

APPENDIX B-6. E-LETTER SURVEY REMINDER



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

Dear State Child Nutrition Director,

We recently emailed you a link to an online survey for the SFSP Integrity Study. We have not yet received a completed survey from your State agency. Your participation is very important to us, and will help FNS improve training and resources for the SFSP.

Please use the following link to access your survey:

Survey Website: [LINK]
PIN: [####]

Please submit your State's survey as soon as possible but no later than **[Deadline]**.

This survey should take about 20 minutes to complete. If you have any questions about the study or how to complete the survey, please email us at **[study email]** or call us toll-free at **[study phone number]**.

We appreciate the time it takes you to respond to these requests, and greatly value your willingness to share your expertise.

Sincerely,

The Westat Study Team

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 1 minute 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).