



BILLING CODE: 3410-30-P

DEPARTMENT OF AGRICULTURE

Food and Nutrition Service

**Agency Information Collection Activities: Proposed Collection;
Comment Request – Summer Meals Study**

AGENCY: Food and Nutrition Service (FNS), USDA.

ACTION: Notice.

SUMMARY: In accordance with the Paperwork Reduction Act of 1995, this notice invites the general public and other public agencies to comment on this proposed information collection.

This collection is a new collection. The purpose of the Summer Meals Study is for the Food and Nutrition Service to understand the facilitators and barriers to program implementation, perceived benefits and challenges for sponsor and site participation, nutritional quality of meals served, parental awareness, factors influencing child participation, and experience with the Summer Food Service Program and the National School Lunch Program’s Seamless Summer Option.

DATES: Written comments must be received on or before [INSERT DATE 60 DAYS AFTER PUBLICATION IN THE FEDERAL REGISTER].

ADDRESSES: Comments may be sent to: Alice Ann Gola, Office of Policy Support, Food and Nutrition Service, USDA, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302.

Comments may also be submitted via fax to the attention of Alice Ann Gola at 703-305-2576 or via e-mail to AliceAnn.Gola@fns.usda.gov. Comments will also be accepted through the

Federal eRulemaking Portal. Go to <http://www.regulations.gov> and follow the online instructions for submitting comments electronically.

All written comments will be open for public inspection at the office of the Food and Nutrition Service during regular business hours (8:30 a.m. to 5 p.m. Monday through Friday) at 3101 Park Center Drive, Alexandria, Virginia 22302.

All responses to this notice will be summarized and included in the request for Office of Management and Budget approval. All comments will be a matter of public record.

FOR FURTHER INFORMATION CONTACT: Requests for additional information or copies of this information collected should be directed to Alice Ann Gola at [703-305-4347](tel:703-305-4347) or aliceann.gola@fns.usda.gov.

SUPPLEMENTARY INFORMATION:

Title: Summer Meals Study

Form Number: Not applicable

OMB Number: 0584-NEW

Expiration Date: Not Yet Determined

Type of Request: New collection

Abstract:

The Federally-funded Summer Food Service Program (SFSP) and the National School Lunch Program's Seamless Summer Option (SSO) provide healthy meals and snacks to children

through 18 years of age, in low-income areas during summer months when school is not in session. Open summer sites provide free meals to children in geographical areas where at least 50 percent of children are eligible for free or reduced price school meals (i.e., at or below 185 percent of the Federal poverty level). Closed enrolled summer sites provide free meals to children enrolled in an activity program where at least half of the children are individually determined eligible for free or reduced price meals. Open and enrolled sites, as well as sites that predominantly serve children of migrant workers, receive reimbursement from the United States Department of Agriculture (USDA) for the meals they serve to all children in attendance. The reimbursement rates vary depending on the type of meal served (i.e., breakfast, lunch, supper, or snack) and whether the site is operating SFSP or SSO. The SFSP and SSO sites operate at State, Local or Tribal locations such as public and private nonprofit schools, local government agencies, business organizations such as youth sports programs, churches, and food pantries. In July 2016, 5,525 sponsors managed 48,618 sites and served 3.85 million summer meals to participating children¹. However, summer meals reach only a small percent of the children receiving free or reduced price meals during the school year. This study will help identify strategies to increase participation in summer meals as well as assess the nutritional quality of the meals served to children. Legislation requires those programs participating in the SFSP or SSO to cooperate with program research and evaluation (Section 305 of the Healthy Hunger Free Kids Act).

The six study objectives are: 1) Identify reasons children and their caregivers participate in summer meals and their satisfaction levels with the program; 2) Assess how characteristics differ

¹ The USDA FNS National Data Bank provides a single official repository to support the analysis and public release of FNS program information through the Food Programs Reporting System (FPRS) OMB Control No. 0584-0594 Expiration 6/2019, data from various FNS programs are extracted and imported into the NDB database. This number includes meals served through both SFSP and SSO.

between participants and eligible nonparticipants of SFSP and SSO; 3) Determine the reasons eligible families do not participate in SFSP and SSO; 4) Determine the food service characteristics of SFSP and SSO sites; 5) Describe the characteristics and content of SFSP and SSO meals and snacks; and 6) Assess facilitators and barriers to preparing and serving SFSP and SSO meals and snacks.

A nationally representative study with a mixed-methods research design will be used to address the six study objectives. States will be selected for the study using FNS administrative data on SFSP and SSO program size. In the selected States, State agencies administering SFSP and SSO will provide lists of participating sites and sponsors from which the sample of sites will be drawn. State agencies administering the Supplemental Nutrition Assistance Program (SNAP) in these States will provide SNAP caseload data. These data will be used in conjunction with postal data to identify children in the catchment areas of sampled sites. Quantitative and qualitative data will be collected from SFSP and SSO sponsors and sites, former sponsors, and participants and eligible nonparticipants.

Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden on the proposed collection of information, including the validity of the methodology and assumptions that were used; (c) ways to enhance the quality, utility, and clarity of the information collected; and (d) ways to minimize the burden of the collection of information on those who are to respond, including use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

Affected Public: Respondent groups identified include: (1) Individuals/Households (preschool- and school-aged children and teens eligible for participation in summer meals and their caregivers); (2) State/Local Government (SFSP and SSO State agencies, SNAP State agencies, and SFSP and SSO sponsors, former sponsors, and sites); and (3) Businesses-for-not-for-Profit (SFSP sponsors, former sponsors, and sites).

Estimated Number of Respondents: 88, 222.48. Out of the 88,222 sample size initially contacted, FNS anticipates approximately 44,340.59 will respond and 43,881 will not respond during the initial contact. FNS will continue to re-contact non-respondents to reach the desired participation rates. This includes: 85,575 individuals and households, 59 State, Local or Tribal agencies; 1,108 sponsors (665 in the State/Local Government category and 443 in the Business category); and 1,480 site supervisors (888 in the State/Local Government category and 592 in the Business category).

Estimated Number of Responses per Respondent: 3.67. SFSP and SSO State agencies will be asked to provide lists of participating sites/sponsors twice: once to draw the initial sample (based on sites and sponsors participating in the Summer of 2017), and then again to finalize the sample to include sites and sponsors participating in the Summer of 2018. SNAP State agencies will be asked to provide caseload data once. Caregivers and their children will be asked to respond to one survey, and a subset of caregivers will be invited to participate in a follow-up key informant interview. Sponsors and site supervisors will respond to one survey, and a subset will be invited to participate in a follow-up telephone interview. Those sponsors and site supervisors responsible for menu planning for the sampled site will also be asked to respond to a menu planning survey, and to provide details on the meals from one week of menus. Some of these sponsors and sites will receive a follow-up menu report to fill in details missing from their

original submission of menu information. Former sponsors will be asked to respond to one telephone interview.

Estimated Total Annual Responses: 323,788. There are approximately 169,470.33 total annual responses from participants and approximately 154,307.74 non-responses for those we contacted. Some non-participants were re-contacted more than once.

Estimated Average Time per Response: 0.6875. The estimated time of response varies from 1 minute to 60 minutes depending on the respondent group, as shown in the table below; the average estimated response is 0.13 hours.

Estimated Total Annual Burden on Respondents: 22,262. The total public reporting burden for this collection of information is estimated at 22,261.68 rounded up to 22,262 burden hours and 323,778 total annual responses. Out of the 22,262 burden hours 18,924 are for respondents and 3337.67 burden hours are for non-respondents. See the table below for estimated total annual burden for each type of respondent.

Respondent Type	Type of Survey Instrument	Sample size	Number of Respondents	Frequency of Response (annual)	Total Annual Responses	Average Hours per Response	Sub-Total Annual Burden	Number of non-respondents	Frequency of Response (annual)	Total Annual Responses	Average Hours per response	Sub-Total Annual Burden	Total Burden Hours
State SNAP Director Agency Directors	Email requesting SNAP administrative data (a) (2 min)	24	24	1.0	24	0.0334	0.80	0	1.0	0	0.0167	0.0000	0.80
	Reminder email requesting SNAP administrative data (b) (2 min)	12	12	1.0	12	0.0334	0.40	0	1.0	0	0.0167	0.0000	0.40
	Submit SNAP administrative data (a) (1 hour)	24	20	1.0	20	1.0000	20.00	4	1.0	4	0.0167	0.0668	20.07
	Thank you email upon receipt of SNAP administrative data (d) (1 min)	20	20	1.0	20	0.0167	0.33	0	1.0	0	0.0167	0.0000	0.33
State CN SFSP and SSO Agency Directors	Email requesting SFSP and SSO Site and Sponsor list (a) (2 min)	35	35	2.0	70	0.0334	2.34	0	2.0	0	0.0167	0.0000	2.34
	Reminder email requesting SFSP and SSO Site and Sponsor list (b) (2 min)	18	18	2.0	35	0.0334	1.17	0	2.0	0	0.0167	0.0000	1.17
	Submit SFSP and SSO Site and Sponsor list (a) (30 minutes)	35	35	2.0	70	0.5000	35.00	0	2.0	0	0.0167	0.0000	35.00
	Thank you email upon receipt of SFSP and SSO Site and Sponsor list (a) (1 min)	35	35	2.0	70	0.0167	1.17	0	2.0	0	0.0167	0.0000	1.17
SUBTOTAL OF STATE SNAP DIRECTORS & CN DIRECTORS		59	55	5.8	321	0.1907	61.21	4.00		4	0.0167	0.07	61.28
CN SFSP and SSO Sponsors and Former sponsors	Email Sponsors to confirm 2018 operation of sampled sites (a) (5 min)	659	330	1.0	330	0.0835	27.52	329	1.0	329	0.0167	5.4943	33.02
	Reminder email to confirm 2018 operation of sampled sites (b) (5 min)	329	313	1.0	313	0.0835	26.10	17	1.0	17	0.0167	0.2839	26.38
	Telephone discussion: Study overview and onboarding Sponsors (c) (d) (1 hour)	422	380	1.0	380	1.0000	379.69	42	1.0	42	0.1670	7.0453	386.73
	Email Sponsors thank you for phone discussion and next steps (a) (1 min)	380	380	1.0	380	0.0167	6.34	0	1.0	0	0.0167	0.0000	6.34
	Email with link to surveys (1 min)	380	190	1.0	190	0.0167	3.17	190	1.0	190	0.0167	3.1704	6.34
	Reminder email with link to surveys (1 min)	190	180	1.0	180	0.0167	3.01	10	1.0	10	0.0167	0.1670	3.18
	Sponsor Survey	380	338	1.0	338	0.3340	112.73	42	1.0	42	0.0167	0.7045	113.43
	Email with link to Menu Planning Survey and Sampled week menu	190	95	1.0	95	0.0835	7.93	95	1.0	95	0.0167	1.5852	9.51
	Email requesting additional sampled week menu details	95	85	1.0	85	0.0835	7.13	10	1.0	10	0.0167	0.1670	7.30
	Reminder email to complete menu planning survey/sampled week	38	34	1.0	34	0.0167	0.57	4	1.0	4	0.0167	0.0634	0.63

	menu												
	Email with menu follow-up report	180	90	1.0	90	0.0835	7.53	90	1.0	90	0.0167	1.5059	9.04
	Email reminder requesting menu follow-up report	90	81	1.0	81	0.0167	1.36	9	1.0	9	1.0167	9.1682	10.52
	Menu planning survey	190	171	1.0	171	1.0000	170.86	19	1.0	19	2.0167	38.2858	209.15
	Sampled week menu details	190	171	1.0	171	0.5	85.43	19	1.0	19	3.0167	57.2702	142.70
	Menu follow-up report	171	171	1.0	171	0.5	85.43	0	1.0	0	4.0167	0.0000	85.43
	Email thank you note (1 min)	338	338	1.0	338	0.0167	5.64	0	1.0	0	5.0167	0.0000	5.64
	Email request for key informant interview (sponsors and former sponsors)	30	15	1.0	15	0.0501	0.75	15	1.0	15	0.0167	0.2505	1.00
	Reminder email request for key informant interview (sponsors and former sponsors)	15	14	1.0	14	0.0501	0.68	1	1.0	1	0.0167	0.0167	0.69
	Key informant interview (1 hour) (sponsors and former sponsors)	21	15	1.0	15	1.0000	14.70	6	1.0	6	0.0167	0.1052	14.81
	Email thank you note (1 min) (sponsors and former sponsors)	15	15	1.0	15	0.0167	0.25	0	1.0	0	0.0167	0.0000	0.25
	SUBTOTAL OF CN SFSP and SSO SPONSORS AND FORMER SPONSORS	665	336	10.1	3403	0.2782	946.80	329.59	2.7	898	0.1395	125.2835	1072.09
CN SSO and SFSP Site Supervisors	Email Site supervisors: request for phone call to discuss study (a) (5 min)	879	439	1.0	439	0.0835	36.69	440	1.0	440	0.0167	7.3480	44.04
	Reminder email: request for phone call to discuss study (b) (1 min)	439	417	1.0	417	0.0167	6.97	22	1.0	22	0.0167	0.3669	7.34
	Telephone discussion: Study overview and onboarding Site Supervisors (c) (d) (1 hour)	563	534	1.0	534	1.0000	534.38	29	1.0	29	0.1670	4.8430	539.22
	Email sites thank you for phone discussion and next steps	534	534	1.0	534	0.0167	8.92	0	1.0	0	1.1670	0.0000	8.92
	Email with link to surveys (1 min)	534	267	1.0	267	0.0167	4.46	267	1.0	267	0.0167	4.4620	8.92
	Reminder email with link to surveys (1 min)	267	254	1.0	254	0.0167	4.24	13	1.0	13	0.0167	0.2231	4.46
	Site Supervisor Survey	534	454	1.0	454	0.3340	151.71	80	1.0	80	0.0167	1.3386	153.05
	Email with link to Menu Planning Survey and Sampled week menu	267	134	1.0	134	0.0835	11.16	133	1.0	133	0.0167	2.2211	13.38
	Email requesting additional sampled week menu details	134	107	1.0	107	0.0835	8.92	27	1.0	27	0.0167	0.4462	9.37
	Reminder email to complete menu planning survey/sampled week menu	53	48	1.0	48	0.0167	0.80	5	1.0	5	0.0167	0.0892	0.89
Email with menu follow-up report	155	139	1.0	139	0.0835	11.65	16	1.0	16	0.0167	0.2672	11.91	

	Email reminder requesting menu follow-up report	77	70	1.0	70	0.0167	1.16	7	1.0	7	1.0167	7.1169	8.28
	Menu planning survey	267	240	1.0	240	1.0000	240.47	27	1.0	27	2.0167	53.8837	294.35
	Sampled week menu details	267	240	1.0	240	0.5	120.23	27	1.0	27	3.0167	80.6025	200.84
	Menu follow-up report	240	216	1.0	216	0.5	108.21	24	1.0	24	4.0167	96.5891	204.80
	Email thank you note (1 min)	454	454	1.0	454	0.0167	7.59	0	1.0	0	5.0167	0.0000	7.59
	Email request for key informant interview	12	6	1.0	6	0.0501	0.30	6	1.0	6	0.0167	0.1002	0.40
	Reminder email request for key informant interview	6	5	1.0	5	0.0501	0.27	1	1.0	1	0.0167	0.0100	0.28
	Key informant interview	8	6	1.0	6	1	6.00	2	1.0	2	0.0167	0.0401	6.04
	Email thank you note (1 min)	6	6	1.0	6	0.0167	0.10	0	1.0	0	0.0167	0.0000	0.10
	SUBTOTAL OF CN SFSP and SSO SITES	888	534	8.6	4574	0.2764	1264.24	353.53	3.2	1126	0.2308	259.9479	1524.19
		1612	925	25	8298	0.2738	2272	687	6	2029	0.1899	385	2658
CN SFSP Sponsors and Former sponsors	Email Sponsors to confirm 2018 operation of sampled sites (a) (5 min)	439	220	1.0	220	0.0835	18.35	219	1.0	219	0.0167	3.6573	22.00
	Reminder email to confirm 2018 operation of sampled sites (b) (5 min)	220	209	1.0	209	0.0835	17.43	11	1.0	11	0.0167	0.1835	17.61
	Telephone discussion: Study overview and onboarding Sponsors (c) (d) (1 hour)	281	253	1.0	253	1.0000	253.13	28	1.0	28	0.1670	4.6969	257.82
	Email Sponsors thank you for phone discussion and next steps (a) (1 min)	253	253	1.0	253	0.0167	4.23	0	1.0	0	0.1670	0.0000	4.23
	Email with link to surveys (1 min)	253	127	1.0	127	0.0167	2.11	126	1.0	126	0.0167	2.1042	4.22
	Reminder email with link to surveys (1 min)	127	120	1.0	120	0.0167	2.01	7	1.0	7	0.0167	0.1169	2.12
	Sponsor Survey	253	225	1.0	225	0.3340	75.15	28	1.0	28	0.0167	0.4697	75.62
	Email with link to Menu Planning Survey and Sampled week menu	127	63	1.0	63	0.0835	5.28	64	1.0	64	0.0167	1.0688	6.35
	Email requesting additional sampled week menu details	63	57	1.0	57	0.0835	4.76	6	1.0	6	0.0167	0.1057	4.86
	Reminder email to complete menu planning survey/sampled week menu	25	23	1.0	23	0.0167	0.38	2	1.0	2	0.0167	0.0334	0.41
	Email with menu follow-up report	120	60	1.0	60	0.0835	5.02	60	1.0	60	0.0167	1.0040	6.02
	Email reminder requesting menu follow-up report	60	54	1.0	54	0.0167	0.90	6	1.0	6	0.0167	0.1004	1.00
	Menu planning survey	127	114	1.0	114	1.0000	113.91	13	1.0	13	0.0167	0.2114	114.12
Sampled week menu details	127	114	1.0	114	0.5000	56.95	13	1.0	13	0.0167	0.2114	57.16	

	Menu follow-up report	114	114	1.0	114	0.5000	56.95	0	1.0	0	0.0167	0.0000	56.95
	Email thank you note (1 min)	225	225	1.0	225	0.0167	3.76	0	1.0	0	0.0167	0.0000	3.76
	Email request for key informant interview (sponsors and former sponsors)	20	10	1.0	10	0.0501	0.50	10	1.0	10	0.0167	0.1670	0.67
	Reminder email request for key informant interview (sponsors and former sponsors)	10	9	1.0	9	0.0501	0.45	1	1.0	1	0.0167	0.0167	0.47
	Key informant interview (1 hour) (sponsors and former sponsors)	14	10	1.0	10	1.0000	10.00	4	1.0	4	0.0167	0.0668	10.07
	Email thank you note (1 min) (sponsors and former sponsors)	10	10	1.0	10	0.0167	0.17	0	1.0	0	0.0167	0.0000	0.17
SUBTOTAL OF CN SFSP SPONSORS AND FORMER SPONSORS		443	253	9.0	2269	0.2782	631.43	190.33	3.1	598	0.0238	14.2139	645.65
CN SFSP Site Supervisors	Email Site supervisors: request for phone call to discuss study (a) (5 min)	586	293	1.0	293	0.0835	24.46	293	1.0	293	0.0167	4.8926	29.36
	Reminder email: request for phone call to discuss study (b) (1 min)	293	278	1.0	278	0.0167	4.65	15	1.0	15	0.0167	0.2446	4.89
	Telephone discussion: Study overview and onboarding Site Supervisors (c) (d) (1 hour)	563	375	1.0	375	1.0000	375.00	188	1.0	188	0.1670	31.3125	406.31
	Email sites thank you for phone discussion and next steps	375	338	1.0	338	0.0167	5.64	37	1.0	37	0.1670	6.1790	11.82
	Email with link to surveys (1 min)	338	169	1.0	169	0.0167	2.82	169	1.0	169	0.0167	2.8181	5.64
	Reminder email with link to surveys (1 min)	169	160	1.0	160	0.0167	2.68	9	1.0	9	0.0167	0.1503	2.83
	Site Supervisor Survey	375	319	1.0	319	0.3340	106.46	56	1.0	56	0.0167	0.9394	107.40
	Email with link to Menu Planning Survey and Sampled week menu	188	188	1.0	188	0.0835	15.66	0	1.0	0	0.0167	0.0000	15.66
	Email requesting additional sampled week menu details	94	75	1.0	75	0.0835	6.26	19	1.0	19	0.0167	0.3131	6.58
	Reminder email to complete menu planning survey/sampled week menu	38	34	1.0	34	0.0167	0.56	4	1.0	4	0.0167	0.0626	0.63
	Email with menu follow-up report	109	98	1.0	98	0.0835	8.17	11	1.0	11	0.0167	0.1816	8.35
	Email reminder requesting menu follow-up report	54	49	1.0	49	0.0167	0.82	5	1.0	5	1.0167	5.5283	6.35
	Menu planning survey	188	169	1.0	169	1.0000	168.75	19	1.0	19	2.0167	37.8131	206.56
	Sampled week menu details	188	169	1.0	169	0.5000	84.38	19	1.0	19	3.0167	56.5631	140.94
	Menu follow-up report	169	152	1.0	152	0.5000	75.94	17	1.0	17	4.0167	67.7818	143.72
Email thank you note (1 min)	319	319	1.0	319	0.0167	5.32	0	1.0	0	5.0167	0.0000	5.32	
Email request for key informant	12	6	1.0	6	0.0501	0.30	6	1.0	6	0.0167	0.1002	0.40	

	interview												
	Reminder email request for key informant interview	6	5	1.0	5	0.0501	0.27	1	1.0	1	0.0167	0.0100	0.28
	Key informant interview	8	6	1.0	6	1.0000	6.00	2	1.0	2	0.0167	0.0401	6.04
	Email thank you note (1 min)	6	6	1.0	6	0.0167	0.10	0	1.0	0	0.0167	0.0000	0.10
	SUBTOTAL OF CN SFSP SITES	592	375	8.5	3206	0.2789	894.23	217	4.0	868	0.2475	214.9305	1109.16
		1,035	628	18	5,476	0.2786	1,526	407	7	1,466	0.1563	229	1,755
Parents caregivers and SFSP/SSO participants and non-participants	Invitation letter/email to participate in study	85575	42788	1.0	42788	0.0835	3572.76	42787	1.0	42787	0.0167	714.5429	4287.30
	Reminder Invitation letter/email to participate in study	85575	42788	1.0	42788	0.0835	3572.76	42787	1.0	42787	0.0167	714.5429	4287.30
	Household eligibility screener (web or phone)	42788	22820	1.0	22820	0.0835	1905.47	19968	1.0	19968	0.0167	333.4573	2238.93
	Letter with paper caregiver survey	11410	9128	1.0	9128	0.0167	152.44	2282	1.0	2282	0.0167	38.1094	190.55
	Reminder postcard to eligible respondents who did not complete web survey	22820	20538	1.0	20538	0.0167	342.98	2282	1.0	2282	0.0167	38.1094	381.09
	Caregiver survey	25606	6000	1.0	6000	0.334	2004.00	19606	1.0	19606	0.0167	327.4202	2331.42
	Child survey	15363	3600	1.0	3600	0.334	1202.40	11763	1.0	11763	0.0167	196.4421	1398.84
	Teen survey	10242	2400	1.0	2400	0.334	801.60	7842	1.0	7842	0.0167	130.9614	932.56
	Invitation to participate in key informant interview	80	60	1.0	60	0.0835	5.01	20	1.0	20	0.0167	0.3340	5.34
	Reminder invitation to participate in key informant interview	20	20	1.0	20	0.0167	0.33	0	1.0	0	0.0167	0.0000	0.33
	Key informant interview with caregivers	50	40	1.0	40	1	40.00	10	1.0	10	0.0167	0.1670	40.17
Email thank you note (1 min)	40	40	1.0	40	0.0167	0.67	0	1.0	0	0.0167	0.0000	0.67	
		85575	42788	3.6	155697	0.097150984	15126.08	42787.50	3.5	150812.81	0.0181	2723.2310	17849.31
		88222.48	44340.59	3.8	7.5	0.111665591	18924.00	43881.89	3.5	154307.74	0.0216	3337.67	22261.68

Dated: August 10, 2017.

Brandon Lipps,

Administrator,

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