

OMB Control Number: 0584-0607  
Expiration Date: xx/xx/20xx

FROM: [STUDY EMAIL]  
TO: [SA CN DIRECTOR EMAIL]  
EMAIL SUBJECT: USDA/FNS SMO web survey due [DATE]

Dear [SA CN DIRECTOR NAME],

I emailed on [DATE] to let you know the School Meals Operations study (SMO) was about to begin collecting data about school year 2023-2024. I'm following up now with your survey link.

**Please complete this year's 30-minute survey by [DATE] using this link:**  
[LINK TO SA SURVEY]

You may save your progress and return to the survey as needed during the 10-week survey period.

Your input is important! FNS wants to learn from you about program operations during a year with major policy changes (meal pattern requirements for NSLP and SBP), program changes (the establishment of non-congregate summer meals), and a new program (Summer EBT). Your information helps FNS make informed decisions that lead to stronger service to children.

Thank you in advance for your participation in this mandatory data collection!

Mathematica is conducting the SMO study for the USDA Food and Nutrition Service. If you have any questions, please call 1-833-440-9475 or email [SMOStudy@mathematica-mpr.com](mailto:SMOStudy@mathematica-mpr.com).

Sincerely,

Veronica Severn  
Survey Director  
Mathematica

The Food and Nutrition Service (FNS) is collecting this information to understand how State agencies operated CN Programs in SY 2023-2024. This is a mandatory collection. FNS will use the information to inform its planning, policy, and guidance related to the Child Nutrition Programs. Because the personally identifiable information (PII) requested under this collection will not be used to retrieve survey records or data, requirements of the Privacy Act of 1974 do not apply. Responses will be kept private to the extent provided by law and FNS regulations. 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 0584-0607. The time required to read this email is estimated to average 3 minutes (0.05 hours). 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).