

Appendix C4.c. Pre-Interview Reminder Email (In-Depth Interview)

XX/XX/20XX

To: **[SELECTED SFA DIRECTORS]**

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

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

This is a reminder that your SFA has been selected to participate in a follow-up In-Depth Interview (IDI) for the USDA Food and Nutrition Service Study of School Food Authority Procurement Practices. This is the second and final phase of the study.

We understand that you are very busy, but please let us know a convenient time to call you to schedule the IDI. The IDI will take approximately 90 minutes to complete, and if there are others who will participate, we will find a time that works for everyone. The cooperation of selected SFAs is strongly encouraged under Section 305 of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA).

If you have any questions or concerns, please do not hesitate to contact us anytime by either calling (toll-free) **[MATHEMATICA TELEPHONE NUMBER]** or emailing **[MATHEMATICA EMAIL ADDRESS]** (or simply reply to this email). For planning purposes, a printable version of the FAQ document can also be found here: **[Link to IDI FAQ PDF]**.

Thank you for your time and effort for this important study.

Sincerely,

(Mathematica INTERVIEWER [RECRUITER NAME])

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-XXXX. The time required to complete this information collection is estimated to average three 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.