



OMB Control No: 0584-XXXX Expiration Date: XX/XX/20XX
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Appendix D18. Email Invitation for Key Informant Interview (Former Sponsors)

Subject: Summer Meals Study Telephone Discussion

Dear [FORMER SPONSOR CONTACT NAME]:

We are writing to ask for your help with an important study of the U.S. Department of Agriculture’s Summer Meal Programs, the Summer Food Service Program (SFSP) and the Seamless Summer Option (SSO). The *Summer Meals Study* will help us to better understand who participates 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. USDA 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. Please see the **attached** *Summer Meals Study* brochure for more detail.

As a former sponsor of one or more sites in the SFSP or SSO, we are contacting you to request your participation in a telephone discussion about your past experience in the summer meals program. The discussion will take 30 minutes and will provide us important information and perspectives about your prior experience as a sponsor, reasons for discontinuing participation in <SFSP/SSO/local program name>, whether you sponsored other meals programs, and any future plans for participation.

Your participation in this discussion is completely voluntary. However, your feedback will improve our understanding of the Summer Meal Programs, including what helps or does not help organizations participate. 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.

On which of the following dates and times are you available? Select all slots that are feasible.							
	DATES						
9:00 AM -10:30 AM <local time zone>							
1:00 PM – 2:30 PM <local time zone>							

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.

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

Thank you,

The Summer Meals Study Team
Westat