



XX/XX/2018

[Insert ADCC program director name]

[Insert Mailing Address of ADCC program director]

Subject: CACFP Adult Day Care Center Food Safety Education Needs

Dear [insert ADCC program director 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 on adult day care centers (ADCC) that participate in the Child and Adult Care Food Program (CACFP). 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 and 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. 2M Research is managing this survey on behalf of USDA.

**Today, we encourage you to complete a 20-minute survey about your Food Safety Education Needs.** *This survey should be completed by the staff member who knows the most about foodservice and the food safety training and education needs of your center.* We've included a hard copy of the survey to complete and a prepaid envelope to mail the survey back by [insert date]. Your answers will help USDA find useful ways to provide your center with resources and guidance. In addition to providing us with valuable data, you represent other centers like yours across the country.

We have also included a Frequently Asked Questions (FAQs) document that should answer any questions you might have about the survey. If you or your staff have any other questions about this survey or would like to complete the survey over the phone, please contact the study team by email [foodsafetyneeds@2mresearch.com](mailto:foodsafetyneeds@2mresearch.com) or at **1-833-728-7369** (toll-free) from 9:00 a.m. to 4:00 p.m. Monday to Friday EST. If you call outside of these hours, please leave a message and we will return your call the following business day.

Sincerely,

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

**Enclosed:**

- (1) **Survey of Food Safety Education Needs of Adult Day Care Center (hard copy version)**
- (2) **Frequently Asked Questions (FAQs) for the Survey**

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 3 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.