**APPENDIX H**

**Distributor Interview Scheduling Phone Script**

OMB Number: 0584-XXXX

Expiration Date: xx/xx/20xx

Hello, my name is [NAME] and I am calling to follow-up on the email you recently received from Cindy Long at the USDA (United States Department of Agriculture) Food and Nutrition Service (FNS) and Maria Boyle at Abt Associates. As the email stated, you have been selected to participate in the 2019 Farm to School Distributor Interview. These interviews are being conducted with a representative group of 20 food distributors to capture experiences with the process and challenges associated with providing local foods to schools. My firm, Abt Associates, has been hired by USDA/FNS to conduct this research.

The interview will ask questions about local foods you’ve supplied to school districts—topics such as local foods and how those are provided, procurement and supply chain practices and your overall farm to school experiences (if you’ve had them).

Did you receive the email about the study? [Note to interviewer: If no, verify the person is able to address the questions regarding local foods for schools and how they are provided, procurement and supply chain practices and overall farm to school experiences. If s/he is the correct person, verify correct email and let her/him know you will re-send the email and call in a couple days. If someone else is recommended, please record name, title, phone and email address.]

If yes, continue with script:

We expect this discussion will take about 60 minutes.

Prior to the interview, I will send you a confirmation email. Please feel free to include other colleagues to take part in the discussion. [IF NEEDED: During the interview we will ask you about a variety of subjects, including: how you define “local” food, facilitators and barriers to procurement and supply chain practices for local food, school districts’ demand for local foods, changes in your local food sales over time, methods of reporting on districts’ procurement of local foods, and information about your local food suppliers and customers.]

What is a good day and time for you over the next week to talk?

Thank you. I will send the email confirmation with an Outlook meeting invitation in just a moment. What is the best email address for you? I have [ \_\_\_\_\_\_\_\_\_].

Thank you so much. I look forward to speaking with you on [DATE] at [TIME].

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 4 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. 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-xxxx). Do not return the completed form to this address