**Appendix Y.1**

**Grantee Administrator Interview**

**Scheduling Script – English Only**

Hello. May I please speak with \_\_\_\_\_\_\_\_\_? [IF NECESSARY: I’m calling from Westat, a survey research firm. We are conducting the national evaluation of the Food Insecurity Nutrition Incentives (FINI) for the Food and Nutrition Service of the United States Department of Agriculture.

Hello. My name is \_\_\_\_\_\_\_\_\_\_\_\_ and I am calling from Westat, a survey research firm. We are conducting the national evaluation of the Food Insecurity Nutrition Incentives (FINI) for the United States Department of Agriculture. Am I speaking with [RESPONDENT]?

I’m calling to schedule a time to discuss the implementation of FINI project.

Please let me know if you are right person to schedule this discussion.

**IF YES,**

Before we schedule this interview, could you tell me your job title and role on <FINI>?

JOB TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ROLE IN <FINI>? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you.

We are looking to schedule this discussion in the week of <XX/2016. The discussion will focus on all aspects of FINI implementation and evaluation and we would like to reserve an hour and a half (1.5 hours) for this discussion.

When would be a good day and time to schedule this discussion?

INTERVIEW DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DAY OF THE WEEK \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INTERVIEW TIME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TIMEZONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you.

Should we call you at this number for the interview?

[IF NO]: What number should we call?

In case we cannot reach you at [PHONE NUMBER], is there another number we can use?

[IF YES]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you. Our interviewer will call you [APPOINTMENT DATE, DATE, TIME, TIMEZONE] at [PHONE NUMBER] for the interview. If you need to reschedule the interview, please let me know by phone [SCHEDULER’S PHONE NUMBER] or [SCHEDULER’S EMAIL].

Thank you for participating in the study.

**IF PERSON CONTACTED IS NOT THE RIGHT PERSON TO SCHEDULE THE INTERVIEW:**

Who is the person I should contact to schedule this interview?

NAME OF PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

And what is the best number to reach him/her? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you.

**START AT THE BEGINNING TO SCHEUDLE THE INTERVIW WITH NEW CONTACT.**