



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

## Appendix E5. Email Requesting Roster of Children from Closed Sites

Dear Summer Meals Site Supervisor,

We are excited to work with you on the *Summer Meals Study*. Thank you for recently viewing the Informational Study Video and confirming your participation.

As we told you in the study video, we are now asking that you send us a roster of children who are attending your summer meals program. We will use the roster to mail surveys to some of the children's parents/caregivers. If possible, the roster should include:

- First and Last Name of Child
- Mailing Address of Child's Caregiver
- Email and/or Phone for Child's Caregiver

If you do not have mailing addresses, or you cannot easily get them, please let us know as soon as possible. We will mail you surveys that you can give to a few of the children at your program to take home to their parents/caregivers.

The surveys have questions for both the caregiver and the child who goes to the summer program. Parents/caregivers will get \$10 in cash after completing the survey to thank them for their time and input. Getting information from parents/caregivers and their children is important to understanding how we can best meet their needs, so we hope you will encourage them to fill out the survey.

Please upload the site roster as soon as possible to our secure site at [INSERT FTP SITE]. If you prefer to mail a hard copy to us, please email [SUMS@westat.com](mailto:SUMS@westat.com) or call XXX-XXX-XXXX to let us know and we will provide mailing instructions and a certified mail (tracked) envelope. If you are unable to provide a site roster, please email us at [SUMS@westat.com](mailto:SUMS@westat.com) so that we may mail you surveys to distribute to the children at your site.

We look forward to receiving your roster soon. If you have any questions, please email [SUMS@westat.com](mailto:SUMS@westat.com) or call 1-800-XXX-XXXX.

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

Sincerely,

The Summer Meals Study Team  
Westat

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.