



OMB Control No: 0584-0606 Expiration Date: 03/31/2019
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APPENDIX A-1 Sponsor/Former Sponsor/Site Supervisor Pretest Recruitment Script

1. Hello, may I speak to [NAME]?

- YES 1
- NO 2

2. Hello, Mr./Ms. [PARTICIPANT’S LAST NAME], my name is [INTERVIEWER NAME] and I’m calling on behalf of Westat, a research company in Rockville, Maryland. Westat is conducting the Summer Meals Study for the USDA. We are currently testing questions for the study and are asking <SPONSORS/FORMER SPONSORS/SITE SUPERVISORS> to assist us. We are interested in your opinion about the ease of understanding the survey items and the ability of <SPONSORS/FORMER SPONSORS/SITE SUPERVISORS> to answer study questions. Are you available to help us with this testing?

- No – GO TO END / THANK AND TERMINATE (“Thank you for your time today, and have a great day.”)
- Yes – Great, thank you. Let me tell you a bit about the Summer Meals Study. This study will provide USDA with an understanding of Summer Food Service Program and Seamless Summer Option operations at the sponsor and site levels and awareness, use, and experience of program participants (parents and their caregivers). The study will collect data from current and former program sponsors and sites as well as eligible parents and their children in about 20 States.

CURRENT SPONSORS ONLY/SITE SUPERVISORS ONLY: Selected SPONSORS/SITE SUPERVISORS will be invited to complete a brief survey. The menu planners at the site or the sponsor organization level will also complete a menu survey. A small number of <SPONSORS/SITE SUPERVISORS> will be invited to participate in a follow-up telephone interview that is designed to provide additional details regarding their survey item responses.

We will be testing the survey to be completed by SPONSOR/SITE SUPERVISORS, menu surveys, and telephone interview scripts with a small number of <SPONSORS/SITE SUPERVISORS>. We will email you the SPONSOR/SITE SUPERVISOR Survey and menu survey prior to the interview, and ask you specific questions about items on these surveys during a scheduled phone call. You are not required to review these surveys ahead of time. We will also ask you some of the follow-up questions that we will ask the SPONSOR/SITE SUPERVISOR to gather additional details regarding their survey item responses.

FORMER SPONSORS: selected former sponsors will be invited to participate in a brief telephone interview.

Public reporting burden for this collection of information is estimated to average 5 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. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address.

3. **CURRENT SPONSORS ONLY:** Please provide us the contact information for 2 site supervisors under your sponsorship, who will be willing to participate in the pre-testing of the SITE SUPERVISOR data collection instruments.

NAME OF SITE	NAME OF SUPERVISOR	PHONE NUMBER	EMAIL ADDRESS

4. **CURRENT SPONSORS ONLY:** Who is responsible for planning menus for these 2 sites under your sponsorship?

- Sponsor (Select 2 sponsors who are responsible for menu planning)
- Site (Select 2 sites who are responsible for menu planning)
- Vendor

5. We would like to schedule an hour to talk with you about the items on the survey, (the menu survey, if applicable) and the interview.

Please let me know your availability on the following dates/times (DATES/TIMES GRID)

6. **FORMER SPONSORS ONLY:** We would like to schedule a 30 minute telephone discussion with you. Please let me know your availability on the following dates/times (DATES/TIMES GRID).

INTERVIEW SCHEUDLED FOR:

- DATE: ____/____/____
- TIME: _____

6. Thank you. We will send you an email with dial-in details for the call on <DATE/TIME>. We will send you <INCENTIVE> after the testing is completed. Could I get your contact information starting with:

- Your email: _____
- Best number to reach you: _____

Do you have any questions for me?

ANSWER QUESTIONS.

Thank you. We look forward to talking with you soon.