

## **Appendix B2**

### **FOLLOW-UP EMAIL REMINDER TO SFA DIRECTORS**

**APPENDIX B.2. FOLLOW-UP EMAIL REMINDER TO SFA DIRECTORS**

XX/XX/2011

**REMINDER for School Food Authority Director!**

Last week, you received a survey for the USDA Special Nutrition Operations Program Study. Your response is very important. If you have not mailed the completed survey, please do so.

If you need another copy of the survey, please call the Westat survey helpline at 1-888-202-1565 (toll-free) or by email: [SNPOS@westat.com](mailto:SNPOS@westat.com), and we will be glad to mail you another questionnaire.

You can also complete the survey on-line by visiting the SNPOS website at [www.XXX.gov](http://www.XXX.gov) and using the special study code that was provided to you. If you don't have access to your special study code, please email [SNPOS@westat.com](mailto:SNPOS@westat.com) and your study code will be emailed to you shortly.

If you have mailed the questionnaire, please disregard this reminder.

*Thank you!*

Public reporting burden for this collection of information is estimated to average 1.75 hours per respondent, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Research and Analysis, Room 1014, Alexandria, VA 22302. Attn: Mr. John Endahl.