

**FOR SFAS WITH AT LEAST ONE NON-CEP OR PROVISION 1, 2, OR 3 SCHOOL**



OMB Number: 0584-0530  
Expiration Date:  
XX/XX/XXXX

Dear <<SFA CONTACT NAME>>,

Thank you again for participating in the fourth Access, Participation, Eligibility and Certification Study (APEC IV) series.

This email serves as a friendly reminder to **submit the 2022-2023 school year data file(s)** by **[INSERT DATE]**.

As a reminder, the following is the list of the schools sampled from your SFA:

[IF APPLICABLE] Non-CEP Schools:

[NON-CEP SCHOOL 1 NAME], [SCHOOL 1 ADDRESS]  
[NON-CEP SCHOOL 2 NAME], [SCHOOL 2 ADDRESS]  
[NON-CEP SCHOOL 3 NAME], [SCHOOL 3 ADDRESS]

[IF APPLICABLE] *Provision 1, 2, or 3 Schools\**:

[PROVISION SCHOOL 1 NAME], [PROVISION SCHOOL 1 ADDRESS]  
[PROVISION SCHOOL 2 NAME], [PROVISION SCHOOL 2 ADDRESS]  
[PROVISION SCHOOL 3 NAME], [PROVISION SCHOOL 3 ADDRESS]

### **SUMMARY OF REQUEST**

Please submit a **complete list of students who applied for free or reduced-price meals or were directly certified for free meals in SY 2022-2023**. [IF APPLICABLE: For the Provision schools, provide the data file for the base year].

The data file(s) should contain the following information for **each student who applied for free or reduced-price meals or was directly certified for free meals**, by school:

1. Student name

**APPENDIX B2. (INSTRUMENT A6) SFA REMINDER FOR E-RECORDS\_PART A PRIORITY (NON-CEP SCHOOLS HOUSEHOLD SAMPLING)**

2. Student date of birth
3. Student **certification status** for **SY 2022-2023 (free, reduced-priced, or paid)**. [IF APPLICABLE: For the Provision schools, please provide the student's certification status for the base year.]
4. Flag to indicate if an application for free or reduced priced meals was submitted
  - a. If yes, include application date
5. Flag to indicate if the student was directly certified for free meals
  - a. If yes, include date of certification
6. Student's parent or caregiver contact information
  - a. Name, address, phone number, and email address

**We request that the file is uploaded no later than 5 business days from receipt of this email.**

You can upload the data file(s) directly to the APEC IV web portal using the URL and PIN number provided below:

URL: [INSERT URL]  
SFA PIN: <<PIN NUMBER>>

We are here to assist if needed. If you have questions, need assistance, or foresee any issues with this request, please feel free to contact us at [INSERT NUMBER] or [INSERT EMAIL].

Thank you in advance for your help and cooperation.

Sincerely,  
APEC IV Research Team

\*Provision 1, 2, or 3 schools refers to three alternative provisions to the normal requirements for annual determinations of eligibility for free and reduced-price school meals and daily meal counts by type (free, reduced-price and paid meals) at the point of service. More details can be found at <https://www.fns.usda.gov/school-meals/provisions-1-2-and-3>

**Authority:** This information is being collected under the authority of the Healthy, Hunger-Free Kids Act of 2010 (P. L. 111-296), Section 305.

**Purpose:** The Food and Nutrition Service (FNS) is collecting this information to assess improper payments made in the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

## APPENDIX B2. (INSTRUMENT A6) SFA REMINDER FOR E-RECORDS\_PART A PRIORITY (NON-CEP SCHOOLS HOUSEHOLD SAMPLING)

**Routine Use:** The records in this system may be disclosed to private firms that have contracted with FNS to collect, aggregate, analyze, or otherwise refine records for the purpose of research and reporting to Congress and appropriate oversight agencies, and/or departmental and FNS officials.

**Disclosure:** Disclosing the information is voluntary, and there are no consequences to you as an individual for not providing the information.

The System of Records Notice for this information collection is USDA/FNS-8, FNS Studies and Reports, which can be located at <https://www.govinfo.gov/content/pkg/FR-1991-04-25/pdf/FR-1991-04-25.pdf> (p. 19078).

This information is being collected to provide the Food and Nutrition Service with key information on the annual error rates and improper payments for the school meal programs. This is a voluntary collection and FNS will use the information to examine school meal error rates and inform future APEC studies. This collection requests personally identifiable information under the Privacy Act of 1974. 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 0584-0530. The time required to complete this information collection is estimated to average 1 hour (60 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