

C25. PRINCIPAL INTRODUCTION LETTER TO SCHOOLS
(FULL OUTLYING AREAS)

This page has been left blank for double-sided copying.



OMB Control Number: 0584-XXXX
Expiration Date: XX/XX/XXXX

<Date>

<P_FN> <P_LN>
<School>

Dear <P_FN> <P_LN>:

Recently, your school was selected for the Outlying Areas Cost Study (OACS) as part of your district's participation in the study. Mathematica Policy Research and Insight Policy Research are conducting the OACS, a sub-study of the School Nutrition and Meal Cost Study-II (SNMCS-II) for the Food and Nutrition Service (FNS) of the U.S. Department of Agriculture (USDA). Cooperation with the study by selected States/Territories, districts, and schools is required under Section 28 of the Richard B. Russell National School Lunch Act.

The study will determine the cost of producing reimbursable meals for the National School Lunch Program and School Breakfast Program, including indirect and local administrative costs. The attached overview provides a summary about the OACS and the data collection activities for certain staff at your school.

We are scheduled to collect data from you and your school nutrition manager during the week of [DATE]. All data collection will occur over the phone or electronically.

As part of the study, you will be asked to complete a phone interview with a data collector during the week of [DATE]. This interview will review the activities school staff do to help food service, and what their compensation is, so that we can calculate the cost of their food service work. For example, if a teacher supervises a lunch period we would want to know salary information about this person.

Also during the week of [DATE], the school nutrition manager will be asked to complete (1) an electronic or hard-copy menu survey, and (2) a cost interview over the phone.

Your participation in this study is extremely valuable and we appreciate the time and effort that you and the school nutrition manager will devote to the study. If you have any questions, please feel free to call a member of our project team at xxx-xxx-xxxx or email xxxx@mathematica-mpr.com. We look forward to working with you on this important study.

Sincerely,

Mary Kay Fox
OACS/SNMCS-II Project Director
Mathematica Policy Research



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 8 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.

Attachment: Study Overview