

## Appendix F.1. Concept Mapping Welcome and Scheduling Email

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Dear [STAKEHOLDER'S NAME],

Thank you for agreeing to participate in the U.S. Department of Agriculture's (USDA) Food and Nutrition Service's (FNS) *Puerto Rico Health and Well-Being Study*. Westat is the independent research firm FNS hired to conduct a study of household food security and well-being in Puerto Rico. The group concept mapping activity will support USDA aims related to Puerto Rico's food system, Puerto Rico Nutrition Assistance Program (NAP), and policies that influence the effectiveness of food and nutrition assistance programs.

Please use this scheduling form [link] to provide your availability for the first 90-minute virtual meeting between [month, day] and [month, day]. You will also be asked to indicate whether your primary (preferred) language is Spanish or English. If you are unable to access Google forms, please let us know, and we will contact you for your availability information. We will notify you of the date and time for the first meeting after all participants have provided their availability.

Please sign and return the attached informed consent form at your earliest convenience to Iliana Feliz, at [ifeliz@insightpolicyresearch.com](mailto:ifeliz@insightpolicyresearch.com).

We sincerely appreciate your participation and look forward to working with you!

Sincerely,  
[NAME]  
[Title]

### 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 0584-0674. The time required to read this information is estimated to average 10 minutes. 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 (0584-0674). Do not return the completed form to this address.*