

APPENDIX I

DISTRIBUTOR INTERVIEW CONFIRMATION EMAIL

Distributor Interview Confirmation Email

OMB Number: 0584-XXXX
Expiration Date: xx/xx/20xx



SUBJECT: Farm to School Distributor Interview Confirmation

Dear [DISTRIBUTOR NAME],

As we discussed on the phone, you were selected to participate in the 2019 Farm to School Distributor Interview, which is part of the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) *Farm to School Census and Comprehensive Review*. We very much look forward to speaking with you on [SCHEDULED TIME AND DATE].

You are one of a small group of food distributors who has been asked to share your industry knowledge and experience regarding the processes and challenges of using local supply chains and the effect of local food purchases. Through this research, we hope to gather critical feedback to inform future FNS farm to school policy decisions.

During the interview we 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). As I mentioned during our call, please invite other colleagues to participate in the discussion to cover areas you may not personally oversee, like procurement.

We greatly appreciate your support of this study and **look forward to speaking with you on [SCHEDULED DATE AND TIME]**. Please let us know if you have any questions prior to the interview or if you have not received the Outlook invite with the call-in information.

Best,

The Farm to School Study Team, Abt Associates

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