



OMB Control No: 0584-XXXX
Expiration Date: XX/XX/20XX

APPENDIX G11. Telephone Script to Schedule Caregiver Key Informant Interview

Hello, may I speak with <NAME OF CAREGIVER>?

IF AVAILABLE:

Hello. This is <NAME> calling from Westat, with regard to the U.S. Department of Agriculture's *Summer Meals Study*. You recently filled out the *Summer Meals Study* survey and said you would be willing to participate in a follow-up telephone discussion about the summer meals program. You have been chosen to participate!

This discussion will help us gather more detailed information than what you already provided in the survey. Your responses will provide valuable information about how summer meal programs can best serve families and their children. Your feedback is important!

The discussion will take no more than one hour, and **you will get \$20 in cash in the mail to thank you for your time and input.**

Your participation in this interview is completely voluntary. Please know that your responses will be kept private as required by law, and will not be shared with anyone not involved with conducting the study. Neither your name nor any other information about your identity will be used in any reports. The information you provide will be combined with information from everyone who participates in the study. You may skip any question that you prefer not to answer. If you decide not to participate, there will be no loss of benefits. As described in the system of record notice (SORN) titled FNS-8 USDA/FNS Studies and Reports (published in the Federal Register on April 25, 1991, volume 56, pages 19078-19080), FNS and contractors working on their behalf may collect and analyze this information for research purposes and are required to have safeguards in place to keep data private.

Do you have a moment now so we can look at available times and schedule the discussion?

- Yes → Thank you. Let me pull up the schedule and we can figure out what dates/times are currently open and see if they work with your schedule. It looks like we are scheduling these discussions for the week of <DATE> and also for the week of <DATES>. Which week do you prefer?

Ok, for that week, do you prefer a morning, afternoon, or evening time?

I can schedule this discussion for <DAY> at <TIME>. Will that work for you?

Public reporting burden for this collection of information is estimated to average 5 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. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx*). Do not return the completed form to this address.

[IF NOT CONVENIENT, PROVIDE OTHER OPEN SLOTS UNTIL A DISCUSSION TIME IS SCHEDULED WITH THE RESPONDENT.]

One of the study team members will call you on <DAY/DATE/TIME> for the telephone discussion. If you need to reschedule, please email us at SUMS@westat.com or call 1-XXX-XXX-XXXX.

We really appreciate your willingness to participate in this discussion. We look forward to speaking with you. As a reminder, you will receive \$20 in the mail after the discussion to thank you for your time and input. Thanks again. END.

- No → Is there a better time to reach you to schedule the discussion? [RECORD TIME] Thank you for your time. We will call you back then. END. [IF NO – REFUSAL, COMPLETE NON-INTERVIEW REPORT FORM TO DOCUMENT STRENGTH OF REFUSAL (MILD/FIRM/HOSTILE) AND REASONS FOR REFUSAL.] We appreciate your time today. Thank you. END