

Appendix A.2. Recruitment Letter RO to SA

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

Dear [insert SA 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 strongly encourage your participation in the survey. In total, participating in this survey should take no more than 20 minutes. I am also asking that you contact the SFA Directors listed on the attached table between [DATE] and [DATE]. Please contact each SFA Director by [DATE] to encourage their participation in the survey and let them know 2M Research will be contacting them very soon.

Thank you in advance for your help with this important research effort. If you have any specific questions about the study or the survey, please contact Nick Beyler at 2M Research Services. He can be reached at nbeyler@2mresearchservices.com or (202) 796-3955. Or you can review the frequently asked questions which are provided below.

Sincerely,

[Insert RO contact name]

Regional Study Liaison

Frequently Asked Questions (FAQs)

Q	Why is the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) conducting the Quick Response Surveys (QRS) Child Nutrition Reducing Burden Study?
A	This web survey is being conducted to provide FNS with data in a timely manner from SAs and SFAs. Two surveys will be conducted to develop recommendations to reduce administrative and reporting burden in CN programs.
Q	Who is invited to participate in the QRS Child Nutrition Reducing Burden Study?
A	There are two data collections for this study. One is a web survey of 53 SAs. The second is a web survey of approximately 1,251 SFAs.
Q	Why did you select our SA or SFA?
A	All SAs were selected to participate in the study. A nationally representative sample of SFAs

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	were selected to participate in the study. If you were an SFA selected to participate, you are representing and serving as the voice for many SFAs like yours across the country.
Q	Are we required to participate?
A	SA and SFA cooperation is encouraged, given its authorization under the Healthy, Hunger-Free Kids Act of 2010, Section 305: <i>States, State educational agencies, local educational agencies, schools, institutions, facilities, and contractors participating in programs authorized under this Act and the Child Nutrition Act of 1966 (42 U.S.C 1771 et seq.) shall cooperate with officials and contractors acting on behalf of the Secretary, in the conduct of evaluations and studies under those Acts.</i>
Q	How long is will the web survey take?
A	The web survey for SAs and SFAs should both take approximately 20 minutes to complete.
Q	What CNs should I be reporting about in the survey?
A	Please focus responses to survey questions on only the National School Lunch Program (NSLP), School Breakfast Program (SBP) and School Milk Program (SMP).
Q	What if we do not have time or staff to participate in the study?
A	We understand that your time is valuable. We have made the web survey short (requiring only 20 minutes to complete) and carefully designed and pretested the survey to collect the required information with minimal burden to both you and your staff.
Q	Who should I contact if I have questions about the study, web survey, or IDI?
A	If you have any specific questions about the study or the survey, please contact Nick Beyler at 2M Research. He can be reached at nbeyler@2mresearch.com or (202) 796-3955.
Q	What if I cannot answer all the questions in the survey?
A	For the SA web survey we assume that the CN Director can answer all questions and for the SFA web survey we assume that the SFA contact can answer all questions. However, if you are unable to answer some questions in the survey you can share the survey link with other SA or SFA staff members who are better equipped to answer those questions.
Q	How does FNS protect the privacy of the information that is provided?
A	FNS and the 2M Study Team will only use your responses for statistical and descriptive purposes, including summary tabulations. Your responses will not be disclosed or used in identifiable form for any other purpose unless otherwise compelled by law. This means that SA and SFA responses will be identifiable to FNS and the 2M Study Team; however, your personal information will be kept private. The Federal Office of Management and Budget (OMB) has approved the web survey (OMB Number: 0584-0613).

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 0584-0613. The time required to complete this information collection is estimated to average 3 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-0613). Do not return the completed form to this address.

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