

Appendix A.7. Follow-up Email Reminder SFA

OMB Number: 0584-0613
Expiration Date: 09/30/2019

Dear [insert SFA contact name]:

We are writing to confirm that you received a letter and survey for the Child Nutrition Reducing Burden Study on behalf of the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS). You are one of the randomly selected School Food Authorities (SFAs) chosen to participate in this study. Because this is a congressionally mandated study with a firm timeline, **activities will need to occur between [DATE] and [DATE].**

Due to the firm timeline, we encourage you to complete the web survey by [DATE]. For your convenience, the survey is designed so that you do not have to complete the survey in one sitting. You may save your responses and return to complete the survey at any time.

You may access the web survey here: [LINK]. For your convenience, this is a unique link for your SFA, which means you do not require a username and password to access the survey. When you click on the link in this email, you will be directed to your survey. As a reminder, you can circulate the survey among appropriate staff, if necessary, to obtain all responses. You can forward this email to provide them access to this unique survey link.

Please let us know if there is any way we can help you. If you did not receive the letter and survey information in the mail, please get in touch with us as soon as possible by contacting the survey helpline at [NUMBER] (toll-free) or by email: [EMAIL]. Please also review the frequently asked questions (FAQs) below.

Sincerely,

Nick Beyler

Project Director

Frequently Asked Questions

Q	Why is the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) conducting the Quick Response Surveys (QRS) Child Nutrition Reducing Burden Study?
A	This web survey is being conducted to provide FNS with data in a timely manner from SAs and SFAs. Two surveys will be conducted to develop recommendations to reduce administrative and reporting burden in CN programs.
Q	Who is invited to participate in the QRS Child Nutrition Reducing Burden Study?
A	There are two data collections for this study. One is a web survey of 53 SAs. The second is a web survey of approximately 1,251 SFAs.
Q	Why did you select our SA or SFA?
A	All SAs were selected to participate in the study. A nationally representative sample of SFAs

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	were selected to participate in the study. If you were an SFA selected to participate, you are representing and serving as the voice for many SFAs like yours across the country.
Q	Are we required to participate?
A	SA and SFA cooperation is encouraged, given its authorization under the Healthy, Hunger-Free Kids Act of 2010, Section 305: <i>States, State educational agencies, local educational agencies, schools, institutions, facilities, and contractors participating in programs authorized under this Act and the Child Nutrition Act of 1966 (42 U.S.C 1771 et seq.) shall cooperate with officials and contractors acting on behalf of the Secretary, in the conduct of evaluations and studies under those Acts.</i>
Q	How long is will the web survey take?
A	The web survey for SAs and SFAs should both take approximately 20 minutes to complete.
Q	What CNs should I be reporting about in the survey?
A	Please focus responses to survey questions on only the National School Lunch Program (NSLP), School Breakfast Program (SBP) and School Milk Program (SMP).
Q	What if we do not have time or staff to participate in the study?
A	We understand that your time is valuable. We have made the web survey short (requiring only 20 minutes to complete) and carefully designed and pretested the survey to collect the required information with minimal burden to both you and your staff.
Q	Who should I contact if I have questions about the study, web survey, or IDI?
A	If you have any specific questions about the study or the survey, please contact Nick Beyler at 2M Research. He can be reached at nbeyler@2mresearch.com or (202) 796-3955.
Q	What if I cannot answer all the questions in the survey?
A	For the SA web survey we assume that the CN Director can answer all questions and for the SFA web survey we assume that the SFA contact can answer all questions. However, if you are unable to answer some questions in the survey you can share the survey link with other SA or SFA staff members who are better equipped to answer those questions.
Q	How does FNS protect the privacy of the information that is provided?
A	FNS and the 2M Study Team will only use your responses for statistical and descriptive purposes, including summary tabulations. Your responses will not be disclosed or used in identifiable form for any other purpose unless otherwise compelled by law. This means that SA and SFA responses will be identifiable to FNS and the 2M Study Team; however, your personal information will be kept private. The Federal Office of Management and Budget (OMB) has approved the web survey (OMB Number: 0584-0613).

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 0584-0613. The time required to complete this information collection is estimated to average 3 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA

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(0584-0613). Do not return the completed form to this address.