



XX/XX/2018

To: [Email Address of CACFP SA contact]

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

Dear [Insert CACFP SA contact's FIRST/LAST NAME]:

The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) has contracted with 2M Research (2M) and Mathematica Policy Research to conduct a study of food safety education needs of 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 or 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. Data collection for this study will begin on [insert start date]. The selected center's program director will be asked to complete a short web survey (sent to them via email) in order to provide information about their center's food safety education training and needs. 2M will reach out directly to the ADCCs.

If the selected ADCC program directors reach out to you, please encourage their participation in this study. We would greatly appreciate if you could include information or reminders about the study in your usual communications with ADCC program directors, like newsletters or emails. Please emphasize in your communication to the selected center's program director that their contribution to this research is valuable in understanding their center's food safety education needs and challenges in meeting those needs.

For your records, the following ADCCs from your State have been selected to participate in the study:

- [CENTER NAME], [CITY]
- [CENTER NAME], [CITY]
- [CENTER NAME], [CITY]

We have also attached the responses to Frequently Asked Questions (FAQs) about the study.

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 8 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.

The study team will be available by phone to answer questions about the study and provide assistance for the survey at **1-833-728-7369** (toll-free) from 9:00 a.m. to 4:00 p.m. Monday to Friday EST or by email at foodsafetyneeds@2mresearch.com.

Thank you in advance for your assistance.

Sincerely,

[RO Contact Information]

Attached:

1. List of ADCCs selected in [State name]
2. Frequently Asked Questions (FAQs) about the study