

**APPENDIX C21a. (INSTRUMENT B6). SCHOOL DATA COLLECTION VISIT REMINDER  
EMAILS (1 Month)**

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



**ONE-MONTH REMINDER:**

Dear [SCHOOL CONTACT NAME] and [CAFETERIA MANAGER 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 visit. 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 [1 hour before first meal service], which is 1 hour before the first meal service. If you would prefer that I arrive at a different time, please let me know.**

I will need to meet briefly with [Cafeteria Manager Name] before the first meal service to go over logistics for my meal observation.

Also, please send me a copy of the breakfast and/or lunch menu(s) for the week/month of my visit so that I can begin planning for the meal observation. Please send the menu to me via email at [INSERT EMAIL] or via secure fax to my attention at [INSERT NUMBER]. Please include the SFA and School Name in the email or fax.

I kindly request that you send the menus to me no later than **[DATE 2 WEEKS PRIOR TO SCHOOL VISIT DATE]**.

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]

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Note to Data Collector: If there is arrival time information in your pre-visit form, please use that information to override the standard line in the third paragraph, and include the arrival time/school building opening time they have requested/provided.

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 0.5 hours (30 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