



OMB Control No: 0584-XXXX Expiration Date: XX/XX/20XX
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**Appendix E3. Reminder Email with Link to Informational Study Recording for Site Supervisors**

Subject: *Summer Meals Study* – Please View the Informational Study Recording

Dear Summer Meals Study Site Supervisor,

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.

Congratulations on participating as a site in the summer meals program this summer! We appreciate your commitment to serving meals to children when school is out.

You may have received an email from <NAME OF SPONSOR ORGANIZATION> about the *Summer Meals Study* that Westat is conducting on behalf of USDA. The study will help us to better understand who participates in Summer Meal Programs —the Summer Food Service Program and Seamless Summer Option--and how we could better meet the nutritional needs of children. The study will ask about how satisfied participants are with the programs, and why some families and their children do not participate in summer meals. We will also collect information on how the meals are served, where they are served, and how healthy the summer meals are. Westat is collecting information from program sponsors, site supervisors, participating children, as well as eligible children who do not participate, and their caregivers during Summer 2018. Please see the **attached** *Summer Meals Study* brochure for more detail.

Your site has been selected to take part in the *Summer Meals Study*. Please click on the secure link and enter your unique PIN to view a 10-minute informational video about the study:

SURVEY WEBSITE: <a href="https://www.SUMS.org">https://www.SUMS.org</a> YOUR PIN: <PIN>
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**After you have viewed the video, you will be asked to click on the “I acknowledge” icon, confirming your partnership in this important study.**

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 site 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

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.

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, please email [SUMS@westat.com](mailto:SUMS@westat.com) or call 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