

MATHEMATICA
Policy Research

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

<Date>

<Principal Name>

<School Name>

<Address here>

Dear <Principal Name>:

The Food and Nutrition Service (FNS) has recently contracted with Mathematica Policy Research to conduct an **Evaluation of the Canned, Frozen, or Dried Fruits and Vegetables in 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 on students' diets. <School Name> is among only <Number of schools.> schools across the country that applied for the pilot project and was selected by the U.S. Department of Agriculture (USDA) FNS to be in the evaluation. 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-CFD study, but of course we need your support to move forward. We hope that we can count on you and your school to fully participate in all aspects of the study.

The data collection will begin in fall 2014 and will continue in spring 2015. We will visit each school for one week in the fall and for one week in the spring. The enclosed frequently asked questions describe the activities in each school in more detail.¹

A senior member of the Mathematica Policy Research survey 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 (800) 232-8024 or via email at 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 20 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.

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