



OMB Control No: 0584-XXXX

## Appendix E2. Informational Study Recording for Site Supervisors

[NOTE: 2 SEPARATE RECORDINGS WILL BE MADE FOR SITE SUPERVISORS: ONE FOR CLOSED SITES AND ONE FOR OPEN SITES]

Welcome! Thank you for taking the time to watch this Study Video on the upcoming *Summer Meals Study* for the U.S. Department of Agriculture (USDA). Please view the slides and listen to the entire recording. **The final screen requires an action on your part.**

USDA's Summer Food Service Program (SFSP) and the Seamless Summer Option (SSO) provide children in low-income areas with nutritious meals during the summer months, when school is not in session. In July 2016, 3.8 million children participated in summer meal programs. We are so thankful for the sites that participate in summer meal programs and serve our children the meals they need.

The *Summer Meals Study* that USDA is conducting will help us to better understand who participates 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.

USDA's Food and Nutrition Service is working with Westat to collect information from program sponsors, site supervisors such as yourself, participating children, as well as eligible children who do not participate, and their caregivers during Summer 2018.

As a summer meal program site supervisor in the study, you will be asked to:

- FOR CLOSED SITE RECORDING ONLY: Provide us with a roster of children who are attending the program, along with their mailing addresses, if available.
  - We will use this roster to mail surveys to some of the children's parents/caregivers directly.
  - If you do not have mailing addresses, we will mail you surveys and ask that you give them to a few of the children at your program to take home to their caregivers. In this case, we will send you a package containing envelopes with a letter and paper copy of the survey for the caregiver and child to fill out. There will also be a link to a website and a PIN to enter if they prefer to do the survey online.
  - The surveys will have questions for both the caregiver and the child who attends the summer program. Parents/caregivers will get \$10 in cash after completing the survey to thank them for their time and input. Getting information from caregivers and their children is important to understanding how we can best meet their needs, so we hope you will encourage them to fill out the survey.

Public reporting burden for this collection of information is estimated to average 10 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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- FOR OPEN SITE RECORDING ONLY: Give the surveys to a few children attending your program to take home to give to their parents/caregivers.
  - We will send you a package containing envelopes with a letter and paper copy of a survey for the caregiver and child to fill out. There will also be a link to a website and a PIN to enter if they prefer to do the survey online.
  - The surveys will have questions for both the caregiver and the child who attends the summer program. Parents/caregivers will get \$10 in cash after completing the survey to thank them for their time and input. Getting information from caregivers and their children who attend summer meal programs is important to understanding how we can best meet their needs, so we hope you will encourage and remind them to fill out the survey.

FOR BOTH RECORDINGS:

- Fill out the Site Supervisor Survey on the web. This survey asks questions about how your site operates and who you generally serve. It should take 20 minutes for you to fill out.
- If you plan the menus for your site, you will also be asked to fill out a 20-minute Menu Planning Survey on the web and send site menus and details for two weeks selected by the study team.
  - We will send you an email with a link to the Menu Planning Survey and let you know the two weeks that are chosen to provide site menus ahead of time.
  - At the end of each of the two weeks, we will send you a reminder to send the site menu for that week.
  - Site menus can be sent in a format that is convenient for you.

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 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.



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We look forward to your participation in this important study that will provide critical information about the summer programs. Thank you so much for your help in this study and for your participation in the summer meal program.

If you have any questions now or at any point in the study, please email us at [SUMS@westat.com](mailto:SUMS@westat.com) or call us toll-free at 1-800-XXX-XXXX.

FINAL SCREEN:

Please check the boxes to agree to support the *Summer Meals Study*:

- I agree to take part in the study.
- FOR CLOSED SITE ONLY: I agree to provide the roster of children to Westat.
- I agree to distribute the surveys received from Westat.