

**Appendix C1b.**  
**Notification Email to State Agency**  
**CN Directors**

XX/XX/XXXX

XX/XX/XXXX

To: **[STATE AGENCY CN DIRECTORS]**

Subject: "Successful Approaches to Reduce Sodium in School Meals" Survey

**[ATTACH: APPENDIX C1C "ATTACHMENT NOTIFICATION EMAIL TO SFA DIRECTORS"]**

**[ATTACH: APPENDIX C2 "PRESCREENING WEB SURVEY INVITATION EMAIL"]**

**[ATTACH: LIST OF SELECTED SFA DIRECTORS]**

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

The U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS), working with 2M Research Services and its partner, Abt Associates (hereafter, referred to as "the Contractors"), is conducting the study called "Successful Approaches to Reduce Sodium in School Meals."

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) authorizes funding and sets policy for school meal programs. Federal regulations (7 CFR Part 210.10) set nutritional and other meal requirements for school breakfasts and lunches, including targets for sodium levels. FNS has commissioned this study to identify:

- successes and challenges while working towards reducing sodium in school meals; and
- strategies, best practices, tools, or resources that supported sodium reduction efforts.

The Contractors will be contacting a selected sample of School Food Authority (SFA) directors to participate in this study. Cooperation at all levels will be essential for completeness of data collection. Please note that SFAs participating in USDA programs, such as the National School Lunch Program (NSLP), are required under Section 305 of the HHFKA to cooperate in the evaluations and studies of those USDA programs.

FNS would appreciate the full support of your State agency and ask that you encourage the SFA directors selected for the study to cooperate with the Contractors on behalf of FNS.

For your convenience, a letter is attached for each selected SFA which can be forwarded directly to the selected SFA directors (see attached list). If you have questions or need additional information, please contact me.

Thank you in advance for your assistance.

**[FNS/USDA CONTACT INFORMATION]**

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