

APPENDIX F03.05. SFA DIRECTOR (GROUPS 1A, 1B, 1C, 2A, 3) AND PRINCIPAL  
SURVEYS (GROUPS 2A, 3) FOLLOW-UP EMAIL

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## SFA Director and Principal Surveys Follow-Up Email

PROJECT EMAIL: [EMAIL]

EMAIL SUBJECT: Please complete the National School Foods Study survey

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OMB Number: 0584-XXXX Expiration Date: xx/xx/20xx
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Dear [NAME],

<p>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 0.07 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.</p>
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We recently sent you an email asking you to take part in an important survey for the 2024–2025 National School Foods Study, sponsored by the USDA Food and Nutrition Service. I am writing to remind you to please complete the [Principal Survey / SFA Director Survey] about [your school’s policies related to food service and nutrition education / the food service characteristics of your SFA, [SFA NAME] and its schools] today.

Your participation vitally informs future policies for school meals and ensures the meals contribute to a healthier future for children. Please click on the link below to access the survey and complete it.

**Survey Web site:**

(IF PRINCIPAL LINK/[ID]; IF SFADS LINK/[ID])

If you have any questions, please email [EMAIL] or call [PHONE]. Thank you for your help and cooperation.

Sincerely,

[Project Director]  
Study Project Director