

## APPENDIX B-5. E-LETTER TO STATE CN DIRECTORS WITH LINK TO WEB SURVEY



Dear State Child Nutrition Director,

OMB Control Number: 0584-XXXX  
Expiration Date: XX/XX/20XX

A few (months/weeks) ago, FNS sent you a letter via email to notify you about an important study of the Summer Food Service Program (SFSP), the SFSP Integrity Study. FNS has contracted with Westat to conduct the study. As a reminder, this study will gather information about how the SFSP operates at the State and local levels, and identify resources, training, and technical assistance that State agencies would find most useful in administering and monitoring the program.

We are writing to request your completion of an online survey for all State Child Nutrition Directors. To complete this survey, visit the secure website below and enter your PIN:

**Survey Website: [LINK]**  
**PIN: [####]**

Please complete and submit the survey as soon as possible, but no later than **[Deadline]**.

This survey should take about 20 minutes to complete. You may share the link and PIN with your colleagues so that they may assist in responding to questions. However, as the State Director, you must approve and submit the completed survey. You and your colleagues may login to the survey as many times as you wish before submitting, and you can save your work as you go.

If you have any questions about the study or how to complete the survey, please email us at **[study email]** or call us toll-free at **[study phone number]**.

We appreciate your support for the SFSP Integrity Study. Your participation is very important to us, and will help FNS improve training and resources for the program. For your information, we have attached a Frequently Asked Questions fact sheet about the SFSP Integrity Study.

Sincerely,

The Westat Study Team

Attachment: FAQ for States and SFSP Sponsors

The Food and Nutrition Service (FNS) is conducting this study to obtain information about the administration and oversight of the Summer Food Service Program and to identify potential barriers to ensuring the integrity and effective management of the program. Participation in this study is voluntary and the information collected will be used to determine resources, develop training, and provide technical assistance. Under the Privacy Act of 1974 and the System of Record Notice FNS-8 USDA/FNS Studies and Reports, any personally identifying information obtained will be kept private to the extent provided by law. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to provide this information collection is estimated to

