

APPENDIX B4

**SPONSOR AND PROVIDER BROCHURES**

## Frequently Asked Questions

### 1. Will this help children or child care?

- » These data were last gathered in 1997. This study will provide up-to-date information about the organization and operation of child care feeding; training, technical assistance, and monitoring practices; and the program burdens and barriers you and child care sites face. FNS will use the data to review regulations, justify payment levels to Congress, and assess legislation. The report will be available to you and child care advocates.

### 2. How long will the questionnaire take?

- » We estimate that the questionnaire will take about 60 minutes to complete. All of your responses will be kept private and will not be linked with your or your organization's name.

### 3. Do I have to participate?

- » Your participation is critical to making sure that ALL types of child care sponsoring organizations are represented. It is also required under Section 305 of the Child Nutrition Reauthorization Act (CNR).

While you are required to participate in this study, we hope that you will do so voluntarily. We greatly appreciate your cooperation and support.

### For more information

Call 1-800-123-4567

(toll-free)

Or send e-mail to

Study@Westat.com

## Kokopelli Associates, LLC Policy Research and Evaluation



1365 Camino Sin Salida  
Santa Fe, NM 87501  
505-983-0785

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 less than 60 minutes 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.

# CACFP Study of Sponsor and Provider Characteristics



Study conducted for the  
Food and Nutrition Service.



## About the CACFP Sponsor and Provider Characteristics Study

The United States Department of Agriculture's Food and Nutrition Service (FNS) funds the Child and Adult Care Food Program (CACFP). They are conducting a study to obtain up-to-date information about CACFP sponsoring organizations and the child care centers and family day care homes they sponsor. Independent child care centers will also be part of this study. The study will collect data from sponsors as well as participating child care sites. **Your organization has been selected to participate in this important effort.**

Sponsors will be asked to provide information on their organization, CACFP operations, the training and technical assistance they receive from their CACFP State Agency, and the training and monitoring they provide to their sponsored child care centers and family day care homes. Sponsors will be offered the opportunity to share training and technical assistance needs and to list barriers to CACFP participation.

The study will also collect data from a sample of CACFP child care centers and family day care homes. They will be asked to describe their child care site and the children they serve.

FNS has hired Kokopelli Associates and Westat to conduct this study.

The data collected from the *CACFP*

*Study of Sponsors and Providers* will benefit FNS, State Agencies, CACFP sponsors, and their providers by providing current, accurate information on crucial sponsor and provider characteristics.

## Your Role in the Study

You are one of a small number of CACFP sponsors selected to participate in this study. Your participation is crucial to ensure scientifically valid findings.

The study team will not visit you or intrude on your operations in any way. We are simply asking for about 60 minutes of your time to complete a written questionnaire. You may complete and return the enclosed paper version of the questionnaire using the pre-paid envelope OR you may complete the questionnaire on line at our secure website at <WEB URL>. You'll need the username and password provided in your cover letter to access the web survey.

## Privacy

The study team will keep all information

## Frequently Asked Questions

### 1. Will this help children or child care?

- » These data were last gathered in 1997. This study will provide up-to-date information about CACFP, such as what child care programs participate in the program and who they serve. It will also collect data on CACFP training, technical assistance, and barriers to participation. USDA will use this information to improve the program and advocate to Congress for continued CACFP support. The report will be available to you and child care advocates.

### 2. How long will the questionnaire take?

- » We estimate that the questionnaire will take about 60 minutes to complete. Your responses will be kept private and will not be linked with your or your organization's name.

### 3. Do I have to participate?

- » You represent all CACFP child care sites like yours. Your participation is critical to making sure that ALL types of child care sites are represented. It is also required under Section 305 of the Child Nutrition Reauthorization Act (CNR).

While you are required to participate in this study, we hope that you will do so voluntarily. We greatly appreciate your cooperation and support.

### 4. Is there a Spanish questionnaire?

- » Yes! Please call 1-800-123-4567 to receive a questionnaire in Spanish. You may also complete the online version in Spanish.

## Have a Question or Need Help?

Call us toll-free at 1-800-123-4567 or send an email to [Study@Westat.com](mailto:Study@Westat.com). We are happy to assist you!

### For more information

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# CACFP Study of Sponsor and Provider Characteristics



Study conducted for the  
Food and Nutrition Service.



## About the CACFP Sponsor and Provider Characteristics Study

The United States Department of Agriculture funds the Child and Adult Care Food Program (CACFP). They are conducting a study to gather up-to-date information about CACFP sponsoring organizations and the child care sites they sponsor. ***Your site has been selected to participate in this important study.***

Participating child care sites will be asked to describe their facility and the children they serve, CACFP operations, and the services they receive from their CACFP sponsoring organization. They will be offered the opportunity to share training and technical assistance needs, and to list barriers to CACFP participation.

The study will also collect data from some CACFP sponsoring organizations.

USDA has hired Kokopelli Associates and Westat to conduct this study.

The data collected from the *CACFP Study of Sponsors and Providers* will benefit USDA, State Agencies, child care sites, and their sponsors by providing current, accurate information on crucial characteristics.

## Your Role in the Study

You are one of a small number of CACFP child care sites selected to participate in this study. Your participation is crucial to ensure scientifically valid findings.

The study team will not visit you or intrude on your operations in any way. We are simply asking for about 60 minutes of your time to complete a written questionnaire. You may complete and return the paper version of the questionnaire using the pre-paid envelope OR you may complete the questionnaire on line at our secure website at <WEB URL>. You'll need the username and password provided in your cover letter to access the web survey.

If you would prefer a Spanish version of the questionnaire, please call us toll-free at 1-800-123-4567 or send an email to Study@Westat.com. We'll send a Spanish version right away! The online questionnaire is also available in Spanish.

## Privacy

The study team will keep all information you provide private, to the full extent allowed by law, and will use the information only for the purposes of this study.

The study team will not identify participating child care sites or sponsors in any publications or data files provided to the USDA.

## Have a Question or Need Help?

Call us toll-free at 1-800-123-4567 or send an email to Study@Westat.com. We are happy to assist you!