

Appendix E9: Email to Schedule LEA Calls on Household Applications (Interview and Application LEAs)

Dear [PARTICIPANT NAME],

Thank you for participating in the recent telephone interview for the Evaluation of the Independent Review Process (“IRA Study”). We greatly appreciate your participation. Your responses will provide FNS with information about the effectiveness of the independent review of applications (IRA) requirement for school meal programs, also called the second review of applications.

[if needed] As a reminder, please email us any documents that your LEA has created that detail the policies and/or procedures relevant to the IRA process.

In preparation to collect a sample of your household applications, we would like to schedule a half-hour phone call to discuss the sampling and submission process with you. During the call we will discuss how to make collection of the applications as straightforward and least burdensome as possible for you and your staff.

On which of the following dates and times are you available? Select all slots that will work for you.

	DATE							
9:00 AM -10:30 AM <local time zone>								
1:00 PM - 2:30 PM <local time zone>								

If you have any questions about the study, please contact the Westat Study Team at: [study email] or [study phone number].

Thank you again for your support of this important FNS study.

Sincerely,

The Westat Study Team