



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

Appendix D9. Reminder Email with Link to Informational Study Recording for Sponsors

Dear Summer Meal Program Sponsor,

We recently sent you an email with information about the upcoming *Summer Meals Study*. We are re-sending the information because we have not heard from you.

We appreciate your response to the brief web survey on site operations for Summer 2018. From the information you provided, we see the following sites will be offering meals this summer:

[ADD SITE LIST]

Please view the study video that will provide details on what sponsors and sites will be asked to do. The video will take no more than 10 minutes of your time. To view the video, go to the secure study website below and enter your unique pin:

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

After you have viewed the recording, you will be asked to click on the “I acknowledge” icon, confirming your partnership in this important study.

Once you agree to participate in this study, we will contact the site supervisor(s) for the above site(s) to let them know about the study activities and timeline. We encourage you to notify the site(s) that we will be getting in touch with them. For your convenience, we have attached an email for you to use as a template.

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.

Public reporting burden for this collection of information is estimated to average 1 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.



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If you have any questions about the study, or if any of the sites listed above will no longer serve meals this summer, please email us at 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

Attachment

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