



XX/XX/2018

To: [Insert ADCC Sponsoring Organization's POC email address]

Subject: Survey of Food Safety Education Needs of CACFP Adult Day Care Centers

Dear [Insert ADCC Sponsoring Organization's POC FIRST/LAST NAME]:

The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) has contracted with 2M Research (2M) and Mathematica Policy Research (Mathematica) to conduct a study of food safety education needs of adult day care centers (ADCC) that participate in the Child and Adult Care Food Program (CACFP).

Today, we are reaching out to let you know that we will soon contact some of your centers to participate in a brief survey about their food safety education needs. The study will allow FNS to identify the food safety training and education needs of ADCC program directors and improve the means by which FNS provides them with information (training or resources) to support their needs.

The study includes a brief, 20-minute survey that will be administered to a nationally representative sample of ADCC program directors. Data collection for this study will begin on [insert start date]. The selected center's program director will be asked to complete a short web survey (sent via email) in order to provide information about their center's food safety education training and needs. 2M will reach out directly to the ADCCs for participation in the study.

If the selected center's program director reaches out to you, please encourage their participation in this study. We would greatly appreciate if you could include information or reminders about the study in your usual communications with ADCC program directors.

We have included the following documents: (1) a copy of the Survey of Food Safety Education Needs of Adult Day Care Centers for your reference (you do not need to complete it) and (2) responses to Frequently Asked Questions (FAQs) about the study. The program directors of these centers will be asked to complete the attached survey. In addition to providing us with valuable data, they also represent other centers like them across the country.

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 0584-0613. The time required to complete this information collection is estimated to average 8 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-0613). Do not return the completed form to this address.

For your records, the following ADCCs from your State have been selected to participate in the study:

- [CENTER NAME], [CITY]
- [CENTER NAME], [CITY]
- [CENTER NAME], [CITY]

If you have questions or concerns about this study, please contact the study team by email at foodsafetyneeds@2mresearch.com or at **1-833-728-7369** (toll-free) from 9 a.m. to 4 p.m. Monday to Friday EST. If you call outside of this time, please leave a message, and we will return your call the following business day.

Thank you in advance for your assistance.

Sincerely,

Dr. Hiren Nisar, Project Director
Director of Analytics and Senior Economist | 2M Research

Attached:

- 1. Survey of Food Safety Education Needs of CACFP Adult Day Care Centers** (for your reference)
- 2. Frequently Asked Questions (FAQs) about the study**