

G12. SFA FOLLOW-UP WEB SURVEY AND INTERVIEW PLANNING EMAIL (GROUP 3 & FULL AND LIMITED OUTLYING AREAS)

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FOLLOW-UP WEB SURVEY INTERVIEW PLANNING EMAIL

Subject: [not FSMC: Please complete the SNMCS-II follow-up web survey] [FSMC: Please submit SNMCS-II financial documentation]

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

Dear [SFA Director]:

I hope you had a nice summer. I am contacting you today as part of the USDA School Nutrition and Meal Cost Study II (SNMCS-II) to:

1. [not FSMC: Ask you to complete a web survey]
2. Request final financial documentation for SY 2019-2020
3. Schedule our follow-up interview

[Not FSMC: Before our interview, we ask that you complete a web survey to gather information about the meals served in your SFA for the entire SY 2019-2020, the number of days operating school meals, and other food service operations information for the year.] Your participation in this part of the study is very important because we are gathering information on the final costs and revenues for SY 2019-2020. Please click on the link below to [not FSMC: access and complete the survey] [FSMC: submit final financial documentation for SY 2019-2020, including expense statements, revenue statements, and other documentation specific to the FSMC that we discussed last school year] by [DATE].

Survey web site: [Link]

[Not FSMC: At the end of the survey, we will ask that you submit final financial documentation for SY 2019-2020, including expense statements, revenue statements, and other documentation specific to your SFA that we discussed last school year.]

Lastly, please let me know your availability for the interview, which we will conduct over the phone with screen-sharing. The interview will take about two hours to complete and will review your [not FSMC: SFA's] final revenues and expenses, including indirect costs. Similar to last spring, staff with the most knowledge of these statements should be present during the interview. Please reply to this email with some two-hour blocks you—and other staff, as needed—have available during the following three weeks. We will follow-up with you to schedule an exact time for the interview.

[WEEK SUGGESTIONS]

If you have any questions, please email or call me at [TOLL FREE NUMBER]. Thank you for your help and cooperation.

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 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 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.

[Sender Name]

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