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Appendix J1, [FNS Regional Letter]

[USDA/FNS LETTERHEAD]

<Date>

USDA Food and Nutrition Service
Office of Policy Support
3101 Park Center Drive, Room 1014
Alexandria, VA 22302

RE: Summer Food Service Program Participant Characteristics Study (AG-3198-C-13-0016)

Dear <FNS Region Director's Name>,

We need your help with an important study funded by USDA FNS Headquarters in Washington, D.C. The USDA has hired Optimal Solutions Group, LLC (Optimal), to conduct the *Summer Food Service Program (SFSP) Participant Characteristics Study* to ascertain how the summer foods program operates at the state, sponsor, and site levels. The agency also wants to understand participant characteristics and examine the differences and factors that affect participation by sponsors and children nationwide.

The findings from this study will help the FNS better determine which summer meals policies are successful and which ones need improvement. This information will ultimately help the USDA better serve our nation's youth by providing better service to those in need of a supplemental nutrition program during the summer.

Optimal will be contacting states, sponsors, and sites to complete a survey about SFSP participation. Additionally, parents/caregivers of SFSP-eligible participants and non-participants will be contacted for semi-structured interviews.

Optimal will be contacting you soon to coordinate communications with state officials within your region.

If you have any questions or concerns about this study, please contact Dr. Mark Turner from Optimal at 877-776-8501 or SFSP@optimalsolutionsgroup.com.

For inquiries about the authorization for this study, please contact Dr. Chan Chanhatisilpa at FNS Headquarters at 703-305-2115 or chanchalat.chanhatisilpa@fns.usda.gov.

Thank you for your time and cooperation.

OMB Control No.:0584-NEW

Expiration Date: xx/xx/xxxx

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Sincerely,

<FNS contact & signature>