

**APPENDIX B6**

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

XX/XX/2016

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 Child Nutrition Program Operations Study II (CN-OPS II) Year 1 for SY 2015–2016.

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. The cooperation of all of the selected SFAs is expected under the HHFKA, the Healthy, Hunger-Free Kids Act of 2010 and 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. However, please note that this study is authorized under the Healthy, Hunger-Free Kids Act of 2010. Section 305 of that Act states that

“States, State educational agencies, local educational agencies, schools, institutions, facilities, and contractors participating in programs authorized under this Act and the Child Nutrition Act of 1966 (42 U.S.C 1771 et seq.) shall cooperate with officials and contractors acting on behalf of the Secretary, in the conduct of evaluations and studies under those Acts.”

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 will also send 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, 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-XXXX. The time required to complete this information collection is estimated to average 3 minutes (0.05 hours) 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..

Selected SFAs in your State:

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

## Child Nutrition Program Operations Study II (CN-OPS II)

### 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 CN-OPS II 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 CN-OPS II?

**A** This is a survey of 55 State Child Nutrition Program Directors and 1,750 School Food Authority Directors.

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

**A** This study is authorized under the Healthy, Hunger-Free Kids Act of 2010. Section 305 of that Act states that

“States, State educational agencies, local educational agencies, schools, institutions, facilities, and contractors participating in programs authorized under this Act and the Child Nutrition Act of 1966 (42 U.S.C 1771 et seq.) shall cooperate with officials and contractors acting on behalf of the Secretary, in the conduct of evaluations and studies under those Acts.”

**Q** What types of information should I be prepared to provide in this survey?

**A** You should be prepared to provide the following information for your SFA: School participation and student enrollment numbers in NSLP/SBP for SY 2015-2016, breakfast prices in SY 2014-2015 and SY 2015-2016, number of schools operating under special provisions in SY 2015-2016, number of students directly certified as of October 31, 2015, money owed as a result of unpaid meals, number of staff meeting training requirements, and revenues and expenditures for SY 2013-2014 and SY 2014-2015.

**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 12 weeks of initial mailing.

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

**A** 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 Number: XXXXX. Expiration Date: XXXXX).

**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 \[SFASurveyHelp@2mresearch.com\]\(mailto:SFASurveyHelp@2mresearch.com\).](#) You may also call Toija Riggins, the FNS Project Officer, at 703-305-2309.