



OMB Control No: 0584-XXXX Expiration Date: XX/XX/20XX
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**Appendix F6. Reminder Email to Submit Second Week of Site Menus**

Dear [SPONSOR/SITE SUPERVISOR],

We recently sent you an email with a request to submit menus of all foods and beverages as well as all recipes used at [NAME OF SITE] for the week beginning [XX/XX/XXXX]. Now that this week is coming to a close, it is time to submit the menus used for [NAME OF SITE].

Please submit the list of foods and beverages offered for reimbursable meals or snacks, the serving size of each item offered, along with all recipes used at [NAME OF SITE] this past week (XX/XX to XX/XX) in the upcoming week. Do not include extra/a la carte items. As a reminder, you may upload your materials using any of the following methods:

FTP SITE	https://www.xxxx.com username: password:
Email	<a href="mailto:SUMS@westat.com">SUMS@westat.com</a>
Fax	1-800-XXX-XXXX
U.S. mail	SUMS Westat 1650 Research Blvd Rockville, MD 20850

If we do not receive your menus and recipes within one week, we will call you to get this information by phone. If you are providing the information to us over the phone, please have available the menus and recipes used during the week of [XX/XX/XXXX] at [NAME OF SITE].

Completeness of summer menus and recipes is important to understanding the types of foods and nutritional quality of summer meals. If you have any questions about the study or how to submit your menus and recipes, 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. Thank you for helping us with this important study!

Sincerely,

The Summer Meals Study Team  
Westat

Public reporting burden for this collection of information is estimated to average 3 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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