

Attachment B.5– SFA Survey Email Reminder

Subject Line: **REMINDER - School Nutrition MIS Survey**

Dear **[Respondent Name]**:

This is a quick reminder to please go online and complete your **SFA School Nutrition Management Information System (MIS) Survey**.

**You are receiving this email because your survey responses have not been submitted.
Please remember to hit "submit" to complete your survey.**

U.S. Department of Agriculture Food and Nutrition Service is very interested in your knowledge and experience with National School Lunch Program and School Breakfast Program (NSLP/SBP) data, and insights into the challenges and successes of NSLP/SBP MIS.

**To complete the survey, please go to URL.
Please use [TOKEN] to enter the survey.**

Thank you in advance for your time and effort, and for submitting your responses on or before the **[Deadline Date]**. Please do not hesitate to contact me at 202-774-1982 or mlevin@impaqint.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 two 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.