

## Appendix B: Recruitment Letters and Consent Forms



United States  
Department of  
Agriculture

JUL 30 2009

Food and  
Nutrition  
Service

3101 Park  
Center Drive

Alexandria, VA  
22302-1500

Ms. Phyllis Bramson-Paul  
Director  
California Department of Education  
Nutrition Services Division  
1430 N Street, Suite 1500  
Sacramento, CA 95814

Dear Ms. Bramson-Paul:

The Food and Nutrition Service (FNS) has recently contracted with Abt Associates Inc. to conduct an **Evaluation of the Fresh Fruit and Vegetable Program**. This evaluation was mandated by Congress in section 4304 of the Farm Bill (P.L. 110-234) which amended the Richard B. Russell National School Lunch Act (NSLA) by adding section 19, the *Fresh Fruit and Vegetable Program* (FFVP). The objective of this study, as specified in the authorizing legislation, is “a determination as to whether children experienced, as a result of participating in the program

- (A) increased consumption of fruits and vegetables;
- (B) other dietary changes, such as decreased consumption of less nutritious foods; and
- (C) such other outcomes as are considered appropriate by the Secretary.”

To accomplish this, we have randomly selected a national sample of 16 States to participate in the evaluation. Within States, we will be comparing outcomes for schools just above, and just below, the State’s cutoff for participation in the program, which is based on the percentage of children in a school that are approved for free and reduced-price meals.

We will be recruiting schools to participate in the study between October 2009 and February 2010. The data collection will begin in March 2010 and be completed by the end of the school year. The report on the evaluation findings is due to Congress by September 30, 2011.

We need your help in making this a successful study. Initially, we need to determine the process your State follows in selecting elementary schools to participate from among all the elementary schools that applied to participate in the FFVP. We also need a list of ***all of the elementary schools that applied to participate*** in the program in SY 2009-10 ranked by the criteria that were used to select participating schools and the name of the lowest ranked school that was selected to participate. This list will be used to select the sample of schools for the evaluation (see attached data request). Following our selection of the sample schools, we will get back to you with a list of the schools that have been selected. At that point, we will request that you contact sampled SFAs to notify them of their selection and to encourage their participation and also provide us with contact information for both the SFAs and schools. Similar to the School Nutrition Dietary Assessment (SNDA) studies, all of the data collected from interviews will be aggregated and responses will not identify specific States, districts, schools, or individuals (see attached confidentiality statement).

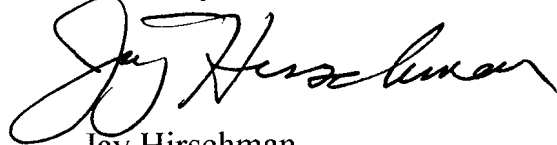
The study design also involves a brief, 20-minute web survey with all State CN directors (in the 50 States, D.C., Puerto Rico, Guam and the Virgin Islands) to better understand the FFVP application and selection process. We will contact you concerning this survey once we have OMB clearance, expected in February 2010.

Ms. Bramson-Paul

Page 2

A senior member of the Abt Associates project team will be contacting you in the coming weeks to provide you with more information about the evaluation and answer your questions. Thank you in advance for your assistance in this important study. In the meantime, if you have any questions regarding the project, feel free to contact Tracy Palmer, the Project Officer at (703) 305-2126 or via email at [Tracy.Palmer@fns.usda.gov](mailto:Tracy.Palmer@fns.usda.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Jay Hirschman". The signature is fluid and cursive, with the first name "Jay" being particularly prominent.

Jay Hirschman

Director

Special Nutrition Staff

Office of Research and Analysis

Food and Nutrition Service

U.S. Department of Agriculture

Attachments

cc: Cynthia Long, CND

## Fresh Fruit and Vegetable Program Evaluation

### Data Request: List of FFVP Applicant Schools for SY 2009-2010

Estimating the impact of the Fresh Fruit and Vegetable Program will involve comparing the experiences of students in schools participating in the program with the experiences of students in schools that are not participating in the program. Schools selected to participate in the study will be those schools just above, and just below, your State's cutoff for FFVP participation.

In order to select schools for the evaluation we need a list of *all of the elementary schools<sup>1</sup> that applied to participate* in the program in SY 2009-10, including both schools that were selected to participate in the program and those who were not selected.

#### ***Information Needed for Each Applicant School***

1. School Name
2. School District Name
3. SFA Director Name<sup>2</sup>
4. SFA Director Contact Information (address, phone, e-mail)<sup>2</sup>
5. Percent students in school approved for free/reduced price meals
6. School score or ranking used to select schools to participate in the program (if not the same as #5, above)
7. School selected to participate in FFVP (1=yes, 2=no)

#### ***File Format***

We would like an electronic file containing the requested information. Either a Word or Excel file would be preferable, but we can accommodate other formats upon request.

In order to complete study activities on schedule, we need this list by September 11, 2009.

***Thank you for your assistance.***

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<sup>1</sup> If your State allowed some secondary schools to apply for the program this year, please exclude these schools from the list.

<sup>2</sup> If this information is difficult to provide for *all* applicant schools, you may wait to provide this information until we have selected the schools in your State to participate in the study.

## Food and Nutrition Service Evaluation of the Fresh Fruit and Vegetable Program Confidentiality of Data

The evaluation of the Fresh Fruit and Vegetable Program (FFVP) will collect data from State Child Nutrition Directors, School Food Authority (SFA) Directors, school principals, school food service managers, teachers, students, and parents. All respondents will be informed that their participation in the study is voluntary and that they can refuse to answer any questions and stop the interview at any time. They will also be informed that their answers will be kept confidential to the fullest extent permitted by law and their names will not be identified with any answers they provide.

The analyses and reports prepared for the study will present results for the United States as a whole. States participating in the evaluation may be listed in reports, but no separate analyses will be reported for individual States. All data collected from States, SFAs, schools, and households will be aggregated and thus it will not be possible to identify specific States, districts, schools, or individuals. In addition, all data files that result from this study will not contain any identifiers that would make it possible for specific States, SFAs, schools, and households to be identified. Further, we do not anticipate including any characteristic that would allow identification of the entity.

TEXT FOR E-MAIL MESSAGE. SEND TO CN DIRECTOR; CC FFVP CONTACT

Dear \_\_\_\_\_ :

Thank you for providing the data to allow us to select the schools in your State to participate in the Food and Nutrition Service **Evaluation of the Fresh Fruit and Vegetable Program (FFVP)**. Based on the list that you provided of all of the elementary schools that applied to participate in the program in SY 2009-10 we have selected the following schools to be in the study sample:

**Schools Participating in the FFVP**

<u>School Name</u>	<u>District Name</u>
School Name 1	SFA 1 Name
School Name n	SFA n Name

**Schools Not Participating in the FFVP**

<u>School Name</u>	<u>District Name</u>
School Name 1	SFA 1 Name
School Name n	SFA n Name

As we discussed, we will be recruiting schools to participate in the study between October 2009 and February 2010. We would greatly appreciate it if you would now:

- Provide us with information about the grade range and student enrollment in the selected schools. We need to make sure that the school has sufficient enrollment in grades 4-6 for the study sample. If you could e-mail this as soon as is convenient, we would appreciate it.
- Notify the SFA director of the sampled schools in their district, once we confirm that all schools are eligible for the study
- Encourage district participation in the study. The attachments to this letter include additional details about the study to assist you in notifying the SFAs.
- Let us know when you have contacted the SFA Directors so that we can send them information about the study and call them to secure their cooperation.
- Send us contact information for the SFA Director and, if possible, the school principal of the selected schools.

We appreciate how busy school schedules are and have worked to minimize the burden on participating schools and districts. Data collection in the schools will begin in March 2010 and be completed by the end of the school year. In each school and district included in the study, we will:

- Select a sample of 30 children in each school across grades 4, 5, and 6. We will have these students complete a 24-hour food diary with the assistance of a trained data collector.

- Ask the school food service manager, and selected teachers and parents to complete brief surveys.
- Ask SFA directors and school principals to complete web surveys about how the FFVP operates in their schools.

Finally, we will be randomly selecting an additional sample of schools and SFAs to complete the web surveys on FFVP operations. We will get back in touch with you sometime after the first of the year to let you know which schools/SFAs were selected.

If you have any questions, please feel free to contact us. Susan Bartlett can be reached at (617) 349-2799 or via email at [susan\\_bartlett@abtassoc.com](mailto:susan_bartlett@abtassoc.com). Pat McKinney can be reached at (540) 868-9977 or via e-mail at [mpatmckinney@verizon.net](mailto:mpatmckinney@verizon.net)

Again, thanks for your help in making this a successful study.

Susan Bartlett  
Project Director

Pat McKinney  
State Liaison



**Abt Associates Inc.**

DATE, 2009

SFA Director  
[Address here]

Dear \_\_\_\_\_ :

The Food and Nutrition Service (FNS) has recently contracted with Abt Associates Inc. to conduct an **Evaluation of the Fresh Fruit and Vegetable Program (FFVP)**. This evaluation was mandated by Congress with the objectives of:

- Estimating program impacts on participating students, including whether children experience increased consumption of fruits and vegetables and decreased consumption of less nutritious foods; and
- Examining how the Fresh Fruit and Vegetable Program is currently being implemented.

To accomplish this, we randomly selected a national sample of 16 States to participate in the evaluation. Within States, we selected some schools that are participating in the FFVP and some schools that are not participating in the program. Selected schools are comparable and will allow us to examine the effectiveness of the FFVP. After reviewing all of the schools that applied to participate in the FFVP in SY 2009-2010, we have selected the following school(s) in your district to be part of the study:

School Name 1

- 
- 

School Name n

The school(s) in your district are among only 256 schools across the country selected to be in the FFVP study. As indicated in the enclosed brochure, we need your help in making this a successful study. We hope that you will agree to participate in this study and help us secure the necessary approvals from the school principal(s) and the district's superintendent of schools.



Data collection in the schools will begin in March 2010 and be completed by the end of the school year. In each school and district included in the study, we will:

- Randomly select a sample of 30 children in each school across grades 4, 5, and 6. We will have these students complete a 24-hour food diary with the assistance of a trained data collector.
- Ask the school food service manager, 3 classroom teachers, and selected parents to complete brief surveys.
- Ask you and the school principal(s) to complete web surveys about how the FFVP operates in your schools.

Finally, we may be asking additional schools in your SFA to complete a web survey on FFVP operations; we will let you know about this in a few months. The report on the study findings is due to Congress on September 30, 2011.

A senior member of the Abt Associates project team will be contacting you in the coming weeks to provide you with more information about the evaluation and answer your questions. Thank you in advance for your assistance in this important study. In the meantime, if you have any questions regarding the project, feel free to call me at (617) 349-2799 or via email at [Susan\\_Bartlett@abtassoc.com](mailto:Susan_Bartlett@abtassoc.com). You may also contact Tracy Palmer, the FNS Project Officer, at (703) 305-2126 or via email at [Tracy.Palmer@fns.usda.gov](mailto:Tracy.Palmer@fns.usda.gov).

Sincerely,

Susan Bartlett  
Abt Associates Inc.  
Project Director  
Evaluation of the Fresh Fruit and Vegetable Program



**Abt Associates Inc.**

DATE, 2009

Principal's Name  
[Address here]

Dear \_\_\_\_\_ :

The Food and Nutrition Service (FNS) has recently contracted with Abt Associates Inc. to conduct an **Evaluation of the Fresh Fruit and Vegetable Program (FFVP)**. This evaluation was mandated by Congress with the objectives of:

- Estimating program impacts on participating students, including whether children experience increased consumption of fruits and vegetables and decreased consumption of less nutritious foods; and
- Examining how the Fresh Fruit and Vegetable Program is currently being implemented.

To accomplish this, we randomly selected a national sample of 16 States to participate in the evaluation. Within States, we selected some schools that are participating in the FFVP and some schools that are not participating in the program. Selected schools are comparable and will allow us to examine the effectiveness of the FFVP. After reviewing all of the schools that applied to participate in the FFVP in SY 2009-2010, **[School Name]** was selected to be part of the evaluation.

**[School Name]** is among only 256 schools across the country selected to be in the study. As indicated in the enclosed brochure, we need your help in making this a successful study. Both **[SFA Director's Name]**, **[School District's Name]** food service director, and **[District Superintendent]**, district superintendent, have agreed to be part of the FFVP study, but of course we need your approval before we can move forward. We hope that you will agree to participate in this important study.

The data collection will begin in March 2010 and be completed by the end of the school year. In each school included in the study, we will:

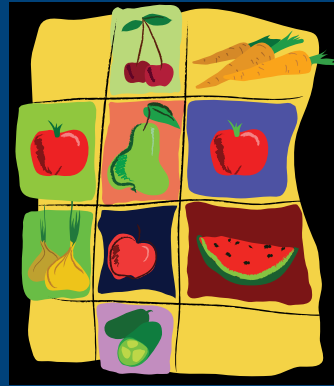
- Randomly select a sample of 30 children across grades 4, 5, and 6. We will have these students complete a 24-hour food diary with the assistance of a trained data collector.
- Ask the school food service manager, 3 classroom teachers, and selected parents to complete brief surveys.
- Ask you to complete a web survey about how the FFVP operates in your school.

The report on the evaluation findings is due to Congress on September 30, 2011.

A senior member of the Abt Associates project team will be contacting you to provide you with more information about the evaluation and answer your questions. Thank you in advance for your assistance in this important study. In the meantime, if you have any questions regarding the project, feel free to call me at (617) 349-2799 or via email at [Susan\\_Bartlett@abtassoc.com](mailto:Susan_Bartlett@abtassoc.com). You may also contact Tracy Palmer, the FNS Project Officer, at (703) 305-2126 or via email at [Tracy.Palmer@fns.usda.gov](mailto:Tracy.Palmer@fns.usda.gov).

Sincerely,

Susan Bartlett  
Abt Associates Inc.  
Project Director  
Evaluation of the Fresh Fruit and Vegetable Program



# USDA Fresh Fruit and Vegetable Program

**Congress wants to  
know if the program  
is working.**

**Abt Associates is conducting  
an Evaluation of the Fresh  
Fruit and Vegetable Program  
for USDA to help answer  
Congress' questions.**

**QUESTIONS?  
INTERESTED?  
CONTACT:**

**Susan Bartlett  
Abt Associates Inc.  
617-349-2799  
susan\_bartlett@abtassoc.com**

or

**Tracy Palmer  
USDA  
Food and Nutrition Service  
703-305-2126  
Tracy.Palmer@fns.usda.gov**



**Please Help Us to  
Evaluate the Program**



Public reporting burden for this collection of information is estimated to vary from 3 to 75 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. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Research and Analysis, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-xxxx\*).



## We need your help to make this study a success!

We would like to visit one or more schools in your district to learn how the program works and what children are eating.

### What's involved?

#### In each school, we would:

- Ask 30 students across grades 4-6 to keep a food diary for one day and then review the diary with a trained data collector.
- Ask their parents to complete a short survey about their satisfaction with the program.
- Have 3 teachers complete a short survey on program satisfaction.
- Conduct a brief interview with the school food service manager and observe the school food environment.
- Ask School Food Authority directors and school principals to complete a web survey about how the program operates.



### About the project:

USDA's Fresh Fruit and Vegetable Program provides children with free fresh fruits and vegetables while in school. The program aims to create healthier school environments and increase children's consumption of fruits and vegetables in order to improve their diets and health.

The Food and Nutrition Service wants to understand how the program operates in schools across the country. They also want to understand the

program's effect on children's diets, including the consumption of fresh fruits and vegetables and other food choices.





# USDA Fresh Fruit and Vegetable Program

## USDA Food and Nutrition Service Fresh Fruit and Vegetable Program Evaluation

### STUDY OVERVIEW

The Food and Nutrition Service (FNS) has recently contracted with Abt Associates Inc. to conduct an Evaluation of the Fresh Fruit and Vegetable Program (FFVP). This evaluation was mandated by Congress with the objectives of:

- Estimating program impacts on participating students, including whether children experience increased consumption of fruits and vegetables and decreased consumption of less nutritious foods; and
- Examining how the Fresh Fruit and Vegetable Program is currently being implemented.

To accomplish these objectives, Abt Associates randomly selected a national sample of 16 States to participate in the evaluation. Within States, we selected some schools that are participating in the FFVP and some schools that are not participating in the program. Selected schools are comparable and will allow us to examine the effectiveness of the FFVP.

Data collection will begin in March 2010 and be completed by the end of the school year. We are working to minimize the burden on participating schools and districts. In each school and district included in the study, we will:

- Randomly select a sample of 30 children in each school across grades 4, 5, and 6. We will have these students complete a 24-hour food diary with the assistance of a trained data collector.
- Ask the school food service manager, 3 classroom teachers, and selected parents to complete brief surveys.
- Ask School Food Authority (SFA) directors and school principal(s) to complete web surveys about how the FFVP operates in their schools.

Finally, we will be selecting an additional sample of schools and SFAs to complete the web surveys on FFVP operations. These schools will be randomly selected from lists States provided of all schools participating in the FFVP.

The report on the study findings is due to Congress on September 30, 2011.



Abt Associates Inc.  
55 Wheeler Street, Cambridge, MA 02138  
Susan Bartlett  
617-349-2799





# USDA Fresh Fruit and Vegetable Program

## Evaluation of the Fresh Fruit and Vegetable Program

### FREQUENTLY ASKED QUESTIONS

#### How were school districts and schools selected?

In each State, we selected a sample of schools half of whom are participating in the Fresh Fruit and Vegetable Program (FFVP) and half of whom are not currently participating in the program. Schools sampled for the study are similar along the measures that each State used to select schools to participate in the FFVP. In some States this means that the sampled schools have a similar percentage of students approved for free/reduced price meals. In other States, this means that selected schools have similar scores on their FFVP applications.

#### How will you select children to be in the study?

We will randomly select one classroom in each of grades 4, 5, and 6 then select a random sample of 10 children in each of these classrooms, for a total of 30 children in the school. If the school does not include 5th or 6th grade, we will sample all students from the 4<sup>th</sup> grade.

#### How will you collect information about what kids are eating?

Kids will be taught how to complete a diary that records what they eat both in and out of school. They will keep the diary for one day, and the next day a trained data collector will meet with them in school to go over the diary entries. Two or three children will be asked to keep a diary for a second day during the following week.

#### Don't you need parents' permission before talking to their children?

Yes. We will work out procedures for obtaining parents' permission. Typically, we follow procedures that the school already has in place for getting parents to sign consent forms. We will not include any child in the study for whom we do not have a signed consent form.

#### How can you expect very young children to keep a food diary?

Very young children will be excluded from the study. We will include only children in grades 4, 5, and 6.

#### Will teachers or school administrators have to do anything?

Yes. However, we are working to minimize the burden on school staff.

- We will conduct a brief interview with the school food service manager to collect information on the foods served during the day students are keeping diaries. We will also ask managers a few questions concerning their satisfaction with the FFVP.
- Teachers in 3 classrooms will distribute and collect parental consent forms and be asked to complete a very brief questionnaire dealing with satisfaction with the FFVP.
- Principals in each school will be asked to complete a web survey that describes how the FFVP operates in their schools.
- We anticipate that the principal will designate someone in the school to coordinate the data collection from students. We will provide a \$100 honorarium for this person to help with these activities.

#### How long will it take to collect data in each school?

We will spend 20 hours in each school, over a three day period, distributing the diaries and reviewing them with students and conducting the other surveys. In addition, we will spend 4 hours the following week reviewing the diaries of the two or three students who are asked to keep a diary for a second day.

*Continued*

### **How much time will school food service managers need to spend answering questions?**

They will be asked to describe the foods served in the school at lunch on one day, and at breakfast on the following day, including portion sizes of the foods served to students. They will also be asked what fresh fruits and vegetables are served at the FFVP program on the first day. Then they will be asked a few questions about what they think about the FFVP. The length of time will vary by the complexity of the menu and the number of choices available to students, but on average, we expect the whole interview should take about 15 minutes.

### **Your brochure mentioned that you will be observing the school food environment. What does that involve? Will observers need to have access to the kitchen?**

On the day that the diaries are distributed data collectors will observe the area where the FFVP is served, and in schools without the FFVP, the area where any free snack program is served. In all schools the data collectors will also observe a lunch service. Data collectors will need some access to the serving area to conduct observations of the foods available to students, and what students take. The observers will be taking some photographs of the food. No children will be photographed. They will also observe the seating areas and take note of what competitive foods are offered.

### **What will be done with the information collected from the schools and from the students and their parents? Who will see the answers?**

The information from the individual schools in your district will be combined with information from other schools in the study. No one at USDA or any place else will see information from your school(s) in a format that will allow your school(s) to be identified. Only Abt Associates staff and their partners will have access to this information and all staff working on the project must sign an oath of confidentiality.

### **How can I get results of the study? Where will the results be presented?**

The final study report is due to Congress in September 2011. Once final, the report and executive summary will be available on the FNS website.

### **If I have questions, who can I contact?**

Susan Bartlett  
Abt Associates Inc.  
617-349-2799  
susan\_bartlett@abtassoc.com  
or  
Tracy Palmer  
USDA  
Food and Nutrition Service  
703-305-2126  
Tracy.Palmer@fns.usda.gov



Abt Associates Inc.  
55 Wheeler Street  
Cambridge, MA 02138





***Fresh Fruit and Vegetable Program Study***  
**Parent Permission Form**

Dear Parent,

We would like you to allow your child to fill out a food diary and complete an interview to review the food diary as part of a study at your school. The food diary will be brought home by your child sometime in the next few weeks. You will be asked to help your child with this diary. You will also be asked to fill out a few questions by yourself.

- Please read the next page to learn about the study and the diary and survey that we would like you and your child to complete.
- Filling out the diary and survey are voluntary. There will not be any penalties for you or your child if you decide not to allow your child to be in the study.
- If you have any questions about the study, please call Susan Bartlett, the Abt Study Director, at 617-349-2799 (toll call).
- If you agree to allow you and your child to be in the study, please sign below. If you do not agree, you do not need to sign the form.

Thank you.

Susan Bartlett  
Study Director

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By signing this form, I agree to allow my child to take part in this study being held at the school.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Child's Name

\_\_\_\_\_  
Child's Grade in School

\_\_\_\_\_  
Gender (Male or Female)



Institutional Review Board

Approval Date: 9/11/09

Expiration Date: 9/10/10

IRB#: 0442



## ***Fresh Fruit and Vegetable Program Study*** **Information about the Study for Parents and Students**

### **What is the Purpose of the Study?**

The U.S. Department of Agriculture is funding a study to learn how schools implement the Fresh Fruit and Vegetable Program and how the program impacts students' diets compared to students at schools without the program. Abt Associates Inc, a research company in Cambridge, Massachusetts was hired to conduct the study.

### **What does it Mean to Participate in the Study?**

There will be a drawing of all students (whose parents have given permission) to fill out a food record diary to keep track of what they eat for one day. We will choose 24 to 36 students from the upper grade levels to take home and fill out the food diary. If chosen, each student will be given instructions orally and in writing by a member of the Abt study team on how to fill out the food diary. With parent help, students will be asked to write down all the foods and beverages s/he consumes for one day. Each student will be given a free set of measuring cups to take home to help estimate the amounts eaten. The measuring cups will be yours to keep. The following day, each student will have an individual appointment with a trained data collector. The list of foods and beverages will be reviewed and additional questions may be asked of students to provide more details on what was consumed. Also, students will be asked to complete a brief survey that will ask some questions about themselves and about how often they participate in the Fresh Fruit and Vegetable Program and what they like or dislike about the program. The student interview will take about 25 minutes to complete.

Parents will be asked to help students with the food diary as well as answer some brief questions themselves about the Fresh Fruit and Vegetable Program, such as what they like or dislike about the program. The parent questionnaire will take a few minutes to complete.

Students that return completed diaries to school will receive a gift worth \$5 as reimbursement for the time associated with being in the study. A small number of students will be asked to record their food and beverage intake for a second day and be given a gift worth \$2.50 for returning a completed record.

### **What are the Risks and Benefits?**

Completing the questionnaires is voluntary. There are no penalties for refusing to participate. Students are not required to be in study in order to continue to be in any school program. Being part of this study will not hurt students or parents in any way. If any parent or student feels uncomfortable at any time during the study, they may decide not to participate.

### **Will it be Confidential?**

Confidentiality will be protected to the extent provided by law. The names of students and parents will never be written in any report or given to anyone other than the study team. Teachers, school staff, program staff and parents will not be allowed to see any of the information from the questionnaires.

### **What if I Have Questions?**

If you have any questions about the study, please contact Susan Bartlett, Abt Study Director, at 617-349-2799 (toll call). For questions about your rights or your child's rights, please call Teresa Doksum, IRB Administrator, at Abt at 617-349-2896 (toll call). Thank you.

\*\*\*\*\*

We would like your permission for your child and you to fill the study questionnaires and ask that you complete and sign the attached Parent Permission Form to give your permission. Please have your child sign the Student Assent Form agreeing to take part in the study.



## *Fresh Fruit and Vegetable Program Study*

Formulario de Permiso de los Padres

Estimados Padres,

Nos gustaría que permitiera que su hijo llene un diario de comida y completa una entrevista para revisar el diario de alimentos como parte de un estudio en su escuela. El diario de alimentos será llevado a casa por su hijo en las próximas semanas. A usted se le pedirá ayudar a su hijo con este diario. También se le pedirá que llene unas preguntas por si mismo.

- Por favor, lea la página siguiente para aprender sobre el estudio, el diario, y la encuesta que nos gustaría que usted y su niño completaran.
- Llenar el diario y la encuesta es voluntario. No habrá sanciones para usted o su hijo si usted decide no permitir que su hijo participe en el estudio.
- Si usted tiene alguna pregunta sobre el estudio, por favor llame a Susan Bartlett, la directora del estudio Abt, al 617-349-2799 (llamada al costo).
- Si usted está de acuerdo de permitir que su hijo y usted participen en el estudio, por favor firme abajo. Si usted no está de acuerdo, no es necesario firmar el formulario.

Gracias.

Susan Bartlett

Director de Estudio

---

Al firmar este formulario, estoy de acuerdo en permitir que mi hijo participe en este estudio, que toma parte en la escuela.

\_\_\_\_\_  
Firma de Padre/Tutor

\_\_\_\_\_  
Escriba nombre de Padre/Tutor

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Escriba nombre de hijo/a

\_\_\_\_\_  
Grado en la escuela de hijo/a

\_\_\_\_\_  
Género (Hombre o Mujer)



## ***Fresh Fruit and Vegetable Program Study***

Información sobre el estudio para padres y estudiantes

### **¿Cual es el propósito del estudio?**

El Departamento de Agricultura de EE.UU. está financiando un estudio para saber cómo escuelas aplican el programa ***Fresh Fruit and Vegetable*** y como el programa impacta la dieta de los estudiantes en comparación con estudiantes de las escuelas sin el programa. Abt Associates Inc, una compañía de investigación en Cambridge, Massachusetts, fue contratado para realizar el estudio.

### **¿Que significa participar en el estudio?**

Habrà un sorteo de todos los estudiantes (cuyos padres han dado su permiso) para llenar un diario de alimentos para hacer un seguimiento de lo que comen durante un día. Vamos a elegir 24 a 36 estudiantes de los niveles de grado superior para llevar a casa y llenar el diario de comida. Si fueran elegidos, cada estudiante se le darà las instrucciones verbalmente y por escrito por un miembro del equipo de estudio Abt sobre cómo llenar el diario de comida. Con la ayuda de los padres, los estudiantes se les pedirán que anote todos los alimentos y bebidas que consume durante un día. Cada estudiante recibirá un conjunto gratuito de tazas de medir para llevar a casa para ayudar a estimar las cantidades consumidas. Las tazas de medida será tuyo para siempre. Al día siguiente, cada estudiante tendrá una cita individual con un colector de datos entrenado. La lista de alimentos y bebidas se revisarán y otras preguntas se les pueden hacer de los estudiantes de proporciones más detalladas sobre lo que se consumía. También, los estudiantes se les pedirá que completen una breve encuesta que le hará algunas preguntas acerca de sí mismos y sobre la frecuencia con que participan en el programa Fresh Fruit and Vegetable y/o que le gusta o disgusta sobre el programa. La entrevista con el estudiante se llevará unos 25 minutos para completar.

A los padres se les pedirá ayudar a los estudiantes con el diario de los alimentos, así como responder a algunas preguntas breves sobre el programa Fresh Fruit and Vegetable, como lo que le gusta o disgusta sobre el programa. El cuestionario de los padres se toma unos minutos para completar.

Los estudiantes que regresen completado el diario a la escuela recibirán un regalo valorado en \$5 en concepto de reembolso por el tiempo asociado con estar en el estudio. Un pequeño número de estudiantes se les pedirá grabar su comida de alimentos y bebidas por el segundo día y recibir un regalo por valor de \$2.50 por devolver un registro completado.

### **¿Cuales son los riesgos y los beneficios?**

Completar los cuestionarios es voluntario. No hay sanciones por negarse a participar. Los estudiantes no están obligados a estar en el estudio con el fin de seguir participando en cualquier otro programa de la escuela. Ser parte de este estudio no afectará a los estudiantes o a los padres de cualquier manera. Si algún padre o estudiante se siente incómodo en cualquier momento durante el estudio, puede decidir no participar.

### **¿Será confidencial?**

La confidencialidad será protegida en la medida prevista por la ley. Los nombres de los estudiantes y los padres nunca se escribirán en cualquier informe o entregar a cualquier persona que no sea del

equipo de estudio. Los maestros, personal escolar, personal del programa y los padres no podrán ver ninguna información de los cuestionarios.

**¿Y si tengo preguntas?**

Si usted tiene alguna pregunta sobre el estudio, por favor contacte a Susan Bartlett, Abt Director del estudio, al 617-349-2799 (llamada al costo). Para preguntas acerca de sus derechos o los derechos de su hijo, por favor llame a Teresa Doksum, IRB Administrador, en ABT al 617-349-2896 (llamada al costo). Gracias.

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Queremos su autorización para que usted y su hijo llene los cuestionarios del estudio y le pedimos que complete y firme el formulario principal para dar su permiso. Por favor pídale a su hijo firmar el formulario de dictamen conforme del estudiante de acuerdo a participar en el estudio.



***Fresh Fruit and Vegetable Program Study***  
**Parent Reminder Letter**

Dear Parent,

We have not yet received your signed Parent Permission Form for your child's participation in the Fresh Fruit and Vegetable Program Study that we sent home with your child [EARLIER THIS WEEK/LATE LAST WEEK]. We hope to be able to include your child in the study but will not be able to do so without your signed permission form.

We hope that you will take a few moments to read the Parent Permission Form, sign it, and send it back to school with your child so your child can be included in the study. If you do not agree to allow your child and yourself to be in the study, you do not need to sign and return the form.

If you have any questions about the study, I will be happy to answer them. Please call Susan Bartlett, the Abt Study Director at 617-349-2799 (toll call).

Thank you,

Susan Bartlett  
Study Director



## ***Fresh Fruit and Vegetable Program Study***

Carta de Recordatorio para los Padres

Estimado(s) Padre(s),

[(*choose one*)La semana pasada(*last week*)/ Al principio de esta semana(*earlier this week*)] mandamos con su hijo(a) el Formulario de Permiso y todavía no hemos recibido el formulario firmado. Nos gustaría incluir a su hijo(a) en el estudio pero no podemos hacerlo sin el formulario firmado.

Nos gustaría que usted tome unos momentos para leer el Formulario de Permiso de Padres, firmarlo, y devolverlo a la escuela con su hijo(a) para que podamos incluir a su hijo(a) en el estudio. Si usted no está de acuerdo de permitir que usted y su hijo participen en el estudio, no es necesario firmar el formulario ni devolverlo.

Si usted tiene alguna pregunta sobre el estudio, por favor llame a Susan Bartlett, la directora del estudio Abt, al 617-349-2799 (llamada al costo).

Gracias,

Susan Bartlett  
Director de Estudio



***Fresh Fruit and Vegetable Program Study***  
**Student Assent Form**

Dear Student,

We would like to learn more about the foods at your school, which ones you like and don't like, and how these foods might change what you eat when you are not at school.

- Please read the next page to learn about the study that is happening at your school and the diary that we would like you to fill out and the interview we would like you to complete.
- Filling out the diary and completing the interview is voluntary. There will not be any penalties for you if you decide not to take part.
- If you have any questions about the study, please call Susan Bartlett, the Abt Study Director, at 617-349-2799 (toll call).
- If you would like to take part in the study, please sign below. If you do not want to take part, you do not need to sign this form.

Thank you.

Susan Bartlett  
Study Director

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By signing, I agree to take part in the study at my school and fill out the diary and complete the interview.

\_\_\_\_\_

Date

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Print Student's Name



Institutional Review Board

Approval Date: 9/11/09

Expiration Date: 9/10/10

IRB#: 0442





## ***Fresh Fruit and Vegetable Program Study*** **Information about the Study for Parents and Students**

### **What is the Purpose of the Study?**

The U.S. Department of Agriculture is funding a study to learn how schools implement the Fresh Fruit and Vegetable Program and how the program impacts students' diets in comparison to students at schools without the program. Abt Associates Inc, a research company in Cambridge, Massachusetts was hired to conduct the study.

### **What does it Mean to Participate in the Study?**

There will be a drawing of all students (whose parents have given permission) to fill out a food record diary to keep track of what they eat for one day. We will choose 24 to 36 students from the upper grade levels to take home and fill out the food diary. If chosen, each student will be given instructions orally and in writing by a member of the Abt study team on how to fill out the food diary. With parent help, students will be asked to write down all the foods and beverages s/he consumes for one day. Each student will be given a free set of measuring cups to take home to help estimate the amounts eaten. The measuring cups will be yours to keep. The following day, each student will have an individual appointment with a trained data collector. The list of foods and beverages will be reviewed and additional questions may be asked of students to provide more details on what was consumed. Also, students will be asked to complete a brief survey that will ask some questions about themselves and about how often they participate in the Fresh Fruit and Vegetable Program and what they like or dislike about the program. The student interview will take about 25 minutes to complete.

Parents will be asked to help students with the food diary as well as answer some brief questions themselves about the Fresh Fruit and Vegetable Program, such as what they like or dislike about the program. The parent questionnaire will take a few minutes to complete.

Students that return completed diaries to school will receive a gift worth \$5 as reimbursement for the time associated with being in the study. A small number of students will be asked to record their food and beverage intake for a second day and be given a gift worth \$2.50 for returning a completed record.

### **What are the Risks and Benefits?**

Completing the questionnaires is voluntary. There are no penalties for refusing to participate. Students are not required to be in study in order to continue to be in any school program. Being part of this study will not hurt students or parents in any way. If any parent or student feels uncomfortable at any time during the study, they may decide not to participate.

### **Will it be Confidential?**

Confidentiality will be protected to the extent provided by law. The names of students and parents will never be written in any report or given to anyone other than the study team. Teachers, school staff, program staff and parents will not be allowed to see any of the information from the questionnaires.

### **What if I Have Questions?**

If you have any questions about the study, please contact Susan Bartlett, Abt Study Director, at 617-349-2799 (toll call). For questions about your rights or your child's rights, please call Teresa Doksum, IRB Administrator, at Abt at 617-349-2896 (toll call). Thank you.

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We would like your permission for your child and you to fill the study questionnaires and ask that you complete and sign the attached Parent Permission Form to give your permission. Please have your child sign the Student Assent Form agreeing to take part in the study.