

State (Year 1 & 2) Follow-Up Web Survey Recruitment Email

Dear [STATE CN DIRECTOR],

Thank you for your help in recruiting LEAs for the on-site data collection portion of the **Evaluation of the Community Eligibility (CE) Option**. We value your support in conducting this important study. As we mentioned in our previous email, additional local education agencies (LEAs) will be recruited to complete the web-based survey portion of the evaluation. We are contacting you today to ask for your help in recruiting these LEAs. Attached are two lists of LEAs we will contact and ask to participate in one or both of the following surveys.

- For the LEAs on the “PEAR Survey” list, we will ask the LEA Foodservice Director to complete a Web-based survey on Participation, Enrollment, Attendance and Revenue (PEAR). This survey will collect data from four school years, SY 2009/10 through SY 2012/13. LEAs will be offered the options of completing the web survey or the paper version of the survey. As indicated in our previous letter to you, we hope that your State can provide some of the data that we need, so that we can substantially reduce the burden on the LEAs.
- For the LEAs on the “PEAR Survey” list and the “Implementation Survey Only” list, the LEA Foodservice Director will be asked to complete a 24- to 30-minute implementation Web survey focusing on experiences and opinions of the CE Option. The length of the survey depends on the version; the list indicates which version of the Web survey each LEA will be asked to complete.

We need your help in making this a successful study. We hope that you can help us by contacting the selected LEAs to encourage them to participate. Attached are two sample letters that you may use for that purpose, if desired. One version is for LEAs selected for the PEAR Survey and the Implementation Survey; the other version is for LEAs selected only for the Implementation Survey.

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 (855) 759-5752 or via email at CommunityEligibility@abtassoc.com. You may also call John Endahl, the FNS Project Officer, at (703) 305-2127 or via email at john.endahl@fns.usda.gov.

Sincerely,

Patty Connor
Project Director
Abt Associates