



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

## Appendix D17. Confirmation Email for Key Informant Interview (Current Sponsors and Sites)

Subject: Date and Time for *Summer Meals Study* Discussion

Dear [SPONSOR/SITE SUPERVISOR NAME]:

Thank you for providing us with your availability to participate in a discussion about Summer Food Service Program (SFSP)/Seamless Summer Option (SSO) operations, as part of the U.S. Department of Agriculture's *Summer Meals Study*. As a reminder, the discussion will help us gather more detailed information than what you already provided in the survey. For example, we will ask more about how and why decisions about site operations are made, and what influences these decisions, as well as your reasons for participating in the program, the roles and responsibilities of sites and sponsors, and your overall program participation experience.

The telephone discussion is scheduled for 60 minutes on <DAY>, <DATE> at <TIME>. The call-in number is XXX-XXX-XXXX.

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 discussion 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.

We really appreciate your participation in this discussion. If you are not able to keep this appointment, please email us at [SUMS@westat.com](mailto:SUMS@westat.com) to reschedule.

Thank you,

Summer Meals Study Team  
Westat

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.