

**Appendix G.7**  
**Reminder email**

SMO II

OMB Control Number: 0584-0607

Expiration Date: XX/XX/20XX

TO: [IF SA: CN DIRECTOR EMAIL] [IF SFA: SFA DIRECTOR EMAIL]

FROM: [STUDY EMAIL]

SUBJECT: [IF SA: State] Reminder! Complete the required SMO Survey on the SY 2020-2021 nationwide waivers

[IF SFA: SFA] Reminder! Complete the required SMO Survey to tell FNS how COVID-19 impacted your program operations and finances

Dear [IF SA: SA CN DIRECTOR NAME] [IF SFA: SFA DIRECTOR NAME],

[IF SA: Thank you for your participation in the first data collection for the School Meals Operations (SMO) Study, which occurred this past spring. Mathematica is conducting this study on behalf of the U.S. Department of Agriculture, Food and Nutrition Service. As part of SMO's second data collection (SMO II), the study will gather all of the information needed to meet States' statutory reporting requirements for the nationwide Child Nutrition (CN) COVID-19 waivers that were used during school year (SY) 2020-2021. **State agencies' full participation in SMO will satisfy their statutory reporting requirements for these nationwide waivers.**]

[IF SFA: Your school food authority (SFA) has 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). Your participation in this study is vital to understanding Child Nutrition Program operations during SYs 2020-2021 and 2021-2022 and the financial impacts of the COVID-19 pandemic on SFAs. You have been selected to participate as part of a nationally representative sample, which means that your response will speak for many SFAs and is necessary to ensure the views of SFAs like yours are included. Participation in this important study is mandatory for all selected SFAs.]

[IF SURVEY PARTIALLY COMPLETE: Thank you for starting the survey! **Please click the following link to finish the remaining portion of your survey.**]

[IF SURVEY NOT WORKED: **Please click the following link to complete your survey.**]

[IF SA: LINK TO SA SURVEY] [IF SFA: LINK TO SFA SURVEY]

If you have any questions, please feel free to call 1-833-440-9475 or email [SMOStudy@mathematica-mpr.com](mailto:SMOStudy@mathematica-mpr.com).

Thank you in advance for your participation in this important study.

Sincerely,

Rachel Frisk  
Project Director  
Mathematica

The Food and Nutrition Service (FNS) is collecting this information to understand how the COVID-19 pandemic has affected school food authority (SFA) operations and finances and to satisfy State agencies' congressionally mandated reporting requirements for the COVID-19 nationwide waivers pursuant to section 2202 of the Families First Coronavirus Response Act (P.L. 116-127). This is a mandatory collection for State agencies and SFAs. 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. 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, 5<sup>th</sup> floor, Alexandria, VA 22314, ATTN: PRA (0584-0607). Do not return the completed form to this address.

SMO III

OMB Control Number: 0584-0607

Expiration Date: XX/XX/20XX

TO: [SA: CN DIRECTOR EMAIL]

FROM: [STUDY EMAIL]

SUBJECT: Reminder! Complete the required SMO Survey on the SY 2021-2022 nationwide waivers

Dear [SA CN DIRECTOR NAME],

Thank you for your participation in the second data collection for 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 SMO's third data collection (SMO III), the study will gather all of the information needed to meet States' statutory reporting requirements for the nationwide Child Nutrition COVID-19 waivers that were used during school year (SY) 2021-2022. **State agencies' full participation in SMO will satisfy their statutory reporting requirements for these nationwide waivers.**

[IF SURVEY PARTIALLY COMPLETE: Thank you for starting the survey! **Please click the following link to finish the remaining portion of your survey.**]

[IF SURVEY NOT WORKED: **Please click the following link to complete your survey.**]

[LINK TO SA SURVEY]

If you have any questions, please feel free to call 1-833-440-9475 or email [SMOStudy@mathematica-mpr.com](mailto:SMOStudy@mathematica-mpr.com).

Thank you in advance for your participation in this important study.

Sincerely,

Rachel Frisk  
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