

APPENDIX B-10. STATE INTERVIEW THANK YOU E-LETTER WITH REQUEST TO CONTACT SELECTED SPONSORS



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

Dear State Child Nutrition Director,

Thank you for participating in the State agency telephone interview for the SFSP Integrity Study. We appreciate your participation and valuable input on how your agency oversees and administers the SFSP.

As we move into the next phase of the study with SFSP sponsors and sites, we would appreciate it if you would take a few minutes to contact the [number] selected sponsors in your State, listed below, to inform them of the study and encourage their participation. We selected the following sponsors to participate from your State:

- 1.
- 2.
- 3.

Please use the attached notification letter and Frequently Asked Questions fact sheet to notify these selected sponsors about the study and encourage their participation. We have found communication by State agencies to be very helpful in securing the participation of sponsors in these studies.

These will be one-time, one-hour telephone interviews with sponsors, followed by 30-minute telephone interviews with three sites, one from each of the sponsors. These interviews will not include representatives from the State agency. FNS is very interested in hearing from program operators at all levels as part of its commitment to provide excellent customer service. Sponsors and their sites will contribute valuable information to the study about how the program operates locally.

We appreciate your continued support of this important FNS study. As always, if you have any questions about the SFSP Integrity Study, please contact the Westat Study Team at: [\[study email\]](#) or [\[study phone number\]](#).

Sincerely,
The Westat Study Team

Attachments: FAQ for States and SFSP Sponsors and Study Notification E-letter to Sponsors from State CN Agency

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 15 minutes per response, including 10 minutes to review instructions and attachments, and 5 minutes to disseminate information to sponsors. Send comments regarding this burden