**Appendix E.4**

**State Agency Invitation Email**

OMB Control Number: 0584-0607

Expiration Date: XX/XX/20XX

FROM: [STUDY EMAIL]

TO: [SA CN DIRECTOR EMAIL]

EMAIL SUBJECT: Survey Link: COVID-19 Nationwide Waiver Reporting

Dear [SA CN DIRECTOR NAME],

We recently sent you an email describing the School Meals Operations (SMO) Study, which Mathematica is conducting on behalf of the U.S. Department of Agriculture, Food and Nutrition Service. As part of this study, Mathematica is conducting a survey of State Child Nutrition (CN) directors.

**The survey gathers information on statutory reporting requirements for the COVID-19 CN waivers that were initially authorized in spring 2020.** **Completing this study will satisfy reporting requirements, as well as help FNS effectively oversee CN programs and inform policy decisions.**

**Please click on the following link to access and complete the survey.** Some of the information gathered may be presented by State. Each respondent’s personally identifiable information will be kept private to the full extent allowed by law.

Thank you in advance for participating in this important study. If you have any questions, please call [STUDY PHONE] or email [STUDY EMAIL]. Thank you for your help and cooperation.

**Survey website:**[LINK TO SA SURVEY]

Sincerely,

Rachel Frisk

Project Director

Mathematica