

## Appendix D - Initial email for child care site directors

This information is being collected to assist the Food and Nutrition Service (FNS) in developing materials used in the Team Nutrition initiative. This is a voluntary information collection. Under the Privacy Act of 1974 and the FNS System of Record Notice FNS-8, FNS Studies and Reports, any personally identifying information obtained will be kept private to the extent of the 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 0584-0524. The time required to complete this information collection is estimated to average 2 minutes per response, including 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

Subject: Sign up to give feedback on CACFP resources

Dear [Director Name],

[Site name] is invited to help create free materials for CACFP sites!

The USDA is creating **free handouts and videos** for Child and Adult Care Food Program (CACFP) site directors and providers to help understand the updated guidelines on feeding toddlers. Applied Curiosity Research is looking for child care directors and providers like yourself to **look through these new materials and tell us what you think**. If you participate, your site **will receive a \$25 Visa gift card as reimbursement** for any expenses associated with participating.

If selected, we'll ask you to look through an 8-page handout and share your thoughts during a 30-minute phone conversation. We'll schedule the interview at a time that's convenient for you.

**To sign up click here [insert link]** and fill out the questionnaire. Once you do, we will call you to schedule your interview.

**We are also looking for child care providers to participate.** Please share this information with providers at your site and invite them to sign up.

Please know that your contact information will not be shared and will only be used for this research.

If you have any questions, please feel free to respond to this email or call or text us as 212-401-4895.

Sincerely,

[Research team member]