

Appendix C11.
Brief Site Visit Selection Interview
Follow-Up Email

XX/XX/XXXX

To: **[SELECTED SFA DIRECTORS]**

Subject: Contact Information for “Successful Approaches to Reduce Sodium in School Meals” Study

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

I am writing from **[2M RESEARCH SERVICES OR ABT ASSOCIATES]** to thank you for participating in a brief phone call for the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) study, “Successful Approaches to Reduce Sodium in School Meals” on **[DATE]**.

INTRODUCTION-1A [NO CONTACT INFORMATION PROVIDED]

The next phase involves individual interviews lasting approximately 1 hour with you and three other people in your school district. The people we are seeking to interview include people who are knowledgeable about food operations and the practices used to produce lower sodium school meals. We want to know how these practices are received in the broader community. So, in addition to you, we would also like to interview one of each of the following:

- a school employee at one of your campuses
- a food supplier
- a community stakeholder

We would appreciate your help to contact them by providing us with their contact information. Please complete the table below and email it to us at your earliest convenience.

Contact Type	Contact Person	School/Company/Affiliation	Phone Number/Email
School Employee:			
Food Supplier:			
Community Stakeholder:			

INTRODUCTION-1B [ALL CONTACT INFORMATION PROVIDED]

Thank you for providing us with contact information for the following individuals. We want to confirm that we have the correct contact information for them. Please review the information below and notify us of any corrections you may have. If we have correctly captured their contact information, please let us know that you have received this email.

[POPULATE TABLE WITH COMPLETE INFORMATION PROVIDED DURING THE BRIEF SITE VISIT SELECTION INTERVIEW PRIOR TO SENDING EMAIL]

Contact Person	School/Company/Affiliation	Phone Number/Email

INTRODUCTION-1C [SOME CONTACT INFORMATION PROVIDED]

Thank you for providing us with contact information for the following **[ONE, TWO, OR THREE]** individual[s]. We want to confirm that we have the correct contact information for them. Please review the information below and notify us of any corrections you may have. If we have correctly captured their contact information, please let us know that you have received this email.

[POPULATE TABLE WITH ANY COMPLETE INFORMATION PROVIDED DURING THE BRIEF SITE VISIT SELECTION INTERVIEW PRIOR TO SENDING EMAIL]

Contact Person	School/Company/Affiliation	Phone Number/Email

In addition to the person above, we would also like to contact a **[SCHOOL EMPLOYEE AND/OR FOOD SUPPLIER AND/OR COMMUNITY STAKEHOLDER]**. We would appreciate your help to contact them by providing us with their contact information. Please complete the table below and email us at your earliest convenience.

[POPULATE TABLE WITH ANY INCOMPLETE INFORMATION PROVIDED DURING THE BRIEF SITE VISIT SELECTION INTERVIEW PRIOR TO SENDING EMAIL]

Contact Person	School/Company/Affiliation	Phone Number/Email

CONCLUSION-1

If you have any questions, please contact us at **1-866-465-7738** (toll free) or by email at SFASurveyHelp@2mresearchservices.com.

Thank you for your help. We look forward to talking with you again 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 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.
