



OMB Control No: 0584-XXXX Expiration Date: XX/XX/20XX
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Appendix E4. Telephone Script to Complete Informational Study Recording for Site Supervisors

Hello, may I speak with <NAME OF SITE SUPERVISOR>?

IF AVAILABLE:

Hello. This is <NAME> calling from Westat, with regard to the U.S. Department of Agriculture’s *Summer Meals Study*. A few weeks ago, we sent you an email with a link and a PIN to an informational study video. Our records indicate that you have not viewed the study video as of today. We would like to tell you the information that is included in the video now, over the phone. It will take about 10 minutes to complete and will provide you details about what we will ask you to do for the study. At the end, I will ask you to confirm your participation in the study.

Are you able to complete this with me over the phone now?

- Yes (GO TO PHONE COMPLETION SECTION)
- No → Would you prefer to complete the survey online? (IF YES, GO TO ONLINE COMPLETION SECTION.) (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

PHONE COMPLETION:

Thank you. The law governing the Summer Meal Programs requires *organizations* participating in the programs to cooperate in studies such as the Summer Meals Study. While *your* participation in this discussion is completely voluntary, your feedback will improve our understanding of the Summer Meal Programs, including what helps or does not help your site participate. 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. 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 any questions?

- YES 1 → ANSWER QUESTIONS.
- NO 2 → IF NO, GO TO NEXT QUESTION.

Do you agree to participate in this survey?

Public reporting burden for this collection of information is estimated to average 10 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.

- YES 1 → READ **INFORMATIONAL STUDY RECORDING FOR SITE SUPERVISORS AND RECORD CONFIRMATION OF PARTICIPATION RESPONSES. END.**
- NO 2 → (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.
- NOT A GOOD TIME..... 3 → (IF NOT A GOOD TIME): When would be a good time for me to call you back? (RECORD TIME) Thank you. We will call you back then to review the informational study recording by phone. Your input is important and appreciated. Thank you so much for your time today. END.

ONLINE COMPLETION:

- Online → Do you need the link to the study website and your PIN?
 - Yes → The informational study recording may be accessed at www.SUMS.org and your PIN is #####
 - No → Ok.

Please view the informational study recording online at your earliest possible convenience. Your input is important and appreciated. Thank you so much for your time today. END