

APPENDIX B-17. E-LETTER TO SITE SUPERVISOR TO SCHEDULE PHONE INTERVIEW



Dear [SFSP Site Director],

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

I am writing to ask you to participate in an important research study of the Summer Meals program. [Sponsor organization name] might have already told you about this study. The purpose of this study is to make sure Summer Meals programs are run efficiently and effectively so that no child has to go without consistent meals. We need your input to better understand how a summer meals program really operates, and how to improve the training and resources you receive.

We would like to interview you by telephone about your Summer Meals program. The interview will take no more than **30 minutes**. We will ask questions about how you keep track of the number of meals served, the training you received, and any challenges you face in your daily work.

Please let us know when you would be available for a 30-minute telephone interview by filling in the table below.

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

The interview is not part of an audit or review, it is simply a research study and no one from [SPONSOR ORGANIZATION] or the State will join the call. Any information you provide will be kept private under the Privacy Act, to the extent provided by law. Although your participation is voluntary and your decision about whether or not to participate will not affect your summer meals program in any way, we value your input and hope you will agree to talk with us.

We are grateful for your feedback 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].

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

Sincerely,

[SIGNATURE]

Attachment: FAQ for SFSP Sites