

APPENDIX B11. TEMPLATE LETTER FROM SPONSOR TO SAMPLED CENTER
(NOTIFICATION OF SELECTION FOR STUDY)



OMB Number: 0584-XXXX
Expiration Date: XX/XX/XXXX

<Date>

Dear <NAME OF CHILD CARE CENTER>:

The U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) is conducting the Erroneous Payments in Child Care Centers Study (EPICCS). This study was mandated by Congress to help ensure FNS' compliance with the Improper Payments Elimination and Recovery Improvement Act of 2012 (IPERIA). In addition, participation complies with the Healthy, Hunger-Free Kids Act of 2010. The findings from this study will inform future legislation and regulations regarding the child care center component of the Child and Adult Care Food Program (CACFP). Your center has been randomly selected for participation in the study.

This study will focus on the breakfasts and lunches provided as part of the CACFP. Data collection will include the following during the time periods indicated:

- September - October 2016
 - A pre-visit phone interview
- October 2016 - June 2017
 - Review and abstraction of income eligibility applications on three separate visits (at the site where the records are maintained) (at scheduled times)
- October - April 2017
 - Center Data Collection:
 - Review and abstraction of center enrollment and attendance information
 - Review and abstraction of meal counting and claiming records
 - Observation of meal preparation and serving

In addition, Westat will conduct in-person surveys with a small number of randomly selected households enrolled at your center. The household survey component, called the **National Assessment of Meal Eligibility and Services (NAMES)** study, will ask questions to parents or guardians regarding their child's participation in meal services, including their perceptions, satisfaction, and eligibility for meal benefits. The survey will also include questions about their income and household size. Westat will contact the sampled households separately to invite them to participate.

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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 10 minutes per response, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information.

This is a very important study for the CACFP community. We ask that you cooperate fully with the Westat research study team. Please be aware that all information collected will be kept strictly private and **will not affect meal reimbursements or meal program benefits for any participating state agency, sponsoring organization, child care center, or household.**

A member of the Westat study team will contact you soon to provide more information and to coordinate your role in the study. You may also contact them to inquire about the study at 1-855-272-0058 or EPICCS@westat.com.

Thank you in advance for your help and cooperation.

Sincerely,
<NAME AND TITLE OF SENDER>