

Appendix D2: Reminder Email to Complete State Director Survey

Dear State Child Nutrition Director,

We recently emailed you a link to an online survey for the Evaluation of the Independent Review Process (“IRA Study”). To date, we have not yet received a completed survey from your State agency.

Please use the following link to access your survey:

Survey Website: [LINK]
PIN: [####]

Please submit your State’s survey as soon as possible but no later than **[DATE]**.

You may share the link and PIN with your colleagues so that they may assist in responding to questions about the IRA process. This survey should take no more than 60 minutes to complete.

If you have any questions about the study or how to complete the survey, please email us at [study email] or call us toll-free at [study phone number].

Your partnership matters to us! We appreciate your support of this important study.

Sincerely,

The Westat Study Team

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-XXX. The time required to complete this information collection is estimated to average 1 minute per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed,