

## Appendix K.1. Recruitment Email for Concept Map Stakeholder Groups

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Dear [STAKEHOLDER'S NAME],

On behalf of the U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS), I am pleased to invite you to participate in an important Stakeholder Committee to address policies related to food security in Puerto Rico. FNS has hired Insight Policy Research (Insight) to conduct a study of household food security and well-being in Puerto Rico. The Stakeholder Committee will support Insight by providing expertise related to Puerto Rico's food system, the Nutrition Assistance Program (NAP), and/or policies that affect the effectiveness of NAP.

**What is this study about?** The purpose of this study is to measure food security in Puerto Rico and understand the social, economic, environmental, and policy-related factors that influence food security. The study will also examine policies and knowledge gaps related to Puerto Rico's NAP.

**What is the purpose of the Stakeholder Committee?** Participating stakeholders will contribute to developing a map of Puerto Rico's food system that describes points of resiliency and vulnerability to help policymakers improve the delivery and effectiveness of NAP. The committee will also help identify existing research gaps that should be filled to better serve the population.

**Why have you been selected?** One or more members of a Technical Working Group recommended you based on your experience in one or more of the following areas: human services (e.g., food banks, community action agencies); public agencies (e.g., human services, education, healthcare); advocacy organizations (e.g., neighborhood associations, civic groups, faith communities); private businesses (e.g., agribusiness, food retailers); and academia (e.g., nutritionists, economists, political scientists).

**What is the time commitment?** If you are willing and able to participate, we would ask you to participate in the following activities:

- ▶ Two 90-minute virtual meetings
- ▶ Review of background documents for each meeting (up to a 90-minute time commitment)
- ▶ An online assignment between the two meetings that will require approximately 60 minutes to complete

**How will you be compensated for your time?** We are pleased to offer an honorarium of \$50 per meeting (paid by check).

Please let us know if you are interested in being a member of this important committee. Your perspective will provide valuable insights to FNS on how to improve NAP and food security in Puerto Rico.

If you have questions about the study, please feel free to contact me, Claire Wilson, at [cwilson@insightpolicyresearch.com](mailto:cwilson@insightpolicyresearch.com) or Kristen Corey from USDA FNS at [Kristen.Corey@usda.gov](mailto:Kristen.Corey@usda.gov).

Thank you for your consideration. We look forward to hearing from you!

Claire Wilson, Ph.D.  
Insight Study Director

### **Public Burden Statement**

*This information is being collected to assist the Food and Nutrition Service (FNS) in understanding food security status and economic well-being among Puerto Rico residents. This is a voluntary collection. FNS will use the information as a baseline for future assessments of food security and the Nutrition Assistance Program, particularly in the context of natural disasters. This collection does not request 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-XXXX. The time required to complete this information collection is estimated to average 9 minutes per response, including the time for reviewing instructions 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, 1320 Braddock Place, Alexandria, VA 22314. ATTN: PRA (0584-XXXX). Do not return the completed form to this address.*