**Appendix E.5**

**Reminder Email**

OMB Clearance Number: 0584-0607

Expiration Date: XX/XX/20XX

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