

APPENDIX B.9

SFA Director Reminder Email

MMID: XXX

XX/XX/2019

Dear [First name] [Last name]:

This email is to follow-up on communication that your State's Child Nutrition Office sent regarding your SFA's, [Identifier Name], participation in the USDA/FNS Child Nutrition Program Operations Study II (CN-OPS II) Year 4 study.

We ask you to submit the questionnaire by XX XX, 2019. If you anticipate any difficulties completing your questionnaire by this date, please let me know. Use the link below to access the questionnaire.

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

The link will take you directly to your personalized questionnaire and can be shared with colleagues by forwarding this email to them. Please only have one person working within the questionnaire at a time.

We thank you in advance for your important contribution to this research. If you have questions or concerns about this study, please contact the support team directly at 1-844-503-7045 (toll-free) or by email: CNOPS2@2mresearch.com. Please reference your MMID located at the top of this email when contacting the support team.

Thank you!

Anne Gordon
Project Director

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.