

C5. FSMC RECRUITMENT LETTER  
(GROUPS 2, 3, & FULL OUTLYING AREAS)

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DATE

[FirstName] [LastName]

[Title]

[Company name]

[Address 1]

[Address 2]

Dear [Prefix] [LastName]:

FNS has contracted with Mathematica Policy Research, Agralytica, Insight Policy Research, and Decision Information Resources to conduct the School Nutrition and Meal Cost Study-II (SNMCS-II) for school year 2019–2020. The cooperation of selected states, districts, schools, and contractors is required under Section 28 of the Richard B. Russell National School Lunch Act.

**Your support of SNMCS-II is vital to informing future policies for school meals to ensure the meals contribute to a healthy future for all children—a goal we all share.**

This important study will (1) describe the food and nutritional quality of school meals and afterschool snacks, (2) update information on the school food environment and food service policies and practices, (3) estimate the cost to produce school meals and snacks, and (4) collect information about student participation, satisfaction, and dietary intake. Having updated information about the school meals programs will help States, SFAs, and schools better serve students.

As a key provider of food service management services to school districts, it is very important to get the support of [Company name]. The participation of the school districts administered by your company in the sample is critical to gaining a representative picture of school meals' nutrition and cost and food service operations nationwide.



Agralytica will be contacting you to discuss the study in detail, identify the SFAs in the sample that appear to be serviced by your company, and answer questions. We will ask you to support SNMCS-II by reaching out to SFAs and encouraging their participation.



All information gathered for this study is for research purposes only and will be kept private to the full extent allowed by law. Participation in the study will not affect meal reimbursements to participating districts and schools or school meal program benefits to participating households.



I have enclosed an overview of the study components and a letter of support from the School Nutrition Association.



Thank you in advance for your assistance with this important study. If you have questions, feel free to contact me at (XXX) XXX-XXXX or xxxxxx@fns.usda.gov.



Sincerely,

[FNS Representative]

Food and Nutrition Service/USDA

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-XXXX. The time required to complete this information collection is estimated to average 2 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 Service, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-xxxx). Do not return the completed form to this address.

Enclosures

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