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Appendix E8. Letter to Site Supervisors for Caregiver Survey Distribution

Dear Summer Meals Site Supervisor,

Thank you for your continued partnership and support of the *Summer Meals Study*!

As we indicated in the study video you previously watched, we are sending you this package with surveys to give to some of the children at your site to take home to their parents/caregivers. The package should contain # of sealed envelopes, with a letter and a survey for the caregiver and child to fill out. The letter has a link to a website and a unique PIN to enter if they prefer to do the survey online. If requested, some of the surveys are in Spanish—this is noted on the envelopes.

We ask that you give the surveys to children (or caregivers if they are present at the site) as soon as possible. You may give the sealed envelope directly to the child. There is no need for you to assemble anything.

To give out the surveys, hand them to the first # children at the site on a day of your choosing. Please ask them to take the envelopes home, unopened, to their parents/caregivers. Try to give only one envelope per household, meaning that if you have siblings in the same family, only one of the children should receive a survey. We understand that you may not always know whether children at the site are siblings.

Getting information from parents/caregivers and their children who go to Summer Meal Programs is important so that we can understand how to best meet their needs. We hope you will encourage and remind them to complete the survey. As a reminder, parents/caregivers will get \$10 in cash after completing the survey to thank them for their time and input.

Thank you again for your help in this important study. If you have any questions about how to hand out the surveys, please email SUMS@westat.com or call 1-800-XXX-XXXX.

Sincerely,

The Summer Meals Study Team
Westat

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