

**APPENDIX D**  
**SURVEY SUPPORT EMAIL**

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

Dear SFA Director:

The U.S. Department of Agriculture's Food and Nutrition Service (FNS) is conducting a web survey of all school food authorities (SFAs) that operate the Child Nutrition Programs and needs your input. The survey seeks to collect information on the school food supply chain challenges that SFAs are experiencing in local communities nationwide and the impacts these challenges are having on districts and students.

Your participation is vital to providing FNS with information they need to support school districts during this difficult time. Please take advantage of this opportunity to share your experiences from this school year and communicate the specific issues you are facing in your community directly to FNS.

**FNS will send you a link to complete the web survey on November 1st.** The survey only has 20 questions and is estimated to take approximately 20 minutes to complete. Please complete it as soon as you are able.

If you have any questions about this survey, please email [INSERT DEDICATED EMAIL ADDRESS]. Thank you in advance for your participation in this important effort.

Sincerely,

[State CN Director]

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 10 minutes (0.1667 hours) per response for State CN Directors and 2 minutes (0.0333 hours) per response for SFA Directors, 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.