

## APPENDIX B-18. E-LETTER REMINDER TO SCHEDULE SITE INTERVIEW



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

Dear [Site Director],

We recently emailed you to ask if you would be willing to participate in a telephone interview about the Summer Meals program. We have not heard from you, but hope you will consider participating in this research study. Please contact the Westat study team at [study email] or [study phone number] to schedule an interview.

Your partnership matters to us! We appreciate your support for this important study.

Sincerely,

[SIGNATURE]

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 3 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