

## Appendix B2. Recruitment Email for Cognitive Test of Interview Guide

Dear [LEA Director Name],

We are writing to ask for your assistance in testing a study instrument for a study for the Food and Nutrition Service, the Evaluation of the Independent Review Process (“IRA Study”). The purpose of the study is to describe the independent review of applications (IRA) process, assess its effectiveness at reducing administrative certification errors, and provide recommendations for best practices. FNS contracted with Westat to conduct the study, and data collection for the main study will begin in late 2018.

FNS and Westat selected your local education agency (LEA) to participate in a pre-test of the interview guide that Westat will use in this study. Westat will test the interview guide to collect feedback on the quality and content of the questions, and attain a more grounded understanding of how the IRA process works at the LEA level. Your feedback will help to refine the interview guide, which Westat will use in the main study to conduct telephone interviews with LEA directors and key staff involved with the IRA.

We hope that you will agree to help us test the interview guide. We will email you the interview guide in advance so that you can see the types of questions we will ask. Conducting the pre-test interview by phone and asking for your feedback will take no more than 90 minutes.

By participating in the testing of this interview guide, your LEA will not be included in the main study.

Let me know if you are willing to participate, and we will schedule the pre-test at a time that is convenient for you. If you have any questions or concerns about the study or your participation, you can contact Melissa Rothstein, the Project Director, at 301-315-5975 or [MelissaRothstein@westat.com](mailto:MelissaRothstein@westat.com).

Thank you in advance for your consideration,

[Westat Cognitive Tester Email Signature]

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-XXX. The time required to complete this information collection is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed,