

OMB BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, no persons are 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 0584-0524. The time required to complete this information collection is estimated to average 1 minute per response including time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

**REMINDER MESSAGE FOR STATE AND TRIBAL AGENCIES ADMINISTERING CACFP (LETTER OR EMAIL)**

DATE:

Subject: Please Respond by INSERT DATE

Dear [NAME]:

We are looking forward to hearing from you soon!

We recently sent you an invitation to participate in an important survey, which is being conducted by the U.S. Department of Agriculture's Food and Nutrition Service, Child Nutrition Division.

The purpose of the survey is to get feedback from leaders in State agencies, sponsoring organizations, child care centers, and family day care homes across the U.S. about nutrition, physical activity and electronic media use in centers and homes in order to help improve the Child and Adult Care Food Program (CACFP).

Your participation in our survey is very important. 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.

You can go to [www.INSERT](http://www.INSERT) to complete the survey online.

We look forward to hearing from you soon.

Sincerely,

INSERT NAME  
USDA Representative