

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.

My name is [DATA COLLECTOR NAME], and I will be the data collector for your SFA and school visits. My contact information is listed below.

This email serves as a friendly reminder of your upcoming APEC IV data collection visit on [DAY, MONTH, DATE, YEAR]. I will plan to arrive at 9AM, but please let me know if you would like me to arrive at a different time.

Additionally, this is a reminder that when I arrive I will request meal count and claiming data for October, 2023.

If you have any questions about your upcoming visit, please feel free to contact me directly, or the main research team at [INSERT NUMBER] or email us at [INSERT EMAIL].

Thank you,
[DATA COLLECTOR NAME]
[DATA COLLECTOR STUDY PHONE]
[DATA COLLECTOR STUDY EMAIL]

APPENDIX C19. (INSTRUMENT B2) SFA DATA COLLECTION VISIT REMINDER EMAIL

Notes to Data Collector:

- If there is arrival time information in the pre visit questionnaire, please use that information to override the standard line in the third paragraph, and include the arrival time they have requested.
- If the SFA will provide all data electronically, edit the reminder email to only refer to the school visit(s).
- For the one week reminder, if you have communicated with the SFA about an arrival time, please be sure to include that arrival time.
- Telephone follow-up may be necessary if you never hear back via email.

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 0.0835 hours (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