

APPENDIX S
CENSUS FOLLOW-UP TELEPHONE SCRIPT

Census Follow-up Telephone Script

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

Hello, my name is []. May I please speak with [____]?

IF NOT the person calling for answers: I work for Abt Associates, a research firm that is helping the U.S. Department of Agriculture Food and Nutrition Service (USDA/FNS) complete the 2019 Farm to School Census (2019 Census). When would be a good time to call back to speak with [____]? SET UP CALL BACK APPOINTMENT.

IF YES the person calling for answers:

Thank you for taking the time to talk with me today. I work for Abt Associates, a research firm that is helping The U.S. Department of Agriculture Food and Nutrition Service (USDA/FNS) complete the 2019 Farm to School Census (Census)!

We are calling because you have not yet completed the Census. Your SFA's personalized Census link was sent to you by email from Abt Associates at [insert sender email address]. Is that the correct email?

We would like to request your participation to ensure that the Census data is representative of all SFAs in the country. The Census will survey all public, charter, and private school food authorities (SFAs) that participate in the National School Lunch Program (NSLP) nationwide. It is important that all SFAs participate! The Census is for all SFAs, whether or not they participate in Farm to School activities.

If now is a good time, we can complete the Census over the phone. This interview will include questions about the farm to school activities in your school district and will take about 30 minutes to complete.

Is now a good time?

IF YES: CONTINUE TO CENSUS

IF NO: When would be a good time to call back?

SET UP CALL BACK APPOINTMENT.

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 3 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.