

**APPENDIX D8.2**  
**REMINDER EMAIL TO SFA DIRECTORS**

XX/XX/2014

Dear [First name] [Last name]:

We noticed that you have not yet accessed the SFA Director Survey for Year 3 of the Special Nutrition Program Operations Study (SN-OPS). Your response to the survey is important. By completing it, you will help to improve school meal programs so that more eligible children receive free school meals.

Please log on to <https://www.YYYY.com> or click this LINK and complete the survey. Your login information is below:

Login Identification:	[Username]
Password:	[Password]

Again, you are welcome to share your login information so that your team can complete the survey together. If you need help, please reply to this email: [SFASurveyHelp@2mresearchservices.com](mailto:SFASurveyHelp@2mresearchservices.com) or call the helpline at 1-866-465-7738 (toll-free). We would be happy to assist you.

*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. It will take you, on average, 3 minutes to read this email and login to the web survey.