



OCT 26 2017

**United States
Department of
Agriculture**

Food and
Nutrition
Service

Northeast Region

10 Causeway St.
Room 501
Boston, MA 02222

Dear Northeast State SNAP Directors:

This letter serves as an official study notification of the Evaluation of the School Meal Data Collection Process (“School Meal Forms Study”). The Food and Nutrition Service (FNS) has contracted with Westat, Inc. to conduct the School Meal Forms Study to map the data collection process for three FNS school meal program forms, including the FNS-834 *State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report*, an annual report which includes SNAP data. Data collection will take place in four states during School Year 2017–2018, with planning activities currently underway. More information about the School Meal Forms Study can be found in the attached “Frequently Asked Questions” document.

In Fall 2017 the research team will select the four states to participate in this study. Site visits will be conducted to the selected states between February-June 2018, at which time the researchers will lead qualitative interviews with the State Child Nutrition Director, 10 School Food Authority Directors, and 30 School Food Managers in each State. The research team will also conduct in-person interviews with the SNAP Director in each selected state to gather information on the process used by the State agency to provide SNAP data for the FNS-834. The purpose of these visits is to map the data collection processes for each form and identify problem areas and opportunities for improvement.

If your state is selected to participate in this study, a second letter will be sent to you to notify you and your Regional Office of the selection. If your state is not selected for participation, this will be the only notification letter you receive.

If you have any questions or concerns about this study, please contact the Project Director, Allison Roeser: AllisonRoeser@westat.com, 301-279-4537 or FNS Project Lead, Jinee Burdg: JineeBurdg@fns.usda.gov, 703-305-2744.

Sincerely,

Bonnie A. Brathwaite, Director
Supplemental Nutrition Assistance Program
Northeast Region

Enclosure