

Attachment B.4 – State Agency Survey Email Invitation

Subject Line: USDA-FNS School Nutrition MIS Survey Invitation

Dear [Name]:

We need your help! We recently sent you a letter about the U.S. Department of Agriculture Food and Nutrition Service's **State School Nutrition Management Information System (MIS) Survey**.

Your State child nutrition agency has been selected to participate in a national survey designed to describe NSLP/SBP MIS in terms of the following:

- Capabilities of MIS currently being used by your agency
- Development, maintenance and improvement costs of these MIS
- Maintenance and management of the system

**To complete the survey, please go to [www](#).
Please use [TOKEN] to enter the survey.**

We would like to have your response no later than [DATE]. Because this survey and your responses are very important, we will follow-up with you by phone or email throughout the survey period to answer any questions or concerns you may have.

Thank you in advance for your time and effort. Please do not hesitate to contact me at 202-774-1982 or mlevin@impagint.com if you have any questions or concerns regarding the survey.

Sincerely,

Madeleine Levin
Project Manager

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-NEW. The time required to complete this information collection is estimated to average five 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.