

**Appendix C5.**  
**Brief Interview Confirmation and  
Preparation Email**

XX/XX/XXXX

To: **[SFA DIRECTORS FROM SELECT STATES DETERMINED BY PRESCREENING WEB SURVEY]**

Subject: Brief Call for “Successful Approaches to Reduce Sodium in School Meals” Study

Dear **[FIRST NAME] [LAST NAME]**:

We received your completed questionnaire for the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) study, “Successful Approaches to Reduce Sodium in School Meals.” We thank you for your response.

We would like to learn more about your School Food Authority (SFA)’s efforts to meet Target 1 sodium standards for school meals. Our research team will be calling you during the week of March XX-XX, 2017. This brief telephone call is expected to last approximately 20 minutes. During the call, we will ask you about the specific strategies your SFA has implemented to reduce sodium in school meals. We may also ask you for the contact information of other individuals who may be involved in or impacted by your efforts. The types of individuals we would be interested in include

- school employees, such as principals, nurses, administrators, administrators who are a members of a local school wellness committee, or teachers;
- food suppliers, such as local manufacturers, distributors, local farmers, or local food hubs that supply your operation with food products and ingredients; and
- community stakeholders, such as parents, community members, school board members, or non-employee members of a school wellness committee.

Please note that SFAs participating in USDA programs, such as the National School Lunch Program (NSLP), are required under Section 305 of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) to cooperate in the evaluations and studies of those USDA programs.

If you have any questions or would like to schedule your brief phone call, please contact us at 1-866-465-7738 (toll free) or by email at [SFASurveyHelp@2mresearchservices.com](mailto:SFASurveyHelp@2mresearchservices.com).

We look forward to talking with you soon.

Sincerely,

**[RESEARCH TEAM CONTACT INFORMATION]**

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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 valid OMB control number for this information collection is XXXX-XXXX. The time required to complete this information collection 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.

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