

APPENDIX B-14. SPONSOR INTERVIEW THANK YOU E-LETTER AND REQUEST TO CONTACT SELECTED SFSP SITES



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

Dear [SFSP Sponsor],

Thank you for completing the telephone interview for the SFSP Integrity Study. We really appreciate your participation and the valuable input you provided.

As we mentioned during the interview, we are seeking input from site supervisors in the final phase of the study. Because of their direct role in providing eligible children with access to healthy meals, site supervisors provide a valuable perspective on how the program operates and the challenges they face. With this in mind, we would like to interview the following Site Supervisor: [NAME], [ORGANIZATION].

To encourage participation, we would like to ask you to contact [SITE SUPERVISOR NAME] and inform them about the study. Please use the attached notification letter and Frequently Asked Questions fact sheet to notify [SITE SUPERVISOR NAME] about the study and encourage their participation. We have found communication by sponsors to be very helpful in securing the participation of sites in these studies.

We appreciate your continued support. 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,

[SIGNATURE]

Attachments: FAQ for SFSP Sites and Study Notification E-letter

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 sites. This time estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing 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).