APPENDIX B3

Follow-up Email to State CN Directors

XX/XX/2017

REMINDER for CN Director!

We are writing to confirm that you received a letter and survey for the USDA/FNS Child Nutrition Program Operations Study II (CN-OPS II). Please note that your cooperation in this study is encouraged under the Healthy, Hunger-Free Kids Act of 2010. Section 305 of that Act states that

> "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."

Therefore, let me encourage you to complete the web survey by XX. For your convenience, the survey is built 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 at http://www.2mresearch.com/cnops2cn. Your login information is:

Login Identification: [Username]
Password: [Password]

Please let us know if there is any way we can help you. If you did not receive this information in the mail, please get in touch with us as soon as possible by contacting the survey helpline at 1-866-465-7738 (toll-free) or by email: support@2mresearch.com.

Thank you!