Appendix I - Scheduling reminder 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 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 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: REMINDER: CACFP Feeding Toddlers Feedback Interview

Dear [participant name],

This is a reminder that you are scheduled to talk to a member of the research team on:

[date and time]

Please respond to this email to confirm that date and time still work for you.

During the 30-minute interview, you will have a chance to share your thoughts on the handouts you received in the mail. Please don't forget to **review them before the call.**

We will also text or email you a link to watch a few videos on your phone or computer during our call. **Please be sure to have access to a cell phone or computer.**

If you haven't done so already, please make sure to **complete the online consent form by clicking here [insert link]**. You cannot participate until you have completed your consent form.

After your interview, your site will receive a \$25 Visa gift card as reimbursement to cover any expenses you may have had.

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

Sincerely,

[research team member]