

Advance Letter from School District – Follow-Up – Nonresponders at Baseline

[DATE]

[NAME]
[ADDRESS]
[CITY, STATE ZIP]

Dear [Salutation, NAME]:

[SCHOOL DISTRICT NAME] is participating in a scientific research study sponsored by The U.S. Department of Agriculture (USDA). The purpose of the study is to learn about the diet and activities of children [as well as to learn about your experiences with the summer food benefits you received].

As part of the study, we have shared your contact information with Abt Associates Inc. and Mathematica Policy Research who are working with USDA to conduct a telephone survey. They will be calling you in the coming days to ask you some questions about [TARGET CHILD]'s diet and eating habits. [They will also ask you for (TARGET CHILD)'s height and weight. So that this information can be reported accurately, we have enclosed some instructions for measuring and weighing (TARGET CHILD)].

The interview will take about 25 minutes and you will receive a \$10 gift card as a thank you for your time once the interview is completed. Please be assured that all information collected during the survey will be kept private to the extent allowed by law. In addition, your decision to participate in the survey will not affect your child's eligibility for free or reduced priced meals. If you have any questions about the study, or want to schedule a convenient time for the telephone interview, please call 1-8xx-xxx-xxxx and ask for NAME.

We thank you in advance for your cooperation and helping make this important study a success!

Sincerely,

NAME
TITLE
SCHOOL DISTRICT NAME