

APPENDIX B-15. STUDY NOTIFICATION E-LETTER TO SELECTED SFSP SITES FROM SFSP SPONSOR



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

Dear [SFSP Site Director],

I am writing to tell you about an important research study of the summer meals program. The purpose of this study is to gather information to learn about how summer meal programs operate, challenges you may face, and useful training and resources. With your input, the information from this study will be used to help improve the summer meal program.

You will soon receive an email from someone at Westat, an independent research organization, asking you to participate in a short, 30-minute telephone interview for this research study. I strongly encourage you to participate in the interview, though your participation is voluntary.

You should know that the interview is not part of an audit or review and no one from our office or the State agency will join the call. Any information you provide will be kept private under the Privacy Act, to the extent required by law. Your decision about whether or not to participate will not affect your summer meals program in any way.

Next Steps

Someone from the research team will email you in the next week to answer any questions you may have, and to schedule the telephone interview.

If you have any questions about the study, please email the study team at [study email] or call them toll-free at [study phone number]. Attached is a Frequently Asked Questions fact sheet with more information about the study.

Sincerely,

[NAME AND TITLE OF SFSP SPONSOR]

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).