

## **APPENDIX B.6**

### **State Email Notification of Selected SFAs**

XX/XX/2019

Dear [First name] [Last name]:

2M Research and its partner, Mathematica Policy Research, are ready to begin contacting the SFA directors that have been selected for participation in the Child Nutrition Program Operations Study II (CN-OPS-II) Year 4 for SY 2018–19.

We wanted to make you aware of the selected SFAs in your State (list attached) so that you will be prepared if they contact you with questions or concerns.

The cooperation of the selected SFAs is strongly encouraged under requirements set forth in the National School Lunch Act and is important for preserving the national representation of the findings. We understand that research requests place an additional burden on SFA staff that can be difficult to balance with other responsibilities. We have done everything we can to minimize that burden (shortening surveys, reducing participation in overlapping studies, etc.) while fulfilling the critical need to better understand program operations and make subsequent improvements.

In addition to the list of SFAs in your State, we have attached frequently asked questions about the study, which we will also send to the SFA directors. We are also glad to discuss the study with you at any time.

If you have any questions or concerns, please don't hesitate to contact me.

Thank you for your assistance.

Anne Gordon, Project Director

Attached: List of Selected SFAs, Frequently Asked Questions

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 0584-0607. The time required to complete this information collection is estimated to average 5 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 (0584-0607). Do not return the completed form to this address.

Selected SFAs in your State:

- [DISTRICT NAME], [STATE ABBREVIATION]
- [DISTRICT NAME], [STATE ABBREVIATION]
- [DISTRICT NAME], [STATE ABBREVIATION]

## Child Nutrition Program Operations Study II (CN-OPS-II)

### Frequently Asked Questions

#### SFA Director Survey

**Q** Why is FNS conducting the survey?

**A** This survey is being conducted to provide nationally representative information about Child Nutrition programs available in public school districts. The goal of the CN-OPS-II is to understand the policy and operational issues surrounding the Child Nutrition programs. Specifically, survey topics inform preparation of the program budget, development and implementation of program policy and regulations, and identification of areas for provision of technical assistance and training.

**Q** Who is invited to participate in CN-OPS-II?

**A** For school year (SY) 2018–19, 55 State Child Nutrition Program Directors and 2,188 School Food Authority Directors are invited to participate.

**Q** Why is participation by my School Food Authority (SFA) important?

**A** The survey provides national estimates. All SFAs need to respond to preserve the validity of the study.

Furthermore, this study is authorized under the Child Nutrition Act of 1966 and your cooperation in the study is encouraged in the Healthy, Hunger-Free Kids Act of 2010. Section 305 of that Act states that:

“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.”

There is no requirement to complete a survey to continue participation in the CN programs or to receive any Federal benefits.

**Q** How long is the data collection period?

**A** Because of the time-sensitive nature of data that are being collected, we expect to receive all completed surveys within 10 weeks.

**Q** How does FNS protect the privacy of the information that I provide?

**A** Your answers about operations may be used for descriptive purposes, including tabulations by State. Any personal information you provide about yourself or specific individuals in your agency (name, telephone number education, etc.) may not be disclosed or used in identifiable form unless otherwise compelled by law. The federal Office of Management and Budget (OMB) has approved the survey (OMB Number: 0584-0607. Expiration Date: xx/xx/20xx).

**Q** What types of information should I be prepared to provide in this survey?

**A** You should be prepared to provide the following information your SFA:

School participation and student enrollment numbers in NSLP/SBP for SY 2018-19, breakfast prices in SY 2018-2019, lunch prices in SY 2018-19, number of schools operating under special provisions in SY 2018-19, number of students directly certified as of October 31, 2018, money owed as a result of unpaid meals, number of staff meeting training requirements, and revenues and expenditures for SY 2017-2018.

**Q** Who should I contact if I have questions about the study or the survey?

**A** If you have any questions about this survey, please contact the Help Desk at 1-844-503-7045 or email the help desk at [CNOPS2@2mresearch.com](mailto:CNOPS2@2mresearch.com).