

Appendix C3.
Prescreening Web Survey Reminder
Email

XX/XX/XXXX

To: **[SFA DIRECTORS FROM ALL STATES]**

Subject: Reminder for “Successful Approaches to Reduce Sodium in School Meals” Survey

Dear **[FIRST NAME] [LAST NAME]**:

2M Research Services and its partner, Abt Associates, are conducting a survey for the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS), as part of a study called “Successful Approaches to Reduce Sodium in School Meals.”

We are writing to confirm that you received an email with a survey link for the USDA “Successful Approaches to Reduce Sodium in School Meals” study. You are one of the SFAs selected to participate in this study. Your response to this study is very important. Please note that SFAs participating in USDA programs, such as the National School Lunch Program (NSLP), are required under Section 305 of the HRFKA to cooperate in the evaluations and studies of those USDA programs.

In order to complete this survey, you will need the following information: (1) the number of schools participating in NSLP and SBP; (2) daily average number of students who received free meals, reduced-price meals, and paid meals during the month of October 2016; (3) the average daily sodium content for breakfast and lunch in the 2016–2017 school year; and (4) the approaches your SFA has used to reduce sodium content and/or increase the acceptability of lower sodium foods among students. Please feel free to ask for assistance from other individuals in your SFA who conduct the nutrient analysis.

If you did not receive this information in an email, 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 at SFASurveyHelp@2mresearchservices.com.

This email contains a link to the first of these surveys, the SFA Director Prescreening Web Survey. To access the survey, please log on to 2MSurvey.com or by clicking here **[LINK]**. You will be asked for your *username* and *PIN number*, which is provided below.

Username: **[USERNAME]**

PIN: **[NUMBER]**

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

We encourage you to complete the survey as soon as possible. There is a small risk of loss of privacy, but the research team has taken many steps to reduce this risk. Your identity and any information attributable to you will not be released to anyone outside of the research team.

Thank you,

[RESEARCH TEAM CONTACT INFORMATION]

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 **XXXX-XXXX**. It will take you, on average, 3 minutes to read this email and log in to the survey.
