

APPENDIX F03.04. SFA DIRECTOR SURVEY EMAIL INVITATION (GROUP 1C)

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Group 1C SFADS Email Invitation

PROJECT EMAIL: [FILL]

EMAIL SUBJECT: Please complete the National School Foods Study survey

EMAIL TEXT:

OMB Number: 0584-xxxx
Expiration Date: xx/xx/20xx

This information is being collected to assist the Food and Nutrition Service in understanding school food purchasing practices, the nutritional quality of school meals and snacks, the cost to produce school meals, and student participation and dietary intakes. This is a mandatory collection and FNS will use the information to monitor program operations. This collection does not request any personally identifiable information 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 0.02 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.

Dear [NAME],

We recently sent you a letter describing the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) 2024–2025 National School Foods Study. As part of this study, FNS is conducting a survey of School Food Authority Directors to learn how school meal programs operate at the local level. I would like to thank you in advance for your participation in this important study.

Your participation vitally informs future policies for school meals and ensures the meals contribute to a healthier future for children. There are no known benefits to taking part in this study. The value of the study would be limited without your participation. Please click on the link below to access the survey and complete it. The survey is expected to take approximately 45 minutes to complete, on average. You may complete the survey all at once or save your responses and return at a later time. You may feel uncomfortable answering some questions. You can choose not to answer any question.

Survey Web site:

LINK/[ID]

If you have any questions, please email [MATHEMATICA CONTACT NAME] at [EMAIL] or call [TOLL FREE NUMBER]. If you have any questions about your rights as a research participant, please call HML IRB at 202-246-8504.

Thank you for your help and cooperation.

Sincerely,

[CONTACT NAME]
SFA Survey Director

Internal Reference Number: [STUDYID]