

## APPENDIX B-11. STUDY NOTIFICATION E-LETTER TO SPONSORS FROM STATE CN AGENCY



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

Dear [SFSP Sponsor],

I am writing to encourage you to participate in an important study of the U.S. Department of Agriculture's (USDA's) Summer Food Service Program (SFSP), the summer meals program you operate with your meal service sites. USDA's Food and Nutrition Service (FNS) has contracted with Westat, an independent research organization, to conduct the study. FNS wants to make sure that summer meal programs are run efficiently, effectively, and with integrity so no child has to go without consistent meals. Your input is needed to help FNS improve the training and resources it provides for the program.

As part of this study, your organization, [INSERT NAME], was selected to participate in a one-time, one-hour telephone interview about how you operate the SFSP and oversee your meal sites. This interview is not an audit or a review, and no one from USDA or the State agency will join the call. Your participation is voluntary. Please be assured that your responses will be kept private under the Privacy Act, to the extent provided by law.

A member of the Westat study team will contact you in the next week to answer any questions you may have, and to schedule an interview. We have attached a Frequently Asked Questions fact sheet for more information about the study.

Thank you in advance for sharing your feedback.

Sincerely,  
[NAME AND TITLE OF STATE SENDER]

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 average 5 minutes per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the collection of information. 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 Service, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx).