

APPENDIX B2

**PROVIDER SAMPLE SPONSOR LETTER**

Subject: Information Needed for CACFP Sponsor and Provider Characteristics Study

Dear <Sponsor>:

The USDA Food and Nutrition Service (FNS) needs your help with its new study of *CACFP Sponsor and Provider Characteristics*. The last time such information was collected was in 1997. The CACFP has changed considerably since then. Multiple legislative and regulatory actions, including the Healthy Hunger Free Kids Act of 2010 changed the CACFP in ways affecting the characteristics of sponsors and providers. Major changes make it imperative to provide an accurate snapshot of the current Program.

<STATE> is one of 23 states that have been selected to create a nationally representative sample of states for this study. Your participation is crucial to ensure scientifically valid findings. It is also required under Section 305 of the Child Nutrition Reauthorization Act (CNR). You may have been contacted already by your State CACFP Agency about participating in this study.

In brief, here's what we ask you to provide by <DUE DATE>:

For each **CACFP child care site** that you sponsor, as of November 1, 2014:

- Organization name, address, telephone number, contact person, email address, and fax number);
- Indicator for center type (child care, Head Start/Early Head Start, family day care home);
- FDCH type (family day care home, group day care home, or License Exempt Provider);
- Approval type (by licensing agency);
- For centers, percentage of meals reimbursed at free, reduced-price, and paid rates;
- For FDCHs, tiering status (Tier I, Tier II, Tier II-mixed);
- Child care site size (meals claimed, number of participants);
- Percentage of enrollment that is: Hispanic or Latino, American Indian or Alaskan Native, Asian, Black or African American, native Hawaiian or Other Pacific Islander, White.

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 2 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.

To facilitate your reply, Kokopelli has set up a secure website so that you may upload files containing these data. Files may be sent in Excel, Word, or other editable formats. Directions for accessing and using the website are included. If you prefer to send the information on CD, please send them to my attention at the address listed below.

Based on the information you and others provide, we will select a sample of child care sites. We will then send you an email informing you of the sites your organization sponsors that were selected into the study and request that you notify them that they have been selected to participate in the survey, encourage their cooperation, and let them know that they will be receiving a survey in <MONTH>. In addition, we will be sending you a survey to capture information about your experiences as a sponsor.

These surveys will provide important information about who is sponsoring child care sites; the type of training and technical assistance sponsors receive from their State Child Nutrition (CN) Agency; how often and what aspects of the program States monitor; how sponsors operate and manage the program to ensure its integrity, as well as compliance with Federal and State regulation; and what types of child care sites sponsors serve.

Similarly, the study will provide up-to-date information on the characteristics of the children served by each type of CACFP child care site. It will examine four key characteristics of children served by each type of site: 1) demographic characteristics; 2) household characteristics; 3) amount of time children spend in care; and number of each of the types of meals and snacks served to children while in care. It will also examine how each type of child care site operates and administers the CACFP; staff training; sponsor provided training and monitoring; and child care sites' funding sources.

If you have any questions about the *CACFP Sponsor and Provider Characteristics Study* or your role, please call me at <TOLL-FREE NUMBER> or send me an email. Thank you very much for your prompt attention to this request.

Sincerely,

<KOKOPELLI ASSOCIATES SIGNATURE AND CONTACT INFORMATION>