

Appendix C7d.
Community-Based Stakeholder
In-Depth Interview
Invitation Email

C7d.1 Community-Based Stakeholder TELEPHONE In-Depth Interview Invitation Email

XX/XX/XXXX

To: **[RECOMMENDED COMMUNITY-BASED STAKEHOLDER]**

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 OR SCHOOL ADMINISTRATOR]** from **[SFA SITE NAME OR SCHOOL CAMPUS]** and selected to participate in this important study.

Changes in Federal regulations updated nutritional requirements for school breakfasts and lunches. These requirements led to changes in the amount of sodium (or salt) in foods served by a school. We understand that you have been involved in **[SCHOOL NAME]**'s efforts to reduce sodium in school meals.

Our research team will be conducting telephone interviews with several stakeholders in this process, including members of the community such as yourself. We would like to speak with you between **XX/XX/XXXX** and **XX/XX/XXXX** to learn more about your perspective, and provide you with an opportunity to contribute to our research. Your interview will last approximately 1 hour.

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.

C7d.2 Community-Based Stakeholder ON-SITE In-Depth Interview Invitation Email

XX/XX/XXXX

To: **[RECOMMENDED COMMUNITY-BASED STAKEHOLDER]**

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 OR SCHOOL ADMINISTRATOR]** from **[SFA SITE NAME OR CAMPUS NAME]** and selected to participate in this important study.

Changes in Federal regulations updated nutritional requirements for school breakfasts and lunches. These requirements led to changes in the amount of sodium (or salt) in foods served by a school. We understand that you have been involved in **[SCHOOL NAME]**'s efforts to reduce sodium in school meals.

Our research team will be conducting in-person interviews with various stakeholders in your area on **XX/XX/XXXX**. We would like to meet with you to learn more about your perspective, and to provide you with an opportunity to contribute to our research. The interview is designed to 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 **XXXX-XXXX**. It will take you, on average, 3 minutes to read this email.
