

**MATHEMATICA** –  
Policy Research

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OMB Control No: 0584-XXXX  
Expiration date: XX/XX/XXXX

Date

<Teacher Name>

<School Name>

<Address here>

Dear <Teacher Name>:

The U.S. Department of Agriculture’s (USDA) Food and Nutrition Service (FNS) has recently contracted with Mathematica Policy Research to conduct an **Evaluation of the Canned, Frozen, or Dried Pilot Project of the Fresh Fruit and Vegetable Program (FFVP-CFD)**. This evaluation will examine the implementation of the pilot project in <xx> schools in <xx> states during the 2014-2015 school year and will assess the impact on participating schools and students’ diets over the school year. <School Name> is among only <xx> schools across the country that applied for and was selected to be in the evaluation.

Your classroom has been randomly selected within your school. We need your help in making this a successful study. <SFA Director’s Name>, <School District’s Name> food service director, <District Superintendent>, district superintendent, and <Principal Name>, your principal have agreed to be part of the FFVP-CFD study. We need your support to move forward and hope that we can count on you to fully participate in the study.

Please complete the enclosed survey about how the FFVP-CFD pilot project operates in your classroom and your school.

The data collection will begin in fall 2014 and will continue in spring 2015. We will visit selected classrooms in each school for one week in the fall and spring. In each classroom included in the study, we will:

- Randomly select approximately 12 students to participate in the study. During the week we will be in your school, a trained interviewer will observe the distribution of fruit and vegetable snacks in your classroom.
- Send a letter to the parent/guardian of each selected student explaining the study and <<FILL FOR IMPLIED CONSENT DISTRICTS a toll free to call if they choose not to let their child participate in the study>>/<FILL FOR ACTIVE CONSENT DISTRICTS a form requesting parental consent. There will be a business reply envelope included for the parent to return the signed consent to Mathematica with no mailing cost to the parent.>>
- Ask all students in the selected classrooms to complete a brief survey about their experiences with the free fruit and vegetable snacks at school. The sample of <fill number> students in each grade will complete a food diary for one school day’s food intake with the assistance of a trained data collector and then participate in an interviewer-administered dietary recall during the school day.

A description of the other activities that will take place at the school can be found on the enclosed page of frequently asked questions.<sup>1</sup>

If you have any questions regarding the study, feel free to contact me at (800) 232-8024 or via email at [FruitandVegetableStudy@mathematica-mpr.com](mailto:FruitandVegetableStudy@mathematica-mpr.com)

Sincerely,

Rhoda Cohen

*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 10 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.*

<sup>1</sup>Appendix C4a1 Frequently Asked Questions (FAQ) – Principals/School Staff will be attached to this letter.