

**APPENDIX E**  
**REMINDER EMAIL**

OMB Control Number: 0584-XXXX  
Expiration date: XX/XX/20XX

TO: [SFA DIRECTOR EMAIL]

FROM: [STUDY EMAIL]

SUBJECT: Reminder: SFA Survey on Supply Chain Disruption due [INSERT DATE]

Dear [SFA DIRECTOR NAME],

This is a reminder to complete your SFA Survey on Supply Chain Disruption to communicate your experiences from this school year and the specific issues you are facing directly to FNS. Your participation in this survey is vital to providing FNS with the information we need to support school districts during this difficult time.

The survey includes 20 questions and is estimated to take approximately 20 minutes to complete.

**[IF SURVEY PARTIALLY COMPLETE: Please click the following link and finish your survey by [INSERT DATE].**

**[IF SURVEY NOT STARTED: Please click the following link and complete the survey as soon as you are able:**

If you have any questions, please contact FNS at [STUDY EMAIL].

We greatly appreciate all that you are doing to ensure that children are able to receive nutritious meals and snacks this school year and thank you in advance for your contribution to this important survey.

[LINK TO SURVEY]

Sincerely,

Holly Figueroa  
Office of Policy Support  
USDA Food and Nutrition Service

The Food and Nutrition Service (FNS) is collecting this information to better understand the impacts of supply chain disruption on school districts nationwide. This is a mandatory collection. FNS will use the information to develop tailored resources, tools and flexibilities to support school districts in serving students healthy and nutritious meals. This collection does not request personally identifiable information (PII) under the Privacy Act of 1974. 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-XXXX. The time required to complete this information collection is estimated to average 2 minutes (0.0333 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-XXXX). Do not return the completed form to this address.