



Household Survey Recruitment Guide In-Person Survey

This guide is to be used by APEC IV recruiters when recruiting households to participate in the in-person household survey. Note that these are the same talking points found at the end of the household survey instrument, and the questions will be asked of selected participants (based on SFA) upon completion of the telephone survey.

1. You have to the option to participate in an additional follow up survey. The survey would ask you the same questions you were asked today, but it would be in person, at your home (or a location of our preference), instead of over the phone. We would also ask to see your income documentation if you have it. You would receive an additional \$40 Visa gift card for completing the in-person survey, plus an additional \$20 on the gift card for showing us your income verification. Are you interested in participating?

YES..... 1
NO..... 2 (GO TO 9)

2. Thank you. If you are selected, a member of the research team will contact you to schedule the appointment for the in person survey. I'd like to confirm your contact information. The address I have on file for you is (INSERT ADDRESS). Is that the best location to conduct the survey?

YES..... 1 (GO TO 4)
NO..... 2

3. Please provide an address for the interviewer to visit for the survey. This could be at your home, or a different location if you choose. If you need to change the address prior to the visit, that is ok, too.

ENTER ADDRESS LINE 1

ENTER ADDRESS LINE 2

ENTER CITY ENTER STATE ENTER ZIP CODE

4. I have your phone number as (INSERT PHONE NUMBER). Is that correct?

YES..... 1 (GO TO 6)
NO..... 2

5. Could you please give me a phone number where we can reach you?

ENTER PHONE NUMBER

6. What is another phone number where we may reach you?

ENTER PHONE NUMBER

7. We would also like to have an email address. Do you have an email address where we can contact you? (IF YES:) What is your email address?

YES, _____ 1
NO EMAIL ADDRESS GIVEN..... 2

8. Do you have any questions at this time?

YES [ANSWER QUESTIONS]..... 1
NO..... 2

9. **Thank you very much for participating in the National School Meals Study.**

Frequently Asked Questions

STUDY PURPOSE

The United States Department of Agriculture (USDA) is sponsoring this research study to learn about students and their households who participate in the school meal programs. The USDA wants to know more about how school meals are served and how schools determine household eligibility and report meal claims to the USDA. Your opinions and experiences are important to helping the USDA improve these programs.

WHY YOU WERE ASKED TO COMPLETE THE SURVEY TWICE

Historically, these surveys have been conducted in person. This year, however, we want to see if it is possible to conduct the survey over the telephone or Zoom. Asking you to complete the survey twice, once by telephone and once in person, allows us to compare the two survey methods and understand any challenges to doing the surveys by telephone or Zoom. This will help us decide how to do these surveys in the future.

WHO WOULD MEET YOU FOR AN IN-PERSON SURVEY

A survey interviewer who works for Westat will come either to your home or another nearby location of your choosing on the date and time you agree to. The interviewer will have an identification badge to confirm that she or he works for Westat.

BENEFITS TO SURVEY COMPLETION FOR A SECOND TIME IN PERSON

If you participate in the survey again for a second time in person, you will receive an additional \$40 OR \$60 depending on your level of participation. After you have completed the survey in person you can choose to receive payment through a Visa E-gift card or a mailed Visa gift card.

PROTECTING YOUR DATA

We are very serious about protecting your privacy to the full extent allowed by the law. The study is also reviewed and approved by an Institutional Review Board that is focused on protecting your rights and privacy and a study participant. All survey staff are required to sign a confidentiality agreement. This means they are prohibited from sharing or talking about your personal information to anyone other than authorized staff working on this research study.

Your answers will be combined with those of other participants nationwide. The study results and reports will be summarized in such a way that no individual family or child can ever be identified.

FOR MORE INFORMATION:

Please feel free to visit our study's website at <URL>. Note that the National School Meals Study (NSMS) is part of the larger APEC IV study on the national school lunch and breakfast programs. Therefore, you may see both names - APEC and NSMS - on the website.

You can also reach out to the NSMS team for more information by calling <TOLL FREE NUMBER> or emailing <EMAIL ADDRESS>.

This information is being collected to provide the Food and Nutrition Service with key information on the annual error rates and improper payments for the school meal programs. This is a voluntary collection and FNS will use the information to examine school meal error rates and inform future APEC studies. This collection requests 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 0584-0530. The time required to complete this information collection is estimated to average 0.167 hours (10 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