

APPENDIX D6

**EMAIL NOTIFICATION TO STATE CHILD NUTRITION DIRECTORS
LIST OF PARTICIPATING SFAS
AND
FREQUENTLY ASKED QUESTIONS (FAQs)**

XX/XX/2014

Dear [First name] [Last name]:

2M Research Services and their partner, Mathematica Policy Research, are ready to begin contacting the SFA directors that have been selected for participation in the Special Nutrition Program Operations Study (SN-OPS) Year 3 for SY 2013–2014.

We wanted to make you aware of the identified SFAs in your State (attached) so that you will be prepared if they contact you with questions or concerns. While voluntary, participation by all of the selected SFAs is important for preserving the national representation of the findings. We understand that research requests place an additional burden on SFA staff that can be difficult to balance with other responsibilities. We have done everything we can to minimize that burden.

In addition to the list of SFAs in your State, we have attached frequently asked questions about the study, which we are also sending to the SFA directors. We are also glad to discuss the study with you at any time.

If you have any questions or concerns, please don't hesitate to contact me.

Thank you for your assistance!

Jim Murdoch, Project Director

Attached: List of Selected SFAs, Frequently Asked Questions

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. It will take you, on average, 3 minutes to read this email and the accompanying materials.

Selected SFAs in your State:

- [DISTRICT NAME], [STATE ABBREVIATION]
- [DISTRICT NAME], [STATE ABBREVIATION]
- [DISTRICT NAME], [STATE ABBREVIATION]

Special Nutrition Program Operations Study (SN-OPS)

Frequently Asked Questions

Q Why is FNS conducting the survey?

A This survey is being conducted to provide nationally representative information about Child Nutrition programs and programs available in public school districts. The goal of the SN-OPS is to understand the policy and operational issues surrounding the Child Nutrition Programs. Specifically, survey topics include the preparation of program budget, development and implementation of program policy and regulations, and identification of areas for provision of technical assistance and training.

Q Who is invited to participate in SN-OPS?

A This is a survey of 56 State Child Nutrition Program Directors and 1,875 School Food Authority Directors.

Q Why is participation by your School Food Authority (SFA) important?

A Your SFA's participation, while voluntary, is important because it is vital to the development of national estimates. We need your input because your SFA is one of a small sample of SFAs selected for the study. Your cooperation is critical to make the results of this survey comprehensive, accurate, and timely.

Q How long is the data collection period?

A Because of the time sensitive nature of data that are being collected, we expect to receive all completed surveys within 8 weeks of initial mailing.

Q How does FNS protect the privacy of the information that you provide?

A Your answers may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose unless otherwise compelled by law. The federal Office of Management and Budget (OMB) has approved the survey (OMB No. [OMB Number: 0584-0562](#). Expiration Date: X/XX/XXXX).

Q Who should I contact if I have questions about the study or the survey?

A [If you have any questions about this survey, please contact the Help Desk at 1-866-465-7738 or email the help desk at \[SFASurveyHelp@2mresearchservices.com\]\(mailto:SFASurveyHelp@2mresearchservices.com\). You may also call Allison Magness, the FNS Project Officer, at 703-305-2098.](#)