



XX/XX/2018

To: [Email Address of ADCC program director]

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

Dear [insert ADCC program director's name]:

We encourage you to complete the **Survey of Food Safety Education Needs of CACFP Adult Day Care Centers**. We understand that you are busy, so please feel free to have another member of your foodservice staff complete the 20-minute survey. The information you provide is important to the study, as you represent many other adult day care centers like [NAME OF CENTER].

Click on the following link [Survey Link], to fill out the survey online and submit by [insert date].

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.