

## 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]

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