



XX/XX/2018

To: [Email Address of ADCC program director]

Subject: CACFP Adult Day Care Center Food Safety Education Needs Survey

Dear [insert ADCC program director name]:

We recently sent you an email for the **Survey of Food Safety Education Needs of CACFP Adult Day Care Center** that we are conducting for United States Department of Agriculture (USDA) Food and Nutrition Service (FNS). The survey is important for FNS to understand the food safety education needs of adult day care centers (ADCCs) and improve the means by which FNS can provide training and resources to meet those needs.

We encourage you to complete this brief 20-minute survey by clicking [Survey Link]. *This survey should be filled out by the staff member who knows the most about foodservice and food safety training and education needs of your center.* The survey should be completed by [insert Date].

We thank you in advance for your important contribution to this research. By completing this survey, you help us understand your concerns and those of other centers like yours.

If you have questions or concerns about this survey or would like to complete the survey over the phone, please contact the study team by email at foodsafetynneeds@2mresearch.com or at **1-833-728-7369** (toll-free) between the hours of 9:00 a.m. and 4:00 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 so much for your participation in this study.

Sincerely,

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

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.