



OMB Control No: 0584-XXXX  
Expiration Date: XX/XX/20XX

## Appendix G5. Invitation Letter to Onsite Participants (Open and Closed Sites)

Dear parent/guardian,

You and your child are able to take part in the *Summer Meals Study*! We invite you to fill out a survey about the summer meals program because your child goes to the program at <NAME OF SITE>. Westat is conducting this survey on behalf of the U.S. Department of Agriculture's Food and Nutrition Service to answer questions like:

- Where do children spend their summer months?
- What meals and snacks do children get at summer programs?
- What do you think about the meals served at the program?

Please fill out the attached Caregiver Survey and have your child who goes to <SITENAME> fill out the child/teen section of the survey. It should take you 20 minutes to fill out, and your responses will provide valuable information about how summer meal programs can best serve families and their children. Use the postage-paid envelope to return the survey to us within a week.

Instead of this paper survey, you and your child can fill out the survey online by going to the secure website below and entering your unique PIN.

SURVEY WEBSITE: <https://www.SUMS.org>  
YOUR PIN: <PIN>

**After we receive your completed survey, we will send you an additional \$10 in cash.**

Your participation in this survey is completely voluntary. Please know that your responses will be kept private as required by law and will not be shared with anyone not involved with conducting the study. Neither your name nor any other information about your identity will be used in any reports. The information you provide will be combined with information from everyone who participates in the study. You may skip any question that you prefer not to answer. If you decide not to participate, there will be no loss of benefits. As described in the system of record notice (SORN) titled FNS-8 USDA/FNS Studies and Reports (published in the Federal Register on April 25, 1991, volume 56, pages 19078-19080), FNS and contractors working on their behalf may collect and analyze this information for research purposes and are required to have safeguards in place to keep data private.

More information about this study is provided in the brochure included with this letter. If you have any questions about the study or how to fill out the survey, please email [SUMS@westat.com](mailto:SUMS@westat.com) or call 1-800-XXX-XXXX.

Your opinion matters to us. Thank you for helping us with this important study!

Public reporting burden for this collection of information is estimated to average 1 minute 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. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx\*). Do not return the completed form to this address.

Sincerely,

The Summer Meals Study Team

Westat