

**Supporting Statement for OMB Clearance for the Study of Non-Response to the
School Meals Application Verification Process**

Appendix 19

District Interview Invitation Email



Dear <<SFA Director’s Name>>

On behalf of the U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS), and Mathematica Policy Research, thank you for speaking with me this past fall about the School Meal Application Study and for providing the requested data for the 2017–2018 school year.

During our initial phone call, I mentioned the need to conduct a brief, 20-minute telephone interview with you in early 2018. During this interview, I will collect information about your “verification for cause” processes and reasons for selecting applications “for cause.” As a reminder, the information collected by the study will be aggregated and is for research purposes only. Results will never be used to identify any individual district. Also, we would like to conduct this interview even if your district has not verified any applications “for cause” this year – we are still interested in your process.

I’d like to arrange a specific time for the interview between March <<FILL DATE>> and April <<FILL DATE>>, 2018. Please reply to this email and indicate which three dates and times would be best for you. Please indicate your first, second, and third choices. If you need to schedule the interview for another date, please call me toll-free at 1-8XX-XXX-XXXX or email me at NAME@mathematica-mpr.com with your availability for this 20 minute interview.

	Date (MONTH/DAY/YEAR)	Time (15-30 minutes) <i>Please specify time zone</i>
1 st choice		
2 nd choice		
3 rd choice		

I will send you an Outlook meeting invitation by email for the agreed upon date and time.

If your time is limited and someone else in your office is able to answer questions about your “verification for cause” process, then please send me his or her contact information.

Thank you for your participation and contribution to the School Meal Application Study.

Sincerely,

<<INTERVIEWER NAME>>

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-XXXX. The time required to complete this information collection is estimated to average six 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.



United States
Department of
Agriculture

OMB Approval No.: 0584-XXXX
Expiration Date: XX/XX/20XX

MATHEMATICA
Policy Research

<<INTERVIEWER'S MATHEMATICA
SIGNATURE>>

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