Appendix G - Scheduling confirmation email for research participant

This information is being collected to assist the Food and Nutrition Service (FNS) in developing materials used in the Team Nutrition initiative. This is a voluntary information collection. Under the Privacy Act of 1974 and the FNS System of Record Notice FNS-8, FNS Studies and Reports, any personally identifying information obtained will be kept private to the extent of the law. 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 0584-0524. The time required to complete this information collection is estimated to average 3 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 burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service. Office of Policy Support, 3101 Park Center Drive. Room 1014. Alexandria, VA 22302. ATTN:

Subject: CONFIRMED: CACFP Materials Feedback Interview

Dear [name],

Thank you again for signing up to give feedback on the free Child and Adult Care Food Program (CACFP) materials about feeding toddlers. Your interview has been scheduled for:

[date and time]

At the time of your interview, a member of the research team will call you at [phone number provided].

In order to participate in the interview, you first need to **complete the consent form by clicking here.**

You will receive the handout in the mail by [date] for you to **review before we speak**.

If you have any questions or concerns, you can email me or call/text 212-401-4895.

Sincerely,

[research team member]