



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

**Appendix F5. Email with Reminder of Upcoming Second Week of Site Menus**

Dear [SPONSOR/SITE SUPERVISOR],

Thank you for participating in the *Summer Meals Study*. We are writing to remind you that the second week of menu collection begins this Monday, [XX/XX/XXXX]. Please review the following information to ensure you are ready to submit the necessary information about meals and foods at [NAME OF SITE] at the end of next week, after the meals and/or snacks are served:

**To submit site menus:**

1. Send us the menu of all foods and beverages offered as well as **all** recipes used for [NAME OF SITE] for the week of [SECOND WEEK SELECTED]
  - o At the end of the week, 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. Do not include extra/a la carte items.
  - o We need to know details like whether or not the bread was whole grain and the apples were whole or sliced, and the fat content of milk and whether or not it was flavored. Please review the FAQ section below for more information about the details needed for the foods and beverages served.
  - o We will send you an email at the end of the week with this request. You may send the menus to us using any of the following methods:

FTP SITE	https://www.SUMS.org username: password:
Email	<a href="mailto:SUMS@westat.com">SUMS@westat.com</a>
Fax	1-800-XXX-XXXX
U.S. Mail	SUMS Westat 1650 Research Blvd Rockville, MD 20850

You may also ask that we contact you by telephone to get the information.

2. Send additional details when requested:
  - o We will look at your menus and recipes and ask you for any further details about the foods and beverages served in the *Menu Survey Follow-up Report*.
  - o You may return the form to us using any of the methods listed above. You may also ask that we contact you by telephone to get the information.

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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If you have any questions about the study or how to submit your menus and recipes, 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. Thank you for helping us with this important study!

Sincerely,

The *Summer Meals Study* Team  
Westat

## Frequently Asked Questions

1. What is the *Summer Meals Study*?
  - The U.S. Department of Agriculture, Food and Nutrition Service, is conducting a study to understand who attends the summer meal programs and why. The study will also provide characteristics of sponsors, sites, meals/snacks served; and menu planning practices.
  
2. What is a menu?
  - A menu lists the foods and beverages you serve to participating children at [NAME OF SITE] at each meal (breakfast, lunch, supper, or snacks).
  - Weekly menus list the foods and beverages served to participating children at the site for each day of the week.
  - Be sure that the menu includes all foods and beverages served as part of the planned meals and snacks, but do not include extra/a la carte food.
  
3. What kind of details are you looking for on the menu?
  - The kind of food served – e.g., apple rather than “fruit”, carrot sticks rather than “vegetable”.
  - The form of the fruit or vegetable served – Was it peeled? Was it raw, canned, or cooked from fresh or frozen?
  - For canned fruit – was it packed in water, juice, or syrup? If syrup, what kind was it – heavy, light, or extra light?
  - Whether the breads, rolls, pasta or other grains were 100% whole grain, whole grain-rich, or enriched products.
  - Was the milk plain or flavored? Was the milk Whole milk, Reduced fat (2%), Low fat (1%), or Fat free (Skim)?
  - Were the meat or meat alternates (e.g., cheese, eggs, beans, nuts, yogurt) regular, lean, or lowfat?
  - The brand name of all products, when possible.
  
4. What are whole grain, whole grain-rich, enriched, and fortified products?
  - In whole grain products, all of the grain ingredients are 100% whole grains. Some examples include whole wheat flour, rolled oats, brown rice, and quinoa.
  - Whole grain-rich products contain at least 50 percent of whole grains and the remaining grains are enriched; the ingredients on the label lists a whole grain as the first ingredient. You may also find that the product label contains information about whether or not the item is whole grain or whole grain-rich.
  - Enriched products list enriched flour or cereal as the first grain ingredient on the ingredient list.
  - Fortified cereals are ready-to-eat or cooked products containing added vitamins and/or minerals.
  
5. What type of follow-up information will you need?
  - We will review each menu for food details. If we need clarification, we will send a *Menu Follow-up Report* within two weeks with questions about the items where we need more detail.

6. Whom should you contact if you have questions?
  - o If you have any questions about this survey, please contact us at [SUMS@westat.com](mailto:SUMS@westat.com) or call XXX-XXX-XXXX.