

**Supporting Statement for OMB Clearance for the Study of Non-Response to
the School Meals Application Verification Process**

Appendix 38

Reapplication Data Request Thank You Email



SEND FROM: PROJECT EMAIL ACCOUNT
SUBJECT: Thank you for your help with our study request

Dear <<Respondent Name>>:

On behalf of FNS and the School Meal Application Study, thank you for your help compiling and submitting the reapplication data request for your district. Over the next few weeks we will review the file, and I will contact you if we have any questions.

Please contact me at 1-8XX-XXX-XXXX if you have any questions. This study would not be possible without your cooperation. Thank you again!

Sincerely,

[DATA MANAGER NAME], Data Manager

[DATA MANAGER NAME]

Data Manager

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United States
Department of
Agriculture

OMB Approval No.: 0584-XXXX

Expiration Date: XX/XX/20XX

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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 three 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.