



OMB Control No: 0584-XXXX Expiration Date: XX/XX/20XX
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Appendix D16. Reminder Email Invitation for Key Informant Interview (Current Sponsors and Sites)

Subject: Reminder - *Summer Meals Study* Telephone Discussion

Dear [SPONSOR/SITE SUPERVISOR NAME]:

We recently sent you an email to schedule a telephone discussion with you regarding your experience operating the Summer Food Service Program (SFSP) or Seamless Summer Option (SSO). This is part of the U.S. Department of Agriculture’s *Summer Meals Study*. We would really appreciate your participation in this discussion and would like to schedule it as soon as possible.

This discussion will help us gather more detailed information than what you already provided in the survey. For example, we will ask more about how and why decisions about site operations are made, and what influences these decisions, as well as your reasons for participating in the program, the roles and responsibilities of sites and sponsors, and your overall program participation experience.

Your participation in this survey is completely voluntary; however, the law governing the summer meal programs requires *organizations* participating in the programs to cooperate in studies such as the *Summer Meals Study*. Your responses 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 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.

We would really appreciate your participation in this discussion. Note that all discussions will be scheduled for 60 minutes and you will be able to dial in to a telephone conference line. We encourage you to identify key staff in your organization who would be able to join you and contribute to the discussion. Please provide us with the contact information for key staff who plan to attend the discussion and let us know what times work best for you and your team.

The following staff will attend the discussion:	
Staff Name	Email

On which of the following dates and times are you and your staff available? Select all slots that are feasible.							

Public reporting burden for this collection of information is estimated to average 3 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.

9:00 AM -10:30 AM EST								
1:00 PM - 2:30 PM EST								

We will email you the meeting invitation and dial-in details for this discussion prior to the call. Please email us at SUMS@westat.com or call 1-xxx-xxx-xxxxif you have any questions.

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

Thank you,

The Summer Meals Study Team
Westat