

APPENDIX B-9. SURVEY THANK YOU E-LETTER WITH REQUEST TO SCHEDULE PHONE INTERVIEW



Dear State Child Nutrition Director,

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

Thank you for completing the online survey for the Summer Food Service Program (SFSP) Integrity Study. We appreciate your response. Today we are writing to request your participation in a follow-up telephone interview. As noted in the initial notification letter you received from FNS, the study includes follow-up interviews with 18 State agencies that represent a diverse array of characteristics, and your State agency was among those selected. These interviews are a critical part of this study, because they help us learn details about procedures and aspects of the SFSP that are difficult to capture in the survey. The interviews will also help FNS leverage the knowledge and experience of State Directors like yourself for the purpose of improving the program.

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 90-minute telephone interview.

	DATE							
9:00 AM - 10:30 AM <local time zone>								
1:00 PM - 2:30 PM <local time zone>								

You are welcome to invite one or two key staff from your office to join the interview.

Some of the topics we will cover in the interview include: processes for determining and documenting sponsor and site eligibility, division of responsibility between State agencies and sponsors with respect to monitoring, procedures for reviewing sponsor claims, program integrity challenges, and available resources and approaches to address those challenges.

We are grateful for your cooperation and look forward to speaking with you soon. In the meantime, if you have any questions about the SFSP Integrity

Study, please contact the Westat Study Team at: [study email] or [study phone number].

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 10 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).