

Appendix F
Thank You Email



TO: [SFA DIRECTOR EMAIL]
FROM: [STUDY EMAIL]
SUBJECT: Thank you from FNS

Dear [SFA Director],

Thank you for participating in the SFA Survey on Supply Chain Disruption. Your responses will provide FNS with critical information on how supply chain challenges are affecting school districts and students in local communities nationwide. Your responses will also help FNS and its partners to identify potential solutions, resources, and flexibilities needed to support school districts in serving healthy and nutritious meals to students during this difficult time.

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

Sincerely,

<<SIGNING OFFICIAL NAME>>
<<TITLE>>
<<OFFICE>>
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 (0584-0607). Do not return the completed form to this address.