**Appendix G.6
SA Invitation email**

SMO II

OMB Control Number: 0584-0607

Expiration Date: XX/XX/XXXX

FROM: [STUDY EMAIL]

TO: [SA CN DIRECTOR EMAIL]

EMAIL SUBJECT: SMO II web survey link, COVID-19 Nationwide Waivers Used in SY 2020-2021

Dear [SA CN DIRECTOR NAME],

Thank you for your recent participation in the first 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. **This email contains the link to your web survey for the second SMO data collection (SMO II).**

SMO II will gather all of the information needed to meet States’ statutory reporting requirements for the nationwide Child Nutrition (CN) COVID-19 waivers that were authorized during school year 2020-2021. **The SMO Study is the required reporting tool for the CN COVID-19 nationwide waivers.**

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

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

**Surveys must be completed by [DATE] or 10 weeks following the start of data collection**, but do not need to be completed all at once. You may save your progress and return to the survey as needed during the survey period.

Thank you in advance for participating in this important collection. If you have any questions, or would like a copy of your responses to the first SMO survey that you completed in the spring, please call 1-833-440-9475 or email SMOStudy@mathematica-mpr.com. Your time and cooperation are much appreciated.

Sincerely,

Rachel Frisk

Project Director

Mathematica

OMB Control Number: 0584-0607

Expiration Date: XX/XX/XXXX

SMO III

FROM: [STUDY EMAIL]

TO: [SA CN DIRECTOR EMAIL]

EMAIL SUBJECT: SMO III web survey link, COVID-19 Nationwide Waivers Used in SY 2021-2022

Dear [SA CN DIRECTOR NAME],

**Thank you for your recent 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. **This email contains the link to your web survey for the third SMO data collection (SMO III).**

SMO III 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) 2021-2022. **The SMO Study is the required reporting tool for the CN COVID-19 nationwide waivers.**

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

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

**Surveys must be completed by [DATE] or 10 weeks following the start of data collection**, but do not need to be completed all at once. You may save your progress and return to the survey as needed during the survey period.

Thank you in advance for participating in this important collection. If you have any questions, please call 1-833-440-9475 or email SMOStudy@mathematica-mpr.com. Your time and cooperation are much appreciated.

Sincerely,

Rachel Frisk

Project Director

Mathematica