

**Send to:** [PROVIDER]

**Subject:** Reminder to participate in USDA’s Family Child Care Home Provider Experience Survey

Dear [Provider Contact],

You were randomly selected to complete the USDA’s *Family Child Care Home Provider Experience Survey*. I am writing to encourage you to complete the brief **(20 minute)** survey about your experiences with the Food Program, or the Child and Adult Care Food Program (CACFP). **You will get a $40 gift card for completing the survey.**

We have been in contact with the study team and support the survey and their work. I know you are very busy, but your feedback about the Food Program will help better support all family child care providers participating in the program.

The study team will be contacting you again shortly with a link to the web survey. They will also be mailing you a paper copy of the survey.

If you have any questions for the study team now, please call [study phone] toll-free or email [study email].

Thank you for completing this important survey!

Sincerely,

Signature

[Name]

[Position]

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 0.0334 hours (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, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRA (0584-xxxx). Do not return the completed form to this address.