OMB CONTROL NUMBER: 0584-XXXX
EXPIRATION DATE: XX/XX/XXXX

## **Attachment I.8 Second Phone Call Topics**

## **Instructions for Second Follow-Up Phone Call with State Contacts**

After sending the email containing the MOU template, follow up with a phone call to finalize the State's participation in the study, either at the time designated in previous interactions or within one week of sending the follow-up email.

## When you are speaking with the State contact, ask:

- 1. Do you have any questions about the MOU template that I sent?
- 2. Do you have any other questions about the study?
- 3. What are your thoughts about participating?
  - a. If State contact expresses concerns:
    - i. Probe as needed to determine why they do not want to participate
    - ii. Ask if there is something that can be done to solve the problem.
    - iii. If no solution is reached, thank them for their time and end the call.
  - b. If State agrees to participate:
    - i. Thank them for their participation
    - ii. Tell them we will follow up soon with an email containing additional details and a draft MOU.

**After the call**, email Melissa Mack and Jackie Kauff to let them know the outcome of the conversation.

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-xxxxx\*). Do not return the completed form to this address.