

Attachment E.5: Telephone Script for SFA Recruitment



Interviewer: Hello [SFA Contact Name] This is [Interviewer name]. I am following up from the email I sent you last week about the 2019-2022 Summer Electronic Benefit Transfer (EBT) Evaluation.

I am calling today to set up the one on one interview and discuss the role of the focus group liaison.

Your involvement is important to the success of the study. We are eager to learn more about best practices and challenges from the SFA perspective. We will need your help for the following data collection activities:

- 1) **In-person Interview:** We will conduct one in-person interview with you, as the person who has the most experience with Summer EBT implementation.
- 2) **Focus Group Liaison:** We will conduct focus groups with parents/caregivers of children participating in Summer EBT. We are hoping that you can serve as the liaison for the focus groups– you would help recruit focus group participants and coordinate with the Summer EBT grantee [NAME OF GRANTEE] and study team about the focus groups. You would work closely with Summer EBT participants in your area.

Can we schedule a time to interview you the week of [insert week of site visit]? Do you think you would be able to assist us as the focus group liaison as well? We are providing a \$250 honorarium as a token of our appreciation for efforts related to it.

Thank you very much for your time, we will send an email confirming the date and time of the interview.

The Food and Nutrition Service (FNS) is conducting this study to obtain information about the experiences of the Summer Electronic Benefit Transfer (EBT) Project by grantees, retailers, school districts and participants. Participation in this study is voluntary and the information collected will be used to understand how Summer EBT projects are implemented in varying settings. This study does not collect personally identifiable information. Information collected in this study will be kept private to the full extent permitted by law. 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 0584-0524. The time required to provide this information collection is estimated to average 5 minutes per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review 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: USDA/Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-0524) .