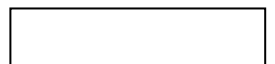


APPENDIX F05.11. STATE AGENCY INDIRECT COST SURVEY INVITATION LETTER/EMAIL  
(GROUP 3 & FULL OUTLYING AREAS)



[FirstName] [LastName]

This information is being collected to assist the Food and Nutrition Service in understanding school food purchasing practices, the nutritional quality of school meals and snacks, the cost to produce school meals, and student participation and dietary intakes. This is a mandatory collection and FNS will use the information to monitor program operations. This collection does not request any 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-[xxxx]. The time required to complete this information collection is estimated to average 0.03 hours 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, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-xxxx). Do not return the completed form to this address.

[Address 1]  
[City, State Zip]

Dear [FirstName] [LastName]:

I am [MAIL ONLY: writing/EMAIL ONLY: emailing] you today to ask for your participation in the State Agency Indirect Cost Survey, which is part of the 2024–2025 National School Foods Study. The U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) selected Mathematica [GROUP 3:, ProTeam, and Decision Information Resources] to conduct this study.

The purpose of this survey is to gather information about local education agency indirect cost rates in [GROUP 3: STATE] [FULL OA: Alaska/Guam/Hawaii/Puerto Rico/the U.S. Virgin Islands]. 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 only take about 10 minutes.

**Survey web site:** [WEBSITE]

Participation by selected state agencies, school 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 nutrient content and overall 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. We will collect updated information from States, School Food Authorities, schools, parents, and children on the school meal programs. These data have not been collected in over 10 years and is critical to informing current and future program and policy decisions, affecting your schools and student lunches. Your participation vitally informs future policies for school meals and ensures the meals contribute to a healthier future for children.] [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 and now we are applying it to (Alaska/Guam/Hawaii/Puerto Rico/the U.S. Virgin Islands). The 2024-2025 National School Foods Study will provide critical information to FNS about the cost of producing school meals in [Alaska/Guam/Hawaii/Puerto Rico/the U.S. Virgin Islands]. This accurate assessment of meal costs could eventually be used to adjust per-meal reimbursement rates in your [State/Territory].] [EMAIL ONLY: More information about the National School Foods Study can be found here: [Study website]]

Thank you in advance for your assistance with the 2024-2025 National School Foods Study. If you have questions, feel free to contact me at [PHONE NUMBER] or [EMAIL].

Sincerely,

[Project Director]  
Project Director  
Mathematica

[MAIL ONLY: Enclosure – Study Overview]