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Appendix G3, [SITE INTRO LETTER]

<Date>

Optimal Solutions Group, LLC
5825 University Research Ct, Suite 2800
College Park, MD 20740

RE: Survey Request - <Site Name> - Summer Food Service Program Participant Characteristics Study (AG-3198-C-13-0016)

Dear <Site Director's Name>,

Your site has been selected to participate in the nationwide *Summer Food Service Program (SFSP) Participant Characteristics Study*, funded by the U.S. Department of Agriculture (USDA) to ascertain how the summer foods program operates at the state level, the sponsor level, and the site level as well as describing participant characteristics and examining the differences and factors that affect participation by sponsors and children nationwide. The findings from this study will help the USDA better determine which summer foods program policies are successful and which need improvement. This will ultimately help the USDA better serve SFSP sites such as yours in their role administering this valuable program to our nation's youth.

The USDA has hired Optimal Solutions Group, LLC (Optimal), to conduct surveys of summer foods sites as well as a survey with state agencies and sponsors and interviews with parents/caregivers of SFSP-eligible participants and non-participants. The goal of the site-level survey is to better understand basic summer foods site characteristics and to gather site feedback regarding their activities and the support they receive from sponsors. Enclosed with this letter is a brochure describing the study and its value to you and our nation's youth in need of nutrition assistance during the summer.

In a few weeks you will receive an invitation to complete the survey online. If you do not have access to a computer with an Internet connection, please contact the Optimal helpdesk at 877-776-8501 to receive a copy of the survey via mail or fax or to complete the survey over the telephone. Participation in this study is voluntary. There will be no penalties if you decide not to respond, either to the information collection as a whole or to any particular questions. The information you provide will be private and will not be maintained or disclosed in identifiable form to anyone, except otherwise as required by law.

No action is needed on your part at this time. If you have any questions or concerns about your participation in this study, please contact Optimal at 877-776-8501 or SFSP@optimalsolutionsgroup.com.

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For inquiries about the authorization for this study, please contact your sponsor.

Thank you for your time and cooperation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. Turner', with a long horizontal flourish extending to the right.

Dr. Mark Turner
Project Director