



XX/XX/2018

To: [FIRST/LAST NAME]

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

Dear [insert RO name]:

The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) has contracted with 2M Research (2M) and Mathematica Policy Research (Mathematica) 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 and 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 via email) in order to provide information about their center's food safety education needs.

We request your help with notifying the State Agencies (SAs) about this study, as well as your assistance in requesting that the SAs encourage the ADCC Program Directors to participate in the study. Please see the attached template email, responses to Frequently Asked Questions (FAQs) about the study, and the list of ADCC sites selected in each State in your region for you to send to the SAs. We request that you send this email to all CACFP SAs in your region. 2M will contact the ADCCs directly.

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

Thank you in advance for your assistance.

Sincerely,

[insert FNS study liaison name]

Attached:

- (1) Email Notification from Regional Offices to CACFP State Agencies**
- (2) Frequently Asked Questions (FAQs) about the study**
- (3) List of ADCC sites selected for State A in the Regional Office**
- (4) List of ADCC sites selected for State B in the Regional Office**
- (5) List of ADCC sites selected for State C in the Regional Office**