

#### B4. Template for study notification from States to sponsors



Dear [Sponsor Contact Name]:

The U.S. Department of Agriculture's (USDA's) Food and Nutrition Service is requesting your help to encourage family child care home providers to complete the *Family Child Care Home (FCCH) Provider Experience Survey*. The USDA has contracted with Westat to conduct a survey asking family child care providers about their experiences with the Child and Adult Care Food Program (CACFP) and recommendations to facilitate their CACFP participation.

Westat has selected a nationally representative sample of about 5,300 family child care home providers to complete the brief (**20 minute**) survey.

In the next few weeks, please be on the lookout for a study package and/or email from Westat requesting your assistance in notifying your family child care providers about the study and encouraging them to complete the survey.

If you would like to contact the study team, please call [study phone] toll free, email [study email], or visit the study website at [insert URL] using the passcode [passcode].

Thank you in advance for your support and participation in this important study.

Sincerely,

[SIGNATURE of STATE]

Attachments:

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 0.0501 hours (3 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