

**Q Why is USDA conducting the study?**

**A** This study is being conducted to identify the food safety education needs (i.e., training and resources) of Adult Day Care Center (ADCC) program directors and staff. This study plans to address the following topics:

- (1) Food safety knowledge gaps among ADCC program directors
- (2) How program directors would like to receive food safety education
- (3) Best practices for telling ADCC staff about food safety education training and resources

This information will help the USDA Food and Nutrition Service better understand the experiences of ADCC program directors with food safety education and how they prefer food safety education resources to be provided. The data collected from this survey will help FNS to improve the training and technical resources and provide them to ADCC program directors in the best ways.

**Q Why did you select our adult day care center for the survey?**

**A** The selected adult day care centers are representative of program directors across the United States from urban, suburban, and rural areas. Your center was chosen to represent other centers like yours across the country; you can help inform USDA of the food safety education needs in adult day care centers like yours, as well as challenges you all face.

**Q Are we required to take the survey?**

**A** Your center's cooperation is highly encouraged because its programs are authorized under the Child Nutrition Reauthorization Act of 2010. The Act states the following:

*States, State educational agencies, local educational agencies, schools, institutions, facilities, and contractors participating in programs authorized under Healthy and Hunger Free Kids Act and the Child Nutrition Reauthorization Act of 2010 (42 U.S.C. 1771 et seq.) shall cooperate with officials and contractors acting on behalf of the Secretary, in the conduct of evaluations and studies under those Acts.*

Also, please know that this study is not an audit. You were selected because your adult day care center represents others like you, and this is also your chance to voice your opinion about food safety education needs and the challenges your center faces.

**Q Who should fill out the survey?**

**A** The survey should be filled out by a program director or a staff member who knows the most about foodservice and food safety training and education needs of your center and which resources would be most helpful for your center. If you have any more questions about which staff member should complete the survey, please call us at **1-800-867-5309** (toll-free) between the hours of 9:00 a.m. and 4:00 p.m. Monday - Friday EST or email us at [foodsafetyneeds@2mresearch.com](mailto:foodsafetyneeds@2mresearch.com)

**Q How does USDA protect the privacy of the information provided?**

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 5 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.

**A** Your answers to the survey will only be used for recordkeeping purposes, and may not be disclosed or used in identifiable form for any other purpose. This means that your personal information (name, telephone number, etc.) will be kept private, and the answers you provide will not be associated with your personal information or your adult day care center.

**Q** **What if we do not have time or staff to complete the survey?**

**A** We understand that your time is valuable. The survey has been carefully designed to collect the required information with the least burden to both you and your staff member who knows the most about foodservice and the center's food safety education needs. The survey should not take more than 20 minutes to complete. We are also available to conduct this brief survey over the phone at a time that is convenient to your staff.

**Q** **Who should I contact if I have questions about the study or survey?**

**A** 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: [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 – Friday EST. If you call us outside of these hours, please leave a message, and we will return your call the following business day.

**Q** **Who should I contact at USDA if I have questions?**

**A** FNS Project Officer: Ashley Chaifetz  
Phone: 703-457-7741  
Email Address: [ashley.chaifetz@fns.usda.gov](mailto:ashley.chaifetz@fns.usda.gov)