

APPENDIX B-12. E-LETTER TO SPONSORS WITH REQUEST TO SCHEDULE PHONE INTERVIEW



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

Dear [**SFSP Sponsor**],

I am following up on the email you recently received from your State Child Nutrition agency requesting your participation in an important research study, the Summer Food Service Program (SFSP) Integrity Study. The U.S. Department of Agriculture’s Food and Nutrition Service (FNS) hired Westat, an independent research organization, to conduct the study.

We seek to interview 48 SFSP sponsors, including yourself, to better understand how the SFSP operates on the ground. The telephone interview takes 1 hour and includes questions about the training you provide to your meal service sites, the records you collect from sites, and the support and guidance you receive from the State agency. The interviews are not part of an audit or review and no one from FNS or the State agency will participate in the call.

Next Steps

To facilitate scheduling, please review the list of suggested dates and times below and indicate all time slots when you would be available for a 1-hour telephone interview.

	DATE							
9:00 AM - 10:00 AM <local time zone>								
1:00 PM - 2:00 PM <local time zone>								

You may invite another key staff person from your organization to join the interview if you wish.

As you may know, the law governing the child nutrition programs requires *organizations* participating in the programs to cooperate in studies like this one. However, your *individual* participation in this study is voluntary. Any information you provide will be kept private, and the written notes from the interview will be stripped of information that could be used to identify you.

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

We are grateful for your cooperation and look forward to speaking with you soon. If you have any questions about the SFSP Integrity Study, please contact the Westat Study Team at: [\[study email\]](#) or [\[study phone number\]](#). We have attached a fact sheet with additional information about the study.

Sincerely,
[\[SIGNATURE\]](#)

Attachment: FAQ for States and SFSP Sponsors