

### B3. Notification from Study Team to States

OMB #: 0584-####  
Expiration Date: XX-XX-XXXX

**Send to:** State CACFP Directors

**Subject:** USDA's Family Child Care Home (FCCH) Provider Experience Survey is about to begin

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Dear State Child Nutrition Director,

As you know, the USDA has contracted with Westat to conduct the *Family Child Care Home (FCCH) Provider Experience Survey*. The survey will be sent to a nationally representative sample of about 5,300 family child care homes in all 50 States as well as Washington, D.C. It will gather information about family child care providers' experiences with the Child and Adult Care Food Program (CACFP) and recommendations to facilitate their CACFP participation.

We will soon reach out to family child care home sponsoring organizations in your State to notify them of the study and to ask them to encourage their providers' participation in the survey. We would greatly appreciate it if you could send the documents in the attachment to all sponsors in your State and encourage them to reach out to their providers. If your office has its own system for sending bulletins or newsletters to family child care home sponsors, feel free to utilize these systems as well. The attachment is a zip file which includes a sample notification letter and a study brochure. You may revise the sample notification letter, if needed.

If you have any questions about the study, please email us at [study email] or call us toll-free at [study phone number].

Thank you for your support of this important study.

Sincerely,

Alice Ann Gola, Project Director

*FCCH Provider Experience Survey*

Westat

Attachments:

B4. Template for study notification from States to sponsors

B15a. Study brochure with FAQs-English

This information is being collected to assist the Food and Nutrition Service in understanding the decrease in CACFP participation among family child care home providers. This is a voluntary collection and FNS will use the information to provide technical assistance and inform program improvements to support family child care home participation in CACFP. This collection does not request any personally identifiable information under the Privacy Act of 1974. 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 complete this information collection is estimated to average 0.2171 hours (13 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