

**APPENDIX D**

**REMINDER EMAILS**

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

TO: [SFA DIRECTOR EMAIL]

FROM: CNsurveys@usda.gov

SUBJECT: Reminder: USDA Survey on Operational Challenges in Child Nutrition Programs due **[INSERT DATE]**

Dear [SFA DIRECTOR NAME],

This is a reminder to complete your Survey on Operational Challenges in Child Nutrition Programs to communicate your experiences during the 2023-2024 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 help school districts address pressing program challenges.

The survey includes a maximum of 31 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 CNsurveys@usda.gov.

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

[LINK TO SURVEY]

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.

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

TO: [SA CN DIRECTOR EMAIL / SA FOOD DISTRIBUTION DIRECTOR EMAIL]

FROM: CNsurveys@usda.gov

SUBJECT: Reminder: USDA Survey on Operational Challenges in Child Nutrition Programs due [INSERT DATE]

Dear [SA CN DIRECTOR / SA FOOD DISTRIBUTION DIRECTOR NAME],

This is a reminder to complete your Survey on Operational Challenges in Child Nutrition Programs to communicate your experiences during the 2023-2024 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 best support State Agencies in administering these programs.

The survey includes a maximum of 31 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 CNsurveys@usda.gov.

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

[LINK TO SURVEY]

Sincerely,

Sarah Reinhardt  
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