

Attachment H for Respondent Group 2: Information collection notification email for State Child and Adult Care Food Program (CACFP) staff

Send message on assessment opening date [Date TBD pending OMB approval]

From: Carrie Dooyema

To: State Child and Adult Care Food Program Directors Health Department (all States, and DC)

Subject: Assessment about obesity prevention in state CACFP programs- NOW OPEN

Dear [Insert Health Professional name]

The primary goal of CDC's Division of Nutrition Physical Activity and Obesity (DNPAO) is to improve health through proper nutrition, physical activity and obesity prevention. A priority setting for obesity prevention is the early care and education setting (ECE). To learn more about state activities in this setting we are conducting a short assessment with:

- State Child and Adult Care Food Program (CACFP) Directors who support the federal CACFP program that provides reimbursement for meals/snacks served in ECE
- State Health Department staff who support obesity prevention in the ECE setting for CDC's 1305 grant

We are asking for your participation in a short, one-time information collection request. Information collected through this request will be used create CDC's first State Indicator Report on the Early Care and Education setting (ECE SIR). CDC publishes State Indicator Reports describe state activities in a particular target area. They are used by government officials at both the state and national level to describe how obesity prevention has been included in states, guide state health department obesity prevention work in the ECE setting and highlight successful state efforts. The information collected in this request will be combined with other publically available data to create the ECE SIR. The ECE SIR will describe how states have embedded obesity prevention in their state ECE systems or in state programs such as CACFP.

Your participation as a state CACFP director is very important to us. Data provided in this assessment will be combined with other publically available data to create the ECE SIR. You can complete this data collection instrument online at: [ASSESSMENT LINK]. The assessment will be open until [2 weeks after OMB approval].

Completing the assessment is voluntary and takes approximately 5 minutes. CDC will not publish or share any personal identifying information about you as an individual. Data will be aggregated and reported at the state level and we ask that you complete this questionnaire as it pertains to your job duties at your state agency. There are no known risks or direct benefits to you from participating or choosing not to participate, but your answers will help CDC create and publish the first ECE SIR.

If you have any questions or concerns about this assessment, please contact Carrie Dooyema at cdooyema@cdc.gov.

Thank you in advance for taking the time to complete this assessment.

Sincerely, Carrie Dooyema, MSN, MPH, RN

Behavioral Scientist Center for Disease Control, DNPAO