

Appendix Y.1

Grantee Administrator Interview

Scheduling Script – English Only



OMB Approval No. 0584-XXXX
Expiration Date: XX/XX/20XX

Hello. May I please speak with _____? [IF NECESSARY: I'm calling from Westat, a survey research firm. We are conducting the national evaluation of the Food Insecurity Nutrition Incentives (FINI) for the Food and Nutrition Service of the United States Department of Agriculture.

Hello. My name is _____ and I am calling from Westat, a survey research firm. We are conducting the national evaluation of the Food Insecurity Nutrition Incentives (FINI) for the United States Department of Agriculture. Am I speaking with [RESPONDENT]?

I'm calling to schedule a time to discuss the implementation of FINI project.

Please let me know if you are right person to schedule this discussion.

IF YES,

Before we schedule this interview, could you tell me your job title and role on <FINI>?

JOB TITLE: _____

ROLE IN <FINI>? _____

Thank you.

We are looking to schedule this discussion in the week of <XX/2016. The discussion will focus on all aspects of FINI implementation and evaluation and we would like to reserve an hour and a half (1.5 hours) for this discussion.

When would be a good day and time to schedule this discussion?

INTERVIEW DATE _____

DAY OF THE WEEK _____

INTERVIEW TIME _____

TIMEZONE _____

Thank you.

Should we call you at this number for the interview?

[IF NO]: What number should we call?

In case we cannot reach you at [PHONE NUMBER], is there another number we can use?

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The time required to complete this information collection 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.

[IF YES]: _____

Thank you. Our interviewer will call you [APPOINTMENT DATE, DATE, TIME, TIMEZONE] at [PHONE NUMBER] for the interview. If you need to reschedule the interview, please let me know by phone [SCHEDULER'S PHONE NUMBER] or [SCHEDULER'S EMAIL].

Thank you for participating in the study.

IF PERSON CONTACTED IS NOT THE RIGHT PERSON TO SCHEDULE THE INTERVIEW:

Who is the person I should contact to schedule this interview?

NAME OF PERSON: _____

And what is the best number to reach him/her? _____

Thank you.

START AT THE BEGINNING TO SCHEDULE THE INTERVIEW WITH NEW CONTACT.