

[FNS LETTERHEAD]

<Date>

USDA Food and Nutrition Service
Office of Policy Support
3101 Park Center Drive, Room 1000
Alexandria, VA 22302

RE: Information Request - <FNS Region> - Summer Food Service Program Study Participant Characteristics (AG-3198-C-13-0016)

Dear <State Agency Name>,

The Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) has hired Optimal Solutions Group, LLC (Optimal) to conduct a nationwide study about the Summer Food Service Program (SFSP). The objectives of this study are to ascertain how the Summer Food Service Program (SFSP) operates at the state, sponsor, and site levels as well as to describe participant characteristics and to examine the differences and factors that affect participation by sponsors and children across states. Attached is a brochure describing the study and its value to your state and our nation's youth in need of nutrition assistance during the summer.

Optimal is conducting a survey of all state agencies that administer their states' SFSP, as well as a survey with sponsors and sites, and interviews with parents/caregivers of SFSP-eligible participants and non-participants. The goal of the state-level survey is to better understand how the SFSP operates at this level (e.g., finding sponsors, administering training, making outreach efforts, etc.). The findings from this study will help the FNS understand which SFSP policies are successful and which need improvement. This information will ultimately help the FNS better serve state agencies such as yours in administering this valuable program to our nation's youth.

Attached to this email you will find an invitation for an upcoming webcast hosted by Optimal for all SFSP state agencies to attend. This webcast will explain, in more detail, the purpose of the study, key dates to consider, how the data are being collected, and any action items for you to take. This interactive webcast will provide state agencies with an opportunity to ask questions, provide suggestions, and gain clarity about states' role in helping the FNS meet its research objectives.

The timeline for your requested involvement is as follows:

- November 20, 2014: Attend introductory study webinar hosted by Optimal Solutions Group and USDA FNS at 2 PM ET
- December 2014/January 2015: Submit 2014 lists of sponsors and sites
- April/May 2015: Submit initial list of 2015 sponsors and sites
- June/July 2015: Submit final list of 2015 sponsors and sites
- July/August 2015: Complete state survey

We appreciate your timely cooperation with these requests. Your participation is critical to ensuring that we capture an accurate picture of the program. It is also required under Section 305 of Public Law 111-296.

Except for attending the webinar on November 20th, no further 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.

For inquiries about the authorization for this study, please contact Laura Zatz at FNS Headquarters at 703-305-2131 or laura.zatz@fns.usda.gov.

Thank you for your time and cooperation.

Sincerely,

[FNS CONTACT & SIGNATURE]

Enclosure

Public reporting burden for this collection of information is estimated to average 5 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. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-0595). Do not return the completed form to this address.