



XX/XX/2018

[insert ADCC Program Director's name]:

[Mailing Address of ADCC Program Director]

Subject: CACFP Adult Day Care Center Food Safety Education Needs

Dear [insert ADCC Program Director's name]:

We recently mailed you a package regarding participating in a brief **Survey of Food Safety Education Needs of CACFP Adult Day Care Centers**. The study will allow FNS to identify the food safety training and education needs of ADCC program directors and improve how FNS provides them with information (training and resources) to support their needs. Your answers will help USDA find useful ways to provide your center with resources and guidance. In addition to providing us with valuable data, your answers represent other centers like yours across the country.

We encourage your center to complete this brief survey that will take only 20 minutes, on average.

This survey should be filled out by the staff member who knows the most about foodservice and the food safety training and education needs of your center. We have included the survey to complete and a prepaid envelope to mail the survey back by [insert date].

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 at 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.

Thank you again for your participation in this study.

Sincerely,

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

Enclosed:

(1) Survey of Food Safety Education Needs of CACFP Adult Day Care Centers

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.