

## **APPENDIX B.3**

### **CN Reminder Email**

Dear [FIRST NAME] [LAST NAME]:

We are writing to remind you to complete the survey for the USDA/FNS Child Nutrition Program Operations Study II (CN-OPS-II). Your response to this study is important because federal policymakers use data from this survey to improve the implementation of the Child Nutrition programs. We appreciate the many demands made on the time of SFA directors. However, it is necessary to ask that responding to this survey take its place among those demands. Please let us know if you have any questions or concerns by contacting the survey helpline at 1-844-503-7045 (toll-free) or by email: [CNOPS2@2mresearch.com](mailto:CNOPS2@2mresearch.com).

You may access the survey at <http://www.2mresearch.com/cnops2state>.

Your login information is:

Login Identification: [Username]

Password: [Password]

Remember, you may save your responses and return to complete the survey at any time.

Thank you.

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 0584-0607. 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 (0584-0607). Do not return the completed form to this address.

