

C4. SFA DIRECTOR SAMPLE NOTIFICATION EMAIL FROM
STATE CN DIRECTOR
(GROUPS 2 & 3)

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Dear SFA director:

Our State is working with Mathematica Policy Research (IF G3: Insight Policy Research, Decision Information Resources, and Agralytica) (IF G2: and Insight Policy Research) to conduct the School Nutrition and Meal Cost Study-II (SNMCS-II) for school year 2019–2020.

Your participation is vital to informing future policies for school meals to ensure the meals contribute to a healthy future for all children—a goal we all share.

This important study will (1) describe the food and nutritional quality of school meals and afterschool snacks, (2) update information on the school food environment and food service policies and practices, (3) estimate the cost to produce school meals and snacks, and (4) collect information about student participation, satisfaction, and dietary intake. Having updated information about the school meals programs will help States, SFAs, and schools better serve students.

All information gathered for this study is for research purposes only and will not affect meal reimbursements to participating schools or school meal program benefits of participating households.

Representatives from Mathematica or its partners will be contacting you in the coming weeks to introduce SNMCS-II and schedule a week for data collection to take place. Only some schools in your SFA will participate in the study.

Thank you in advance for your cooperation and participation in this very important study.

Sincerely,

[State CN 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-xxxx. The time required to complete this information collection is estimated to average 2 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 Service, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-xxxx). Do not return the completed form to this address.

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