

**APPENDIX B-1. STATE SELECTION NOTIFICATION E-LETTER
FROM FNS TO FNS REGIONAL DIRECTORS**



United States Department of Agriculture

Food and Nutrition Service

3101 Park Center Drive

Alexandria, VA 22302-1500

Month, Day, 2018

Dear Regional Child Nutrition Directors:

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. The following States in your region have been selected for the case studies: [insert State names]. 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 key staff identified by the State director.

We would like to thank you in advance for your important contribution to this study. The information provided by the States in your region is important to understanding the factors affecting the 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.

[Signatory to be decided]