

**APPENDIX E.5**  
**REMINDER EMAIL**

TO: [CN DIRECTOR EMAIL]

FROM: [STUDY EMAIL]

SUBJECT: Reminder: COVID-19 Nationwide Waiver Reporting Survey

Dear [SA CN DIRECTOR NAME],

All State agencies administering Child Nutrition (CN) programs have been selected to participate in the School Meals Operations (SMO) Study, which is being conducted on behalf of the U.S. Department of Agriculture, Food and Nutrition Service (FNS). **Completing this study will satisfy statutory reporting requirements for COVID-19 CN waivers that were initially authorized in spring 2020, as well as help FNS effectively oversee Child Nutrition programs and inform policy decisions.**

[IF SURVEY PARTIALLY COMPLETE: Thank you for starting the survey! At your earliest convenience, **please click the following link and finish the survey** by completing sections: LIST EACH INCOMPLETE SECTION.]

[IF SURVEY NOT STARTED: **Please click the following link and complete the survey at your earliest convenience:**

If you have any questions, please call [STUDY PHONE] or email [STUDY EMAIL]. I would like to thank you in advance for your participation in this important study.

[IF SA: LINK TO SA SURVEY]

Sincerely,

Rachel Frisk  
Project Director  
Mathematica

The Food and Nutrition Service (FNS) is collecting this information in order to satisfy the congressionally mandated reporting requirements from State agencies on 21 COVID-19 nationwide waivers pursuant to section 2202 of the Families First Coronavirus Response Act (P.L. 116-127). This is a mandatory collection and FNS will use the information to assess how the waivers improved services to children and to inform FNS's planning, policy, and guidance related to state and local meal service operations during future emergency situations and unanticipated school closures. Because the personally identifiable information (PII) requested under this collection will not be used to retrieve survey records or data, requirements of the Privacy Act of 1974 do not apply. Responses will be kept private to the extent provided by law and FNS regulations. 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 0584-0607. The time required to complete this information collection is estimated to average 3 minutes (.0501 hours) 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, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314. ATTN: PRA (0584-0607). Do not return the completed form to this address.