

APPENDIX A.1  
SITE VISIT LETTER

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[DATE]

[NAME]  
[TITLE]  
[ADDRESS]

Dear [Salutation, NAME]:

We are conducting an evaluation of the Direct Certification with Medicaid for Free and Reduced-Price (DCM-F/RP) meals demonstrations for the U.S. Department of Agriculture, Food and Nutrition Service (FNS). The demonstration is taking place in selected States, including [State] during school year 2017–2018. The purpose of the study is to describe the implementation process used for the demonstrations as well as the effects on school meal certification, participation, and costs.

As part of this study, we will conduct a site visit to [State] soon after the first direct certification match that incorporates DCM-F/RP is complete. Based on our knowledge of [State's] demonstration schedule, we suggest this visit happen in [month]. We expect the visit to last [two/three] days. During the visit, we will talk with State child nutrition and Medicaid program administrators and staff in individual and small group meetings, as well as staff from [two/four] school districts. We would also like to observe key direct certification data processes at the State and district levels. We would like to visit State child nutrition and Medicaid program offices in [capital city] and districts within a two-hour drive. We will call you within the next few days to decide on dates and other logistics for the visit.

We thank you in advance for your important contribution to this research. I will be your evaluation liaison for this study. If you have questions or concerns about the study feel free to contact me. You can also contact Lara Hulse, the study director or Conor McGovern, the FNS project officer. Contact information for each of us is below.

Sincerely,

[Study liaison name]

Study Liaison[Name]  
[Email]  
[Phone]Study Director[Name]  
[Email]  
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