

**APPENDIX B8.1**

**SFA Director Reminder Email**

XX/XX/2017

**REMINDER for SFA Directors**

Dear [FIRST NAME] [LAST NAME]:

While I understand the many demands on your time, your input in the Child Nutrition Program Operations Study II (CN-OPS II) is greatly needed. We have already heard from many SFAs around the country, but your participation is needed to assure that your SFA is accurately represented.

Congress, recognizing the value of sound evaluation, recently required “States, State education agencies, local educational agencies, schools, institutions, facilities and contractors...to cooperate with officials and contractors acting on behalf of the Secretary, in the conduct of evaluations and studies . . .” as part of the Healthy, Hunger-Free Kids Act of 2010.

Please complete your survey at your earliest convenience. Just log on to the survey at:

<http://www.2mresearch.com/cnops2sfa>

Your login information is:

Login Identification: [Username]

Password: [Password]

Please do not hesitate to contact our support system for assistance. The support telephone number is 1-866-465-7738 (toll-free) and our email is [support@2mresearch.com](mailto:support@2mresearch.com).

*Thank you!*

Jim Murdoch, Project Director

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