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**PRE-NOTIFICATION MESSAGE FOR STATE OR TRIBAL AGENCIES ADMINISTERING CACFP
(LETTER OR EMAIL)**

DATE:

Subject: Important Request to Participate in USDA Survey

Dear [NAME]:

Under legal authority Public Law 111-296, the Healthy, Hunger-Free Kids Act of 2010, Section 221, the U.S. Department of Agriculture's Food and Nutrition Service, Child Nutrition Division is conducting a voluntary national survey of State agency staff and sponsoring organizations that administer the Child and Adult Care Food Program (CACFP) as well as child care centers and family day care homes that participate in the program and serve children 5 years and younger.

Your State agency has been selected to participate in this very important survey and we encourage your participation.

The purpose of the survey is to get feedback from leaders in State agencies, sponsoring organizations, child care centers, and family day care homes about nutrition, physical activity and electronic media use in centers and homes.

USDA will use the information to understand more about the situations and challenges you are facing in order to improve its Child and Adult Care Food Program.

Your participation is voluntary. There are no penalties if you choose not to respond to a specific question or in whole. The survey will take about 20 minutes, and all information will be kept secure and only used for research purposes, unless otherwise required by law.

KRC Research, an independent survey research company, will be reaching out to you soon to encourage you to participate. You can go to www.INSERT to complete the survey online.

We look forward to hearing from you soon.

Sincerely,

INSERT NAME
USDA Representative