



OMB Control No: 0584-XXXX  
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## Appendix D3. Reminder Email to Complete Site Operations Survey

### SUBJECT: Reminder to Please Complete the Summer Meals Study Site Operations Survey

Dear Summer Meals Program Sponsor:

Recently, we invited you to complete a web-based Site Operations Survey for the *Summer Meals Study*. If you have already completed the survey, thank you! If you have not, please complete the survey as soon as possible. It will take you no longer than 15 minutes to complete. If you need to stop the survey before you are done, you may go back in later and the answers you already provided will be there. Please click on the secure link and enter your unique PIN to access the survey:

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

The law governing the Summer Meal Programs requires *organizations* participating in the programs to cooperate in studies such as the *Summer Meals Study*. While *your* participation in this survey is completely voluntary, your feedback will improve our understanding of the Summer Meal Programs, including what helps or does not help your organization 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.

If you have any questions about the study or how to complete the survey, 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! We look forward to receiving your valuable input.

Sincerely,

The Summer Meals Study Team  
Westat

Public reporting burden for this collection of information is estimated to average 5 minute 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.