

C26. SCHOOL NUTRITION MANAGER INTRODUCTION LETTER  
(FULL OUTLYING AREAS)

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OMB Control Number: 0584-XXXX

Expiration Date: YY/YY/YYYY

<DATE>

<SNM\_FN> <SNM\_LN>  
<School>

Dear <SNM\_FN> <SNM\_LN>:

[SCHOOL NAME] was selected for the Outlying Areas Cost Study (OACS) as part of your school food authority's required cooperation with 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).

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 principal has also been notified of these activities.

**We are scheduled to collect data from your school during the week of: [DATE].** During this week, you will be asked to participate in the following components of the study:

- **Menu Survey.** You will be asked to complete a detailed Menu Survey. This web-based or hard-copy survey will collect information on the foods offered and served in reimbursable lunches and breakfasts during the week of [DATE]. Instructions will be available with the survey and technical assistants will be available by phone and email to answer any questions. You will receive up to a \$100 gift card as thanks for completing the survey (\$75 for filling out the Menu Survey, and \$25 for answering follow-up questions from the technical assistants). A technical assistant will get in contact with you about the menu survey three weeks prior to your scheduled target week. This person will be available to assist you with the menu survey.
- **School Nutrition Manager Cost Interview.** A data collector will interview you over the phone about the types of work kitchen staff do, and what their wages are.

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. Your participation in this study is extremely valuable, and we appreciate the time and effort that you and other school staff will devote to the study. If you have any questions, please feel free to contact our project team at [PHONE NUMBER], or email [CONTACT]@mathematica-mpr.com.

We look forward to working with you on this important study.

Sincerely,

Mary Kay Fox  
OACS/SNMCS-II Project Director



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.

Mathematica Policy Research