

## **Appendix E - Email instructions for child care site directors and providers**

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 link for interview about CACFP materials

Dear [name],

Thank you for your interest in providing feedback on the new Child and Adult Care Food Program (CACFP) materials about feeding toddlers! We are excited to hear your thoughts.

As I mentioned on the phone, we will be mailing you a handout to look through. Once you've reviewed it, we'll schedule a phone call so you can tell us what you think. During that time, you'll also watch a few video clips on your phone or computer and share feedback on those. We will provide your site with a \$25 Visa gift card as reimbursement for any needed resources.

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

**To sign up click here** and fill out the questionnaire. If you are eligible, we will follow up with you to schedule your interview and send you the materials.

If you have any questions or concerns, please email me or call or text 212-401-4895.

**Other providers and directors from your site are also invited to participate!** Please share this information with them and invite them to sign up by visiting: [link].

Sincerely,

[Research team member]