for the Child Nutrition State Administrative Expense (SAE) study.

The purpose of the Child Nutrition SAE study is to 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. The final product will be a description of the factors influencing State spending, and recommendations to improve the SAE allocation formula.

We would like schedule a two-hour in-person interview with you and <NAMES OF OTHER KEY STAFF> when we visit the week of <DATES>. We will break the interview into two parts with a 20 minute break in the middle. Are you available to speak with us on < DATE AND TIME OPTION 1> or <DATE AND TIME OPTION 2>? If neither time is convenient, please let us know when you would be available.

While we hope that you will agree to be interviewed, participation in this study is voluntary. There will be no penalties if you decide not to respond, either to the interview as a whole or to any particular questions. If you have any questions please contact me by email at [MelissaRothstein@westat.com](mailto:MelissaRothstein@westat.com) or by phone at 301-315-5975.

Sincerely,

Melissa Rothstein  
Project Director