

APPENDIX D6

FOLLOW-UP E-MAIL REMINDER TO SFA DIRECTORS

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OMB Number: 0584-0562
Expiration Date: XX/XX/XXXX

XX/XX/2013

REMINDER for School Food Authority Director!

We are writing to confirm that last week you received a letter and survey information for the USDA Special Nutrition Program Operations Study (SN-OPS). Your response to this study is very important. If you did not receive this information in the mail, please get in touch with us as soon as possible. Our contact information is given below.

You can complete the survey on-line by visiting the SN-OPS website at <http://www.sfanutritionssurvey.org> and using the special study code (user name and password) that was provided to you. If you don't have access to your special study code, please email SNPOS@westat.com and your study code will be emailed to you shortly.

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

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

Thank you!

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The valid OMB control number for this information collection is 0584-0562. The time required to complete this information collection is estimated to average 3 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.