<Date>

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

RE: Follow-Up Sponsor information request - <State agency> - Participant Characteristics Study (AG-3198-C-13-0016)

Dear <State Agency Director’s Name>,

Thank you for your participation in the U.S. Department of Agriculture’s Food and Nutrition Service study on summer meals programs. This is the follow-up request for a comprehensive list of sponsors that we referenced in our letter on <Date>. We hope that complying with this new request will be a simple matter of adding the new sponsors who attended the state agency-provided training for new SFSP sponsors, but you do have an opportunity to correct your initial list. We have again enclosed/attached the FAQs from the FNS webcast of <webcast date> for your convenience. The successful completion of this important study requires a complete list of the new and returning summer meals sponsors under your jurisdiction by **<date>**. We thank you for the information you have already provided and for this additional information.

For each sponsor, please provide the following information:

|  |
| --- |
| * Sponsor name
 |
| * Sponsor address (street number, street city, state, zip) in separate columns
 |
| * Sponsor phone number
 |
| * Sponsor planned dates of meal service (Start date | End date)
 |
| * Number of sites sponsor plans to operate this year. (For returning sponsors, we understand that your “best guess” may be the number of sites they operated in 2014)
 |
| * Sponsor type (school, government, non-profit, NYSP, camp)
 |
| * Meal types sponsor plans to serve (breakfast, lunch, snacks, etc)
 |
| * Meal counts per sponsor in 2014 or the number of meals by type you expect a new sponsor to provide this summer
 |
| * New or returning sponsor
 |

You may email, fax, or mail your list using the contact information below:

Email: SFSP@optimalsolutionsgroup.com
Fax: (301) 985-3760
Mail: Optimal Solutions Group, Attention: SFSP Sponsors, 5825 University Research Ct., Ste 2800, College Park, MD 20740

If you have any questions or concerns about your participation in this study, please contact Optimal at 877-776-8501 or SFSP@optimalsolutionsgroup.com.

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

Thank you for your time and cooperation.

Sincerely,


Dr. Mark Turner
Project Director

Enclosure