

**APENDIX C18. (INSTRUMENT B1B) SFA DATA COLLECTION VISIT CONFIRMATION EMAIL**

OMB Number: 0584-0530  
Expiration Date:  
XX/XX/XXXX



Dear <<SFA CONTACT NAME>>,

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

This email confirms the following dates for your upcoming APEC IV data collection visit:

SFA Data Collection Visit: **[DAY, MONTH, DATE, YEAR at TIME]**

<<School Name>> Data Collection Visit: **[DAY, MONTH, DATE, YEAR at TIME]**

<<School Name>> Data Collection Visit: **[DAY, MONTH, DATE, YEAR at TIME]**

<<School Name>> Data Collection Visit: **[DAY, MONTH, DATE, YEAR at TIME]**

<<School Name>> Data Collection Visit: **[DAY, MONTH, DATE, YEAR at TIME]**

The data collector will send a reminder email one month and one week prior to the data collection visit. The email will include the data collector's contact information.

If you have any questions, please feel free to contact the research team at [INSERT NUMBER] or email us at [INSERT EMAIL]

Thank you,

The APEC IV Research Team

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

