

G2. STATE AGENCY INDIRECT COST SURVEY INVITE
(GROUP 3 AND FULL OUTLYING AREAS)

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**School Nutrition &
Meal Cost Study - II**

DATE

[FirstName] [LastName]
[Address 1]
[Address 2]
[City, State Zip]

Dear [FirstName] [LastName]:

I am writing you today to ask for your participation in the State Agency Indirect Cost Survey, which is part of the [OA: Outlying Areas Cost Study, a sub-study of the] School Nutrition and Meal Cost Study-II (SNMCS-II). Mathematica Policy Research [GROUP 3:, Insight Policy Research, and Decision Information Resources; FULL OA:, Agralytica, and Insight Policy Research] are conducting this study under contract to the Food and Nutrition Service (FNS), U.S. Department of Agriculture (USDA).

The purpose of this survey is to gather information about local education agency indirect cost rates in [GROUP 3: your State] [FULL OA: Alaska/Guam/Hawaii/Puerto Rico/the U.S. Virgin Islands]. USDA/FNS needs your participation to assure that this study fairly and accurately represents the full costs of school meals. Please complete the survey at the address below by [DATE]. The survey will take about 10 minutes.

Survey web site: [WEBSITE]

Cooperation by selected States, districts, and schools is required under Section 28 of the Richard B. Russell National School Lunch Act. [GROUP 3: 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. Your participation is vital in helping us inform future policies for school meals.] [OA: This important 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. It will also examine the ratios of revenues to costs. Reimbursement rates for school meals sold in the contiguous 48 States and the District of Columbia are assessed periodically using a rigorous cost study methodology applied to a sample of public SFAs and schools. That cost study methodology has never been applied in outlying areas such as (Alaska/Guam/Hawaii/Puerto Rico/the U.S. Virgin Islands). Your participation is vital to accurately assess meal costs, which could eventually be used to adjust per-meal reimbursement rates in outlying areas.]

Thank you in advance for your assistance with this important study. If you have questions, feel free to contact me at [PHONE NUMBER] or [EMAIL].

Sincerely,

Mary Kay Fox
SNMCS-II Project Director
Mathematica Policy Research

Enclosure

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.

