

OMB BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no persons are 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 0584-0524. The time required to complete this information collection is estimated to average 2 minutes per response including time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

PRE-NOTIFICATION MESSAGE FOR CHILD CARE CENTERS (LETTER OR EMAIL)

DATE:

Subject: Important Request to Participate in Survey

Dear [NAME]:

Under legal authority Law 111-296, the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), Section 221, the U.S. Department of Agriculture's Food and Nutrition Service, Child Nutrition Division is conducting a voluntary national survey of child care centers and family day care homes that participate in the Child and Adult Care Food Program (CACFP) and serve children 5 years and younger.

Your child care center has been randomly selected to participate in this very important survey and we encourage your participation.

The purpose of the survey is to get feedback from child care centers and family day care homes about nutrition, physical activity and electronic media use in centers and homes.

USDA will use the information to understand more about the situations and challenges you are facing in order to improve its Child and Adult Care Food Program.

Your participation is voluntary. There are no penalties if you choose not to respond to a specific question or in whole. The survey will take about 20 minutes, and all information will be kept secure and only used for research purposes, unless otherwise required by law. You can complete the survey in English or in Spanish.

KRC Research, an independent survey research company, will be reaching out to you soon to encourage you to participate. You can also go to www.INSERT to complete the survey online, or if you prefer to speak to an interviewer, you can call our toll-free number at XXX.XXX.XXXX.

We look forward to hearing from you soon.

Sincerely,

INSERT NAME
USDA Representative

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PRE-NOTIFICATION MESSAGE FOR DAY CARE HOMES (LETTER OR EMAIL)

DATE:

Subject: Important Request to Participate in Survey

Dear [NAME]:

Under legal authority Public Law 111-296, the Healthy, Hunger-Free Kids Act of 2010, Section 221, the U.S. Department of Agriculture's Food and Nutrition Service, Child Nutrition Division is conducting a voluntary national survey of family day care homes and child care centers that participate in the Child and Adult Care Food Program (CACFP) and serve children 5 years and younger.

Your family day care home has been randomly selected to participate in this very important survey and we encourage your participation.

The purpose of the survey is to get feedback from child care centers and family day care homes about nutrition, physical activity and electronic media use in centers and homes.

USDA will use the information to understand more about the situations and challenges you are facing in order to improve its Child and Adult Care Food Program.

Your participation is voluntary. There are no penalties if you choose not to respond to a specific question or in whole. The survey will take about 20 minutes, and all information will be kept secure and only used for research purposes, unless otherwise required by law. You can complete the survey in English or in Spanish.

KRC Research, an independent survey research company, will be reaching out to you soon to encourage you to participate. You can also go to www.INSERT to complete the survey online, or if you prefer to speak to an interviewer, you can call our toll-free number at XXX.XXX.XXXX.

We look forward to hearing from you soon.

Sincerely,

INSERT NAME
USDA Representative

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PRE-NOTIFICATION MESSAGE FOR SPONSORING ORGANIZATIONS (LETTER OR EMAIL)

DATE:

Subject: Important Request to Participate in USDA Survey

Dear [NAME]:

Under legal authority Public Law 111-296, the Healthy, Hunger-Free Kids Act of 2010, Section 221, the U.S. Department of Agriculture's Food and Nutrition Service, Child Nutrition Division is conducting a voluntary national survey of sponsoring organizations and State agency staff that administer the Child and Adult Care Food Program (CACFP) as well as child care centers and family day care homes that participate in the program and serve children 5 years and younger.

Your sponsoring organization has been randomly selected to participate in this very important survey and we encourage your participation.

The purpose of the survey is to get feedback from leaders in State agencies, sponsoring organizations, child care centers, and family day care homes about nutrition, physical activity and electronic media use in centers and homes.

USDA will use the information to understand more about the situations and challenges you are facing in order to improve its Child and Adult Care Food Program.

Your participation is voluntary. There are no penalties if you choose not to respond to a specific question or in whole. The survey will take about 20 minutes, and all information will be kept secure and only used for research purposes, unless otherwise required by law. You can complete the survey in English or in Spanish.

KRC Research, an independent survey research company, will be reaching out to you soon to encourage you to participate. You can go to www.INSERT to complete the survey online.

We look forward to hearing from you soon.

Sincerely,

INSERT NAME
USDA Representative