

F4. SFA DIRECTOR (GROUPS 1, 2, & 3) AND PRINCIPAL SURVEYS (GROUPS 2 & 3)
FOLLOW-UP EMAIL

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SFA Director and Principal Surveys Follow-Up Email

PROJECT EMAIL: SNMCS@insightpolicyresearch.com

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

EMAIL ATTACHMENTS: SNMCS_StaffSurveys_FAQ

EMAIL TEXT:

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



Dear [NAME],

We recently sent you an email asking you to take part in an important survey for the U.S. Department of Agriculture's/Food and Nutrition Service's School Nutrition and Meal Cost Study-II (SNMCS-II). I am writing to remind you to please complete the [Principal Survey / SFA Director Survey] about [your school's policies related to food service and nutrition education / the food service characteristics of your SFA, [SFA NAME] and its schools] today.

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. Please click on the link below to access the survey and complete it.

Survey Web site:

(IF PRINCIPAL [https://www.schoolnutritionstudy.org/principal/\[ID\]](https://www.schoolnutritionstudy.org/principal/[ID]); IF SFADS
[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 [Principal/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 4 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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