



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

**Appendix D2. Email with Link to Site Operations Survey**

**Subject: Summer Meals Study Site Operations Survey**

Dear Summer Meals Program Sponsor:

This is a follow-up to the email you received from <NAME OF PERSON FROM FNS USDA> at the Food and Nutrition Service (FNS), USDA, regarding your assistance in the upcoming *Summer Meals Study* of the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) (see attached correspondence).

As <NAME OF PERSON FROM FNS USDA> indicated, FNS is working with Westat to collect information from program sponsors, site supervisors, participating children, as well as children who do not participate, and their caregivers during Summer 2018. The study will help us to better understand who participates in summer meals programs and how we could better meet the nutritional needs of children in the summer. The study will ask about how satisfied participants are with the programs, and why some families and their children do not participate in summer meals. We will also collect information on how the meals are served, where they are served, and how healthy the summer meals are.

At this time, we are asking you to fill out a 15-minute web survey to confirm whether the sites selected for the study will operate in Summer 2018. If so, the survey will ask you to confirm contact information for the site supervisor, and provide dates of operation for the site, contact information for the site's menu planner, and information on whether sites and families need study materials in Spanish.

To fill out the survey, visit the secure website below and enter your unique pin:

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

The law governing the Summer Meal Programs requires *organizations* participating in the programs to cooperate in studies such as the *Summer Meals Study*. While your participation in this survey is completely voluntary, your feedback will improve our understanding of SFSP and SSO operations and facilitators and barriers to program participation. 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. 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

Public reporting burden for this collection of information 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. 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.



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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.

**If one or more of the sampled sites under your sponsorship plans to offer summer meals in 2018, we will send you a link to an informational video that outlines the study activities and timeline.**

If you have any questions about the study or how to fill out the survey, please email us at [SUMS@westat.com](mailto:SUMS@westat.com) or call us toll-free at 1-800-XXX-XXXX.

Your partnership matters to us! We look forward to receiving your valuable input.

Sincerely,

The Summer Meals Study Team  
Westat