

**APPENDIX C17. (INSTRUMENT B1A)SFA DATA COLLECTION VISIT INITIAL CONTACT EMAIL**

OMB Number: 0584-0530 Expiration Date: XX/XX/XXXX
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Dear <<SFA CONTACT NAME>>,

Thank you again for participating in the fourth Access, Participation, Eligibility and Certification Study (APEC IV) series.

We are contacting you now to prepare for the in-person data collection visit at your SFA and sampled schools, which will take place between **[INSERT DATE] and [INSERT DATE]**.

We kindly request that you complete the attached SFA Pre-Visit Questionnaire (less than 25 questions), as well as a School Pre-Visit Questionnaire (with 10 questions) for each of your sampled schools.

The information provided in the questionnaires will help prepare the data collector for the visit and minimize your time burden on the day of the visit. The questionnaire also allows you to schedule the data collection visit for you and your sampled schools.\_

**The questionnaires are fillable PDF documents that you can edit and save as you work on them. Please save and complete the SFA Questionnaire, as well as one copy of the School Questionnaire for each of your sampled schools.**

As a reminder, listed below are the sampled schools from your SFA:

Non-CEP Schools (if applicable):

- <<Non CEP School Name>>
- <<Non CEP School Name>>
- <<Non CEP School Name>>
- <<Non CEP School Name>>

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CEP Schools (if applicable):

<< CEP School Name>>  
<< CEP School Name>>  
<< CEP School Name>>  
<< CEP School Name>>

**Please complete and return all questionnaires via email by [INSERT DATE] to [INSERT EMAIL].**

If you have any questions, or need technical assistance completing the fillable PDF, please feel free to contact the research team at [INSERT NUMBER] or email us at [INSERT EMAIL]

Thank you,

APEC IV Research Team

Attachments:

SFA Pre Data Collection Visit Questionnaire  
School Pre Data Collection Visit Questionnaire

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 0.0167 hours (1 minute) 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