

APPENDIX T7. HOUSEHOLD INTERVIEW RECRUITMENT CONTACT GUIDE

OMB Number: 0584-0530
Expiration Date:
XX/XX/XXXX



National
School Meals
Study

INTRODUCTION WHEN CALLING TO MAKE AN APPOINTMENT: Hello, my name is INTERVIEWER'S FULL NAME and I am calling on behalf of the U.S. Department of Agriculture's (USDA) Food and Nutrition Services' (FNS) National School Meals Study. May I speak with <<RESPONDENT NAME>>?

ONCE RESPONDENT IS ON THE PHONE: As you know, you completed an interview on <<DATE>> with <<INTERVIEWER NAME>> and we appreciate your participation. At that time you mentioned that you would be interested in participating in a phone interview about your experiences in completing the application for meal benefits for school breakfast and lunch programs.

The FNS wants to learn from people who completed applications for meal benefits to help improve the application process. This would be a brief interview by phone. The phone interview will be different from the survey because it will focus more on your experience completing the application. For completing the phone interview you will receive \$20.

AGREEING TO PARTICIPATE: You have been selected for this interview and we would like you to complete an interview. Are you interested in completing the phone interview?

ANSWER ANY QUESTIONS THE RESPONDENT MAY HAVE.

- IF INTERESTED: CONTINUE WITH SETTING AN APPOINTMENT
- IF NOT INTERESTED: I understand. Thank you for your time. (RECORD SITUATION ON EROC AND POLITELY TERMINATE CALL.)

SETTING AN APPOINTMENT

Thank you for agreeing to participate. I would like to set up an appointment for the interview. During the phone interview you will be asked to look at a blank copy of the application you used when you completed the application. Did you complete the meal application as a paper application or on-line? (Record response).

We would like to send this blank application to you either by mail or email. Which is more convenient for you - mail or email?

IF MAIL: SCHEDULE AN APPOINTMENT AT LEAST 4 DAYS AFTER APPLICATION MAILED.

IF EMAIL: SCHEDULE AN APPOINTMENT AT LEAST 1 DAY AFTER APPLICATION SENT BY EMAIL.

We will (mail/email) the application to you. I would like to set an appointment now to interview you after you receive the application. You should receive the application by (DAY OF WEEK AND DATE). What would be a convenient time to schedule an interview after that date?

RECORD DATE AND TIME IN EROC

We will call you on (DATE) at (TIME). Please call me at <<INSERT PHONE NUMBER>> if that time becomes a problem or if you have any questions.

Thank you very much and we look forward to speaking with you on (DATE).

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0530. The time required to complete this information collection is estimated to average 20 minutes per response, including the time to review instructions, search existing data sources, gather and