

**APPENDIX E**

**THANK YOU EMAIL**

TO: [SFA DIRECTOR EMAIL]  
FROM: [CNsurveys@usda.gov](mailto:CNsurveys@usda.gov)  
SUBJECT: Thank you from FNS

Dear [SFA Director],

Thank you for participating in the SFA Survey II on School Food Supply Chain Disruption and Student Participation. Your responses will provide FNS with critical information on how continued supply chain challenges, as well as the return to standard operations, are affecting school districts and students in communities nationwide. Your responses will also help FNS and its partners to identify potential solutions and resources needed to support school districts in serving nutritious meals to students during this difficult time.

If you have any additional questions, please contact me at [CNsurveys@usda.gov](mailto:CNsurveys@usda.gov).

Sincerely,

Sarah Reinhardt  
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 school food vendor, cost, and labor issues 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 represent 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 (0.03 hours) per response for SFA Directors. 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-XXXX). Do not return the completed form to this address.