

Send to: [SPONSOR]

Subject: USDA's Family Child Care Home (FCCH) Provider Experience Survey



Dear [Sponsor Contact Name]:

The U.S. Department of Agriculture's Food and Nutrition Service (FNS) has contracted with Westat to conduct the *Family Child Care Home (FCCH) Provider Experience Survey*. This survey is also supported by [other organizations]. The attached brochure provides additional information about the survey.

As you know, many families depend on family child care home providers for affordable, quality child care and nutritious meals. However, many family child care home providers have left the Child and Adult Care Program (CACFP) over the last two decades. This survey will gather information from family child care home providers across the U.S., about their experiences and suggestions for improving the program.

We would appreciate your support in notifying your family child care home providers about the survey and in encouraging them to complete the survey if Westat contacts them. We have attached a template for an email blast and a newsletter blurb in English and Spanish that you may use for notifying your family child care home providers. Here is some useful information about the survey:

- It is by invitation only and there is a \$5 cash incentive included in the invitation letter.
- Providers will receive a \$40 gift card after completing the survey.
- It is intended for providers who participated in CACFP anytime since 2019.
- It will take 20 minutes to complete.
- It is available in English and Spanish.
- It is a web survey that providers can access using a unique passcode provided to them.
- They can also request a paper survey by calling the study team.

Your assistance in communicating the information about the project will emphasize that the survey is important. Understanding the experiences of family child care home providers in CACFP and reasons for leaving the program will help stakeholders at all levels better support the important work of family child care home providers.

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

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

Sincerely,

[SIGNATURE]

Attachments:

B6a. Template for study notification from sponsors to providers: Email blast and newsletter blurb—English

B6b. Template for study notification from sponsors to providers: Email blast and newsletter blurb—Spanish

B15a. Study brochure with FAQs-English

B15b. Study brochure with FAQs-Spanish

B16a. USDA Endorsement Letter-English

B16b. USDA Endorsement Letter-Spanish

B17a. CACFP Organizations Endorsement Letter-English

B17b. CACFP Organizations Endorsement Letter-Spanish

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 0.25 hours (15 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