

## **D.2d. Menu Survey Related Communications**

Study of Nutrition and Activity in Child Care Settings (SNACS)

**Menu Survey Cover Letter**

[DATE]

[PROVIDER]

[ADDRESS]

Dear [PROVIDER]:

About a month ago you were sent information about the Study of Nutrition and Activity in Child Care Settings (SNACS) and notified that you were selected to participate in the study. The United States Department of Agriculture Food and Nutrition Service (USDA/FNS) has contracted with Abt Associates to conduct this important study. As you may remember, this study was mandated by Congress to learn more about the foods and activities provided to infants and children in child care providers participating in the Child and Adult Care Food Program (CACFP) and some not participating in the CACFP.

You have been selected as part of a sample of child care providers to complete the Menu Survey and Infant Menu Survey (*if applicable*). These surveys are intended to collect information about all of the foods offered to children in your child care facility during a targeted week.

Enclosed in this package are two survey booklets, the **Menu Survey** and the **Infant Menu Survey**. The **Menu Survey** is to be filled out for each day during the target week for foods served to children one year old and older. The **Infant Menu Survey** should be completed for foods offered to infants under the age of 12 months in child care facilities that include infants. Also included with the survey booklets are instructions for completing the surveys, a Food Description Guide pamphlet, and a section called the **“Foods You Prepared”**. The **“Foods You Prepared”** forms are for providers to write in information about foods prepared by combining two or more ingredients.

Whoever knows the most about the food being served to children for each age group in your facility should complete each survey. They should complete the survey for five consecutive days beginning [SURVEY START DATE]. Once the survey booklets are completed, please send them back to Abt Associates in the enclosed envelope. Your facility will receive a \$50 prepaid Visa card for completing and returning the surveys.

Someone from Abt Associates will be calling you soon to make sure you received the surveys and to answer any questions you may have before you begin filling them out. We greatly appreciate your participation in this study. Your participation will help us to provide Congress with an accurate description of the nutrition policies and practices at child care facilities across the country.

If you have any questions, please feel free to contact our project team at toll-free 844-808-4777, or email [SNACS@abtassoc.com](mailto:SNACS@abtassoc.com).

Sincerely,

Susan Bartlett  
Project Director  
Abt Associates  
Study of Nutrition and Activity in Child Care Settings (SNACS)

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 3 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.



Study of Nutrition and Activity in Child Care Settings (SNACS)  
**Menu Survey Reminder Letter**

[DATE]

[PROVIDER]

[ADDRESS]

Dear [PROVIDER]:

A few weeks ago we sent you a Menu Survey booklet and an Infant Menu Survey booklet (*to be completed if your facility has infants*) with a cover letter that provided information about the Study of Nutrition and Activity in Child Care Settings (SNACS) being conducted by Abt Associates for the United States Department of Agriculture Food and Nutrition Service (USDA/FNS). The letter asked that you complete the surveys for a specific target week. These surveys are intended to collect information about all of the foods offered to children in your child care facility during a targeted week.

If you have already completed the surveys, we thank you for your participation. Since we have not received your completed surveys, we are enclosing additional copies and ask that you complete the surveys during the new target week specified below.

Enclosed in this package are two survey booklets, the **Menu Survey** and the **Infant Menu Survey**. The **Menu Survey** is to be filled out for each day during the target week for foods served to children one year old and older. The **Infant Menu Survey** should be completed for foods offered to infants under the age of 12 months in child care facilities that include infants. Also included with the survey booklets are instructions for completing the surveys, a Food Description Guide pamphlet, and a section called the **“Foods You Prepared”**. The **“Foods You Prepared”** forms are for providers to write in information about foods prepared by combining two or more ingredients.

Whoever knows the most about the food being served to children for each age group in your facility should complete each survey. They should complete the survey for five consecutive days beginning [SURVEY START DATE]. Once the survey booklets are completed, please send them back to Abt Associates in the enclosed envelope. Your facility will receive a \$50 prepaid Visa card for completing and returning the surveys.

Someone from Abt Associates will be calling you soon to make sure you received the surveys and to answer any questions you may have before you begin filling them out. We greatly appreciate your participation in this study. Your participation will help us to provide Congress with an accurate description of the nutrition policies and practices at child care providers across the country.

If you have any questions, please feel free to contact our project team at toll-free 844-808-4777, or email [SNACS@abtassoc.com](mailto:SNACS@abtassoc.com).

Sincerely,  
Susan Bartlett  
Project Director  
Abt Associates  
Study of Nutrition and Activity in Child Care Settings (SNACS)

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Study of Nutrition and Activity in Child Care Settings (SNACS)

**Menu Survey Thank You Letter**

[DATE]

[PROVIDER]

[ADDRESS]

Dear [PROVIDER]:

Thank you for completing the SNACS **Menu Survey** and the **Infant Menu Survey** (*if applicable*). By participating in this data collection activity, you are helping provide Congress with an accurate description of the nutrition policies and provider practices at child care providers across the country. Enclosed is a \$50 prepaid Visa card as a thank you for your time.

If you have any questions regarding this project, please contact us at [SNACS@abtassoc.com](mailto:SNACS@abtassoc.com) or toll-free at 844-808-4777.

Sincerely,

Susan Bartlett  
Project Director  
Abt Associates  
Study of Nutrition and Activity in Child Care Settings (SNACS)

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 1 minute 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.