

Appendix C4.a. Pre-Interview Notification Letter (In-Depth Interview)

XX/XX/20XX

To: **[SELECTED SFA DIRECTORS]**

Subject: Study of School Food Authority (SFA) Procurement Practices In-Depth Interview Selection

Dear **[FIRST NAME] [LAST NAME]**:

Thank you for completing the web survey for the Study of School Food Authority (SFA) Procurement Practices. As you may recall, the USDA Food and Nutrition Service (FNS) contracted with 2M Research (2M) and its partner, Mathematica Policy Research (Mathematica), to conduct this study.

I am writing to inform you that **[SELECTED SFA]** has been selected to participate in a follow-up interview. As SFAs partaking in this study were chosen from a scientific sample, your response represents other SFAs with similar characteristics and procurement practices. Staff from the 2M/Mathematica Study Team will contact you by phone to schedule the interview at a time that is convenient for you and other staff who may participate.

This interview will be one of only 100 interviews that will be conducted with SFAs from around the country. The information obtained through this interview will further inform the objectives of the study to describe and assess the decision-making process of SFAs regarding school food procurement practices. Please know that FNS and the 2M/Mathematica Study Team will ensure that your responses remain private. Your participation in this study is critical.

Thank you for your important contribution to this research. If you have any questions regarding the interview process, please call anytime (toll free) **[MATHEMATICA TELEPHONE NUMBER]**, email **[MATHEMATICA EMAIL ADDRESS]**, or simply reply to this email.

Sincerely,

[MATHEMATICA INTERVIEW RECRUITER NAME and TITLE]

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