

F2. SFA DIRECTOR SURVEY EMAIL INVITATION (GROUP 1)

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Group 1 SFADS Email Invitation

PROJECT EMAIL: SNMCS@insightpolicyresearch.com

EMAIL SUBJECT: Please complete the School Nutrition and Meal Cost Study-II survey

EMAIL TEXT:

OMB Control Number: 0584-XXXX
Expiration Date: XX/XX/XXXX



Dear [NAME],

We recently sent you a letter describing the U.S. Department of Agriculture (USDA)'s/Food and Nutrition Service (FNS) School Nutrition and Meal Cost Study-II (SNMCS-II). As part of this study, the USDA/FNS is conducting a survey of School Food Authority Directors to learn how school meal programs operate at the local level. I would like to thank you in advance for your participation in this important study.

Your response provides critical information about the school food environment and will be used by policymakers to assist schools in offering healthy meals to students. The value of the study will be limited without your participation. Please click on the link below to access the survey and complete it.

Survey Web site:

[https://www.schoolnutritionstudy.org/SFADirector/\[ID\]](https://www.schoolnutritionstudy.org/SFADirector/[ID])

If you have any questions, please email SNMCS@insightpolicyresearch.com or call [TOLL FREE NUMBER]. Thank you for your help and cooperation.

Sincerely,

Debra Wright
SNMCS-II SFA Survey Director

Internal Reference Number: [STUDYID]

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 1 minute 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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