

Appendix C7a.
SFA Director In-Depth Interview
Invitation Email

C7a.1 SFA Director TELEPHONE In-Depth Interview Invitation Email

XX/XX/XXXX

To: **[SELECTED SFA DIRECTORS]**

Subject: Interview for study on “Successful Approaches to Reduce Sodium in School Meals”

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

I am writing from **[2M RESEARCH SERVICES OR ABT ASSOCIATES]** to thank you for participating in the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) study, “Successful Approaches to Reduce Sodium in School Meals.” Your input so far indicates that your SFA is a good candidate to include in the study. The next step in the study is for us to conduct an in-depth interview with you. We will also interview the school employee, a local food supplier, and a community stakeholder that you recommended.

As you may recall, USDA FNS has commissioned this study to identify

- successes and challenges while working towards reducing sodium in your school meals; and
- strategies, best practices, tools, or resources that supported your sodium reduction efforts.

Our research team would like to conduct telephone interviews with you and the people you recommended between **XX/XX/XXXX** and **XX/XX/XXXX**. The interviews will help us learn more about your efforts, and how your SFA has implemented the sodium standards. Your interview will last approximately 1 hour. As a reminder, 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.

Please note that this interview will remain private. There is a small risk of loss of privacy, but the research team has taken many steps to reduce this risk. Your identity and any information attributable to you will not be released to anyone outside of the research team. Your individual answers will NOT be shared with FNS, your school district, or anyone outside the research team, unless you give us permission to do so.

A member of our research team will be in contact with you in the next few days to answer any questions you may have and to schedule your interview. Please do not hesitate to call **[RESEARCH TEAM PHONE NUMBER]** or email **[RESEARCH TEAM EMAIL ADDRESS]** us if you have any questions or concerns about this study. We thank you in advance for your important contribution to this research.

Sincerely,

[RESEARCH TEAM CONTACT INFORMATION]

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**. It will take you, on average, 3 minutes to read this email.

C7a.2 SFA Director ON-SITE In-Depth Interview Invitation Email

XX/XX/XXXX

To: **[RECOMMENDED SFA DIRECTORS]**

Subject: Interview for study on “Successful Approaches to Reduce Sodium in School Meals”

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

I am writing from 2M Research Services to thank you for participating in the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) study, “Successful Approaches to Reduce Sodium in School Meals.” Your input so far indicates that your SFA is a good candidate to include in the study. The next step in the study is for us to conduct an in-depth interview with you. We will also interview the school employee, a food supplier, and a community stakeholder that you recommended.

As you may recall, USDA FNS has commissioned this study to identify

- successes and challenges while working towards reducing sodium in your school meals; and
- strategies, best practices, tools, or resources that supported your sodium reduction efforts.

Our research team would like to meet with you and the other people you recommended. We would like to meet with you sometime between XX/XX/XXXX and XX/XX/XXXX to learn more about your efforts, and to see how your SFA has implemented the sodium standards. We will travel to various sites within your SFA to interview with each of the identified individuals independently. Your interview will last approximately an hour and a half.

Please note that this interview will remain private. There is a small risk of loss of privacy, but the research team has taken many steps to reduce this risk. Your identity and any information attributable to you will not be released to anyone outside of the research team. Your individual answers will NOT be shared with FNS, your school district, or anyone outside the research team, unless you give us permission to do so.

A member of our research team will be in contact with you in the next few days to answer any questions you may have and to schedule your interview on the day that you think would work best for our visit. Please do not hesitate to call **[RESEARCH TEAM PHONE NUMBER]** or email **[RESEARCH TEAM EMAIL ADDRESS]** us if you have any questions or concerns about this study. We thank you in advance for your important contribution to this research.

Sincerely,

[RESEARCH TEAM CONTACT INFORMATION]

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 XX/XX/XXXX. It will take you, on average, 3 minutes to read this email.
