



**Providing your income documentation for the National School Meals Study is easy and safe. Simply upload an image of your document using our secure and encrypted web portal.**

Providing this income document means you will receive an **additional \$20** as a thank you.

- Please share the income documentation you used to answer questions during the NSMS Household Survey.
- If you recently applied for TANF/SNAP/FDPIR and do not yet have your card, you may instead provide a copy of the letter confirming that you were approved to receive benefits.

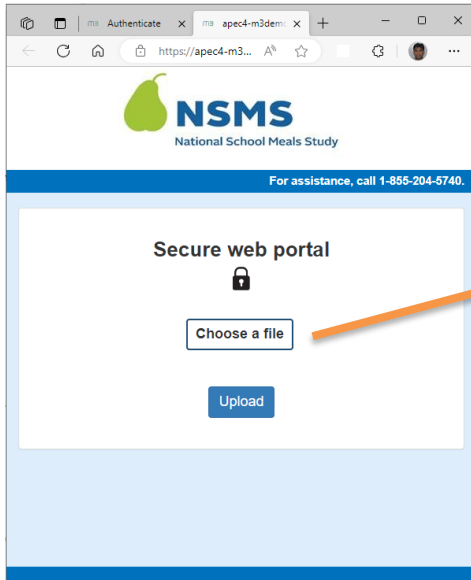
If you need assistance, email us at [SchoolMealsHelp@westat.com](mailto:SchoolMealsHelp@westat.com) or call us at 1-855-204-5740.

**Thank you for participating in the National School Meals Study!**

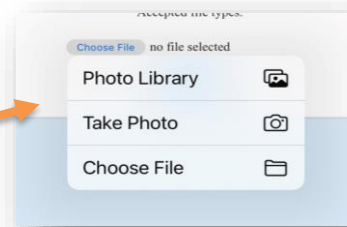
This information is being collected to provide the Food and Nutrition Service with key information on the annual error rates and improper payments for the school meal programs. This is a voluntary collection and FNS will use the information to examine school meal error rates and inform future APEC studies. 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 0.167 hours (10 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, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRA (0584-0530).

**STEP 1.** Locate the text or email sent to you by the NSMS study team, which contains a link to the secure web portal.. This link is unique to you.

**STEP 2.** Click on the link to open the secure web portal. Click “Choose a File.”



**STEP 3.** Three options will appear.



Now, you can go to an existing file or photograph your document by selecting one of three pathways:

1. **Photo Library** – to navigate to your photos and select an existing photo of the document, or
2. **Take Photo** – to open up the camera on your smart phone so you can take a photo of the document, or
3. **Choose File** – to navigate to an existing document on your computer or phone.

**STEP 4.** After choosing your file, the name of the document will appear below button. Finally, click the **Upload** button to upload the document you selected. You’re done!

