

OMB Control No: 0584-0524
Expiration Date: 12/31/2022

Appendix G: SNM Interview Recruitment Materials

School Nutrition Manager Telephone Interview: Email Invitation to School Nutrition Managers (for Years 1 and 2 Interviews)

Email subject line: Schedule E-STAR interview soon for \$20 gift card!



School Nutrition E-STAR Program

Enhanced * Strategies * Training * Action Plans * Resources

Workforce Development and Job Skills Training

Dear [SNM name],

Thank you for participating in the E-STAR training and evaluation. We are eager to hear about your experiences with E-STAR, and how your [first/second] year has gone.

We would like to schedule a 45-minute interview at your convenience to hear your thoughts. If you agree to be interviewed, you will receive a \$20 'thank you' gift card when you complete the interview. Your responses will be kept completely confidential.

Please **respond to this email or call [STUDY PHONE NUMBER]** to schedule your interview.

We look forward to hearing from you soon, and thank you for participating.

Sincerely,
Michelle Blocklin
Project Director
Evaluation of the Team Nutrition E-STAR Training Program
Abt Associates Inc.

This information is being collected to assist the Food and Nutrition Service in understanding the E-STAR training program as implemented. This is a voluntary collection and FNS will use the information to inform future iterations of E-STAR. This collection does not request any personally identifiable information under the Privacy Act of 1974. 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 complete this information collection is estimated to average 5 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 Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRA (0584-0524). Do not return the completed form to this address.