



Appendix E10. Reminder Email to Schedule LEA Calls on Household Applications

Subject: Reminder – Call to Discuss Household Applications for the IRA Study

Dear [LEA RESPONDENT NAMES]:

We recently sent you an email to schedule a telephone call with you regarding the collection of household applications for school meal benefits. This is part of the U.S. Department of Agriculture’s (USDA’s) Food and Nutrition Service (FNS) *IRA Study*.

We would like to schedule a call with you as soon as possible to discuss options for securely transmitting a sample of household applications for [SCHOOL YEAR 1] AND [SCHOOL YEAR 2] to Westat. Our study team will review the applications from these LEAs to help assess the effectiveness of the IRA process at reducing certification error, and will report the results at the aggregate level (i.e., without identifying individual LEAs).

Your participation in this survey is completely voluntary; however, the law governing the school meal programs requires *organizations* participating in the programs to cooperate in studies such as the *IRA Study*. Please know that your responses will be kept private as required by law.

In the tables below, please provide us with the contact information of the staff who plan to attend the discussion and let us know what times work best for you and your team.

The following staff will attend the discussion:	
Staff Name	Email

During which dates and times below are you and your staff available? Select all possible times.								
	DATE							
9:00 AM -10:30 AM EST								
1:00 PM – 2:30 PM EST								

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 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and

We will email you the meeting invitation and dial-in details for this discussion prior to the call. Please email us at [study email] or call [study phone number] if you have questions.

Your partnership matters to us! We look forward to receiving your valuable input.

Thank you,

The IRA Study Team
Westat