

Appendix E13: Email to LEAs with Procedures to Submit Household Applications

Dear [LEA DIRECTOR NAME],

This email is in follow up to the [DATE] phone call to discuss procedures to submit household applications.

[INSERT SUMMARY OF RELEVANT INFORMATION FROM PHONE CALL FOR EACH OF THE THREE AREAS:

1. Specific school years for which applications are being requested. (expected to be SY 2016-2017 and SY 2018-2019)
2. Sampling procedures to select applications to send to the study team
(including number of applications that must be sampled and directions for sampling)
 - [For example: Assemble a complete listing of all households that submitted an application in the given school year. Starting at the top of the list, mark every third household until you reach the target sample of [X]. Pull the applications for the marked households to submit to the study team.]
3. Methods to submit the applications to the study team
 - [For example, mail using a secure package tracking service OR upload to a secure FTP site.]

We look forward to receiving your household applications. If you have any questions about the study, please contact the Westat Study Team at: [study email] or [study phone number].

Thank you again for your support of this important FNS study.

Sincerely,

The Westat Study Team