

Appendix C8a.

SFA Director

In-Depth Interview Confirmation and

Preparation Email

C8a.1 SFA Director TELEPHONE In-Depth Interview Confirmation and Preparation Email

XX/XX/XXXX

To: **[SFA DIRECTORS SELECTED FOR IN-DEPTH TELEPHONE INTERVIEWS]**

Subject: Interview for the 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 agreeing to participate in a research interview for the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) study, “Successful Approaches to Reduce Sodium in School Meals.”

Our research team will be calling you on **XX/XX/XX** at **X:XX**. The telephone interview is expected to last approximately 1 hour. The purpose of this interview is to learn more about your SFA’s and school district’s efforts to meet Target 1 sodium standards for school meals. During the call, we will ask you about the specific strategies your SFA and school district have implemented to reduce sodium in school meals.

On the web survey you took on **XX/XX/XX** you indicated that your SFA uses the following strategies and tools to reduce sodium content and/or increase the acceptability of lower sodium foods among students:

[BULLETED LIST OF STRATEGIES SELECTED FROM PRESCREENING WEB SURVEY]

We may also discuss

- successes and challenges while working towards reducing sodium in your school meals;
- strategies, best practices, tools, or resources that supported your sodium reduction efforts;
- student acceptance of lower sodium foods; and
- resources that would help your school district provide lower sodium foods.

In addition, it would help facilitate our conversation if you have the following information available during our interview:

- the average daily sodium content over a five-day school week of your school lunch and breakfast meals for each of your school types (e.g., elementary school)
- **[ANY SPECIFIC DATA THE RESEARCH TEAM IDENTIFIED AS HELPFUL DURING INTERVIEW, BASED ON THE PRESCREENING WEB SURVEY AND/OR BRIEF SITE VISIT SELECTION INTERVIEW]**

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.

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OMB Number: XXXX-XXXX

Expiration Date: XX/XX/XXXX

If you have any questions, please contact us at **[RESEARCH TEAM PHONE NUMBER]** or by email **[RESEARCH TEAM EMAIL ADDRESS]**.

We look forward to talking with you soon.

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**. The time required to complete this information collection is estimated to average 10 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.

C8a.2 SFA Director ON-SITE In-Depth Interview Confirmation and Preparation Email

XX/XX/XXXX

To: **[SFA DIRECTORS SELECTED FOR IN-DEPTH ON-SITE INTERVIEWS]**

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

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

I am writing to you from 2M Research Services to thank you for agreeing to participate in a research interview for the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) study, “Successful Approaches to Reduce Sodium in School Meals.”

Our research team will be visiting your SFA site on **XX/XX/XX** at **X:XX**. We have agreed to meet at the following location:

[PLACE]

[ADDRESS]

[CITY, STATE, ZIP]

The in-person interview is expected to last approximately an hour and a half. The purpose of this interview is to learn more about your SFA’s and school district’s efforts to meet Target 1 sodium standards for school meals. During the interview, we will ask you about the specific strategies your SFA and school district have implemented to reduce sodium in school meals.

On the web survey you took on **XX/XX/XX** you indicated that your SFA uses the following strategies and tools to reduce sodium content and/or increase the acceptability of lower sodium foods among students:

[BULLETED LIST OF STRATEGIES SELECTED FROM PRESCREENING WEB SURVEY]

We may also discuss

- successes and challenges while working towards reducing sodium in your school district;
- best practices, tools, or resources that supported your sodium reduction efforts;
- student acceptance of lower sodium foods; and
- resources that would help your school district to provide lower sodium foods.

In addition, it would help facilitate our conversation if you have the following information available during our interview:

- the average daily sodium content over a five-day school week of your school lunch and breakfast meals for each of your school types (e.g., elementary school)
- **[ANY SPECIFIC DATA THE RESEARCH TEAM IDENTIFIED AS HELPFUL DURING INTERVIEW, BASED ON THE PRESCREENING WEB SURVEY AND/OR BRIEF SITE VISIT SELECTION INTERVIEW]**

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If available, we would also like to take a look at any internal or external communication associated with changes to school meals or changes to sodium in school meals that you are willing to share. We are interested in any advertising materials or letters that you may have received from your school or district, agendas or notes from meetings with the school or other community stakeholders, and any other related materials.

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.

If you have any questions, please contact us at **[RESEARCH TEAM PHONE NUMBER]** or by email **[RESEARCH TEAM EMAIL ADDRESS]**.

We look forward to talking with you soon.

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**. The time required to complete this information collection is estimated to average 10 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.
