

Appendix C8d.
Community-Based Stakeholder
In-Depth Interview Confirmation and
Preparation Email

OMB Number: XXXX-XXXX
Expiration Date: XX/XX/XXXX

C8d.1 Community-Based Stakeholder TELEPHONE In-Depth Interview Confirmation and Preparation Email

XX/XX/XXXX

To: **[COMMUNITY-BASED STAKEHOLDER 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 to you 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 perspectives on your **[SCHOOL/SCHOOL DISTRICT]**'s efforts to provide good nutrition in school meals. During the call, we will ask you about your perspectives on school nutrition in your community. Examples of the types of information we are interested in may include

- how information about nutrition, including lower sodium foods, has been communicated to you by your local school district;
- your thoughts on the acceptance of school food by students, including lower sodium foods; and
- ways you have supported schools in reducing sodium in their foods.

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 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.

C8d.2 Community-Based Stakeholder ON-SITE In-Depth Interview Confirmation and Preparation Email

XX/XX/XXXX

To: **[COMMUNITY-BASED STAKEHOLDER SELECTED FOR ON-SITE IN-DEPTH 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 you 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 views on your **[SCHOOL/SCHOOL DISTRICT]**'s efforts to provide good nutrition in school meals. During the interview, we will ask you about your perspectives on school nutrition in your community. Examples of the types of information we are interested in may include

- how information about nutrition, including lower sodium foods, has been communicated to you by your local school district;
- your thoughts on the acceptance of school foods by students, including lower sodium foods; and
- ways you have supported schools in reducing sodium in their foods.

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]**.

OMB Number: XXXX-XXXX
Expiration Date: XX/XX/XXXX

We look forward to talking with you soon.

Sincerely,

[RESEARCH TEAM CONTACT INFORMATION]

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