OMB Number: 0584-NEW Expiration Date: XX/XX/XXXX

APPENDIX B-6, EMAIL TO STATE DIRECTORS/KEY STAFF: FOLLOW-UP

Dear Mr./Ms. [Name]:	

Thank you for taking the time to talk with us about the Child Nutrition State Administrative Expense (SAE) formula. The information you provided is important to understanding the factors affecting use of SAE funds.

After reviewing our notes we had a few follow-up questions for you:

- [Question 1]
- [Question 2]
- [Question 3]

If you prefer to discuss these over the phone you may reach us at [phone number of interviewer]. Please do let us know if you have any additional questions or comments.

Sincerely,

[Name of Interviewer]

Westat

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 10 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.