

**APPENDIX B.8**

**Initial Follow-up Email to SFA Directors**

XX/XX/2019

**REMINDER for SFA 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). You are one of the randomly selected SFAs chosen to participate in this study. 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:

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 [Date]. 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/cnops2sfa>. 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 1-844-503-7045 (toll-free) or by email: [CNOPS2@2mresearch.com](mailto:CNOPS2@2mresearch.com).

*Thank you!*

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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.