



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

Appendix F3. Reminder Email to Complete Menu Planning Survey and Submit First Week of Site Menus

Dear [SPONSOR/SITE SUPERVISOR],

Thank you for your partnership in the *Summer Meals Study*! We recently sent you an email with a link to a web-based Menu Planning Survey, and a request to submit menus and recipes used at [NAME OF SITE] for the week beginning [XX/XX/XXXX].

If you have already completed the Menu Planning Survey, thank you! If you have not yet completed the Menu Planning Survey, please do so now by visiting the secure website below and entering your unique pin:

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

You may now also send us the list of foods and beverages offered for reimbursable meals or snacks, the serving size of each item offered, along with all recipes used at [NAME OF SITE] this past week (XX/XX to XX/XX), the first week selected for your site to submit site menus. Do not include extra/a la carte items. Please send them as soon as possible, but no later than one week from now. As a reminder, you may upload your materials using any of the following methods:

FTP SITE	https://www.xxxx.com username: password:
Email	SUMS@westat.com
Fax	1-800-XXX-XXXX
U.S. mail	SUMS Westat 1650 Research Blvd Rockville, MD 20850

If we do not receive your menus and recipes within one week, we will call you to obtain the information by phone. If you are providing the information to us over the phone, have the menus and recipes used during the week of [XX/XX/XXXX] at [NAME OF SITE] available.

Your participation in this survey is completely voluntary, but we would really value your participation to gather information to improve this critical program of importance to so many children. Completeness of summer menus and recipes is important to understanding the types of foods and nutritional quality of summer meals. Please know that your responses will be kept private as required by law and will not be

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.

Appendix D3. Reminder email to complete site operations survey



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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.

If you have any questions about the study or how to complete the online survey or submit your menus and recipes, please email us at SUMS@westat.com or call us toll-free at 1-800-XXX-XXXX.

Thank you so much for help in this important study!

Sincerely,

The *Summer Meals Study* Team

Westat

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.