

**APPENDIX C20. (INSTRUMENT B5A) SCHOOL DATA COLLECTION VISIT
CONFIRMATION EMAIL**

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



Dear <<SCHOOL CONTACT NAME>> ,

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

This email confirms your upcoming APEC IV data collection visit on **[DAY, MONTH, DATE, YEAR at TIME]**, as scheduled by <<SFA NAME>>

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 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 0.0334 hours (2 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