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**Attachment W: CACFP Site Confirmation Email**

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| --- | --- |
| **TO:** | [CACFP site contact] |
| **FROM:** | Maria Sinopoli, Diversity Marketing and Communications |
| **DATE:** | [TBD] |
| **SUBJECT:** | Confirmation for USDA Formative Research |

Thank you for planning to serve as a host location for the small group discussions and staff interviews that we are conducting on behalf of the U.S. Department of Agriculture, Food and Nutrition Service. This email confirms that a triad will be held at your site on [date] at [time]. [Add as required:] An in-person interview will be held on [date] at [time].

Please review the attached consent form ***[see Attachment K: Consent Form: CACFP Site]***, sign, and return to me via email at least one week prior to the scheduled triad [or interview – whichever is earlier].

If questions come up or additional information is needed, please feel free to contact me by phone at 973.377.0300, X16 or email at [msinopoli@Diversitymc.com](mailto:msinopoli@Diversitymc.com).

Thank you.

Maria Sinopoli

Account Director

Diversity Marketing and Communications LLC

Direct:  973.377.0300, X16

[msinopoli@Diversitymc.com](mailto:msinopoli@Diversitymc.com)