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Appendix D-1. Sponsor/Site Consent to Answer Questions to be used in the Summer Meals Study

Hello, my name is [] and also on the call is my colleague []. We work for Westat, a private research company based in Rockville, MD. Thank you for agreeing to take part in this interview today.

The Food and Nutrition Service (FNS) within the U.S. Department of Agriculture has contracted with Westat to assist with the Summer Meals Study to understand who attends summer programs and why. As part of this study FNS has developed surveys of Summer Meal Program sponsors and sites. It is important that we try out the survey questions with the help of people such as yourself to ensure that they make sense, are easy to answer, and that everyone understands the questions the same way. Our purpose is not to compile information on you or your organization. Instead, your interview along with those of others will show us how to improve these questions.

Before we get started, there are a few things I should mention. This is a research project, and your participation is voluntary. If you prefer not to answer any of my questions just say so and we'll move on. It's also okay if you change your mind after starting and would rather not participate. However I can assure you that all of your answers, everything you say, will be kept private. There are no known risks to you for taking part in this interview. The law prohibits us from giving anyone any information that may identify you or your organization. Your name and that of your organization will not be linked to any of your responses, though we may include quotes you provide in our reports. Your information will be combined with information from other respondents and presented in summary form. There are also no direct benefits to you for taking part in this interview, but your answers will help us to develop recommendations for improving the survey questions. If you decide not to participate in this interview, that decision will not affect any benefits or services your organization receives.

The interview will take about 60 minutes. With your permission we will would like to audio record our conversation. This is in case we miss something in our notes. Only project staff will have access to the recording and other study materials. The recording and all study materials that identify you will be destroyed at the end of the project.

Finally, my colleague [] will be following along to take notes. {Some of the project staff from FNS and Westat are also listening to this interview today to learn if there are things that might need to be improved.}

Do you have any questions? [ANSWER ALL QUESTIONS]

May I have your permission to proceed with the interview?

Public reporting burden for this collection of information is estimated to average 3 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.

Do I also have your permission to record this interview?

TURN ON RECORDER. The date and time is _____. Now that the recorder is running, let me ask again, is it okay with you to proceed with this interview and also to record this interview?

The information below will be sent with the email confirming the interview appointment time so that the respondent has the information secure and readily available if needed:

If you have any questions about this study, please call [NAME] at [PHONE NUMBER].

If you have questions about your rights and welfare as a research participant, please call the Westat Human Subjects Protections office at 1-888-920-7631. Please leave a message with your full name, the name of the research study that you are calling about "SUMMER MEALS STUDY", and a phone number beginning with the area code. Someone will return your call as soon as possible.