

Appendix A.1. Recruitment Letter FNS to RO

OMB Number: 0584-0613
Expiration Date: 09/30/2019

Dear [insert RO contact name]:

2M Research and Mathematica Policy Research are conducting the Child Nutrition Reducing Burden Study on behalf of the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS). The purpose of this study is to identify the best means of efficiently consolidating burden in the school meals programs, including reporting and administrative requirements and simplifying regulations for School Food Authorities (SFAs) and State Agencies (SAs).

The study will involve two brief (~20 minute) surveys – one that will be administered to State Child Nutrition (CN) Directors and the other to SFA Directors. 2M Research Services will ask participants to complete the survey. Because this is a congressionally mandated study with a firm timeline, **activities will need to occur between [DATE] and [DATE].**

I am requesting your support in contacting the State CN Directors in your region and confirming their ability to participate in the survey between [DATE] and [DATE]. By [DATE], please contact the State CN Directors listed below by providing them with the attached letter via email. If any State CN Director listed below is unable or unwilling to participate in the survey, please remind them of the importance of this study.

- [insert list of states with contact name, contact email, and contact phone number for each]

By [DATE], please forward the requested information in the attached letter to me at [\[PLACEHOLDER EMAIL\]](#). Thank you in advance for your assistance with this important research effort.

Sincerely,

[Placeholder]

USDA FNS