

## APPENDIX B-1. STATE AND SPONSOR INSTRUMENT PRE-TEST REQUEST



Dear [RESPONDENT NAME],

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

We are writing to ask for your assistance in testing a [interview guide/survey instrument] for a study for the Food and Nutrition Service, the Summer Food Service Program (SFSP) Integrity Study. The purpose of the study is to describe how States, sponsors, and sites administer and oversee the SFSP, any program integrity challenges they've encountered, and any resources or training that could better support the administration and monitoring of the SFSP. Westat and Insight Policy Research are conducting the study on behalf of FNS; data collection for the main study will begin in late 2020.

FNS and the study team selected your [office/agency/organization] to participate in a pre-test of the [interview guide/survey] that will be used in the main study. A member of our study team will test the [interview guide/survey] to collect your feedback on the quality and content of the questions, and attain a more grounded understanding of how the SFSP is operated. Your feedback will help to refine the [interview guide/survey] for use in the main study.

Let me know if you are willing to participate, and we will schedule the pre-test at a time that is convenient for you. Conducting the pre-test interview by phone and asking for your feedback will take no more than [60-75 minutes (State survey and guide)/ 60 minutes (sponsor guide)]. **In the table below, please provide us with the times that work best for you.**

On which of the following dates and times are you available? Select all slots that work for you.								
	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
<b>TIME AM</b> <b>&lt;local time zone&gt;</b>								
<b>TIME PM</b> <b>&lt;local time zone&gt;</b>								

We will email you the interview guide in advance so that you can see the types of questions we will ask. Your name was provided to us as the best contacts for this pre-test but we understand that staff have many roles- if

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

you feel that another staff would be better able to speak about the SFSP,  
please let us know.

If you have any questions or concerns about the study or your participation,  
you can contact Melissa Rothstein, the Project Director, at [301-315-5975](tel:301-315-5975) or  
[MelissaRothstein@westat.com](mailto:MelissaRothstein@westat.com).

Thank you in advance for your consideration.

[NAME]