



Memo

Date: March 29, 2018

To: Melissa Rothstein, Project Director

From: Sharon Zack, IRB Administrator, Westat IRB

A handwritten signature in cursive script that reads "Sharon Zack".

Subject: **Exemption for Evaluation of IRA, Project Number 6376.02**
FWA 00005551

As Administrator of the Westat Institutional Review Board (IRB), I have reviewed the materials submitted for the following: **Evaluation of IRA, Project Number 6376.02**. Pursuant to 45 CFR pt. 46, the IRB reviews all studies involving research on human subjects.

The purpose of this study is to evaluate the independent review of applications (IRA) process for the Healthy, Hunger-Free Kids Act of 2010.

Westat's role includes the following activities:

- Cognitive testing of two data collection instruments with regional and state officials;
- Web survey of State Child Nutrition (CN) Directors;
- Telephone interviews with local education agency (LEA) staff;
- Collecting and evaluating a sample of household applications for the National School Lunch Program and School Breakfast Program from 20 LEAs.

Per [45 CFR 46.102(f)] and based on the information provided, this project does not include human subjects and is therefore exempt from further IRB review.

The project director is required to notify the Board only if there are changes to the protocol or procedures regarding this project. In addition, notify the IRB Office as soon as possible if there are any injuries to the subjects or problems with the study that relate to human subjects.

cc: Institutional Review Board
Alicia Sutherland