



Food and Nutrition Service

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Food and Nutrition Service (FNS)

DATE: July 19, 2024

SUBJECT: Justification for change in recruitment material language for recruitment and data collection activities approved under OMB Control No: 0584-0698 “2024–2025 National School Foods Study”

The Food and Nutrition Service (FNS) is requesting non-substantive changes to the 2024–2025 National School Foods Study, approved under OMB Control No. 0584-0698; expiration date of June 30, 2027. Through this memorandum, we are requesting approval for the following non-substantive changes to the concept mapping and interview recruitment processes and materials:

1. Change the current sentence in the attached recruitment materials that reads, “Your participation vitally informs future policies for school meals and ensures the meals contribute to a healthier future for children” to read the following, “With better data comes better policy; we seek to collect data to fully understand the school food environment.”
2. Remove the paragraph on the study overview and point the reader to the attached study overview instead.

Change #1: Replace sentence about contributing to a healthier future for children with a sentence that focuses on collecting data to inform policy. We would like to replace the language about contributing to a healthier future for children with a sentence about collecting better data to inform policy. The shift to focusing on understanding the school food environment is more accurate and aims to capture the true intent of the study.

This change does not ask respondents to submit any new or additional documentation to FNS. The estimated time to read the recruitment materials is not impacted by the change.

Change #2: Remove the paragraph about the study overview on Appendix C19 and point the reader to the attached study overview instead. Removing the summary of the study details (and pointing the respondent to the attached study overview instead) allows for the emphasis of the visit date and time. There have been no changes made to the attached study overview (C03 Study Overview).

This change does not ask respondents to submit any new or additional documentation to FNS. The estimated time to read the recruitment materials is not impacted by the change.

If you have any questions regarding this request, please contact Jamia Franklin, FNS Information Collection Clearance Officer for the Food and Nutrition Service, Planning & Regulatory Affairs Office at (703) 305-2403.

Attachments:

- Revised recruitment materials to replace sentence in change #1:
 - o C07 SFA Dir Not Sta CN Dir (G1ab, G2ab, G3).docx
 - o C12 SFA Dir Recruit Adv Letter (G1ab, G2ab, G3)
 - o C13 Recru Call Script (G1ab,G2ab,G3,LOA,FOA)
 - o C19 Princ Intro Email to Schools (G2ab, G3)
 - o C20 SNM Intro Email (G2ab, G3)
 - o C23 Pre-Visit Reminder Email (G2ab, G3)
 - o D06 Household Brochure - Eng (G2ab)
 - o D07 Household Brochure - Sp (G2ab)
 - o E04_E16 SFA Dir Recruit Adv Let (OA, FULL_LTD)
 - o E06 Principal Intro Letter to Schools (FOA)
 - o E07 SNM Introduction Letter (FOA)
 - o F01.09 SFPS SFA YE FU Surv Inv (G1ab)
 - o F03.02 SFA Dir Advance Letter_Email (G1c)
 - o F03.03 SFA Dir Princ Em Inv (G1ab, G2a, G3)
 - o F03.04. SFA Dir Survey Invite (G1c)
 - o F03.05 SFA Dir(G1abc,G2a,G3) PrinFUP(G2a,G3)
 - o F03.06 SFA DirSurv RemScript (G1abc,G2a,G3)
- Revised recruitment materials to include edits described under change #2:
 - o C19 Princ Intro Email to Schools (G2ab, G3)
- Attached for reference, no edits
 - o C03 Study Overview (1A, 1B, 2A, 2B, and 3)