

Appendix C7b.
School Administrator
In-Depth Interview
Invitation Email

C7b.1 School Administrator TELEPHONE In-Depth Interview Invitation Email

XX/XX/XXXX

To: **[RECOMMENDED SCHOOL ADMINISTRATOR]**

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

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

2M Research Services and its partner, Abt Associates, are conducting a study for the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) called “Successful Approaches to Reduce Sodium in School Meals.” You were recommended by **[SFA DIRECTOR]** from **[SFA SITE NAME]** and selected to participate in this important study.

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) authorizes funding and sets policy for school meal programs. Federal regulations (7 CFR Part 210.10) set updated nutritional and other meal requirements for school breakfasts and lunches, including targets for sodium levels. 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.

We understand that your school, **[SCHOOL NAME]**, has been active in its efforts to reduce sodium in school meals.

Our research team will be conducting telephone interviews with several stakeholders in this process, including school employees such as yourself. We would like to speak with you between **XX/XX/XXXX** and **XX/XX/XXXX** to learn more about your role in this effort. Your interview will last approximately 1 hour. SFAs participating in USDA programs, such as the National School Lunch Program (NSLP), are required under Section 305 of the 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 the 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.

C7b.2 School Administrator ON-SITE In-Depth Interview Invitation Email

XX/XX/XXXX

To: **[RECOMMENDED SCHOOL ADMINISTRATOR]**

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

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

2M Research Services and its partner, Abt Associates, are conducting a study for the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) called “Successful Approaches to Reduce Sodium in School Meals.” You were recommended by **[SFA DIRECTOR]** from **[SFA SITE NAME]** and selected to participate in this important study.

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) authorizes funding and sets policy for school meal programs. Federal regulations (7 CFR Part 210.10) set updated nutritional and other meal requirements for school breakfasts and lunches, including targets for sodium levels. 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.

We understand that your school, **[SCHOOL NAME]**, has been active in its efforts to reduce sodium in school meals.

Our research team will be conducting in-person interviews with several stakeholders in your area on **XX/XX/XXXX**. We would like to meet with you to learn more about your efforts, and to see how your school has implemented the sodium standards. The interview is designed to last approximately an hour and a half. SFAs participating in USDA programs, such as the National School Lunch Program (NSLP), are required under Section 305 of the 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 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 XXXX-XXXX. It will take you, on average, 3 minutes to read this email.
