

APPENDIX B3

FOLLOW-UP E-MAIL TO STATE CN DIRECTORS

XX/XX/2017

REMINDER for State Child Nutrition Director!

We are writing to confirm that you received a letter and survey for the USDA Community Eligibility Provision (CEP) Characteristics Study. 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 by contacting the survey helpline at 1-866-465-7738 (toll-free) or by email: support@2mresearch.com.

Once you are prepared to take the survey, you may access it at <http://www.2mresearch.com/CEPSASurvey>. You will be asked for your Personal Identification Number (PIN), which is indicated below.

PIN: [PIN]

Remember, you may save your responses and return to complete the survey at any time.

Thank you!

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 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.