

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

[Email address of School Principal

Subject line: Evaluation of the FFVP Pilot Project – Principal Survey

Dear [PRINCIPAL NAME]:

As you know, 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 Pilot Project in the Fresh Fruit and Vegetable Program** (FFVP-CFD). Your school, among [fill number of schools] across the country, has been selected for the pilot project and the evaluation.

Attached is the survey we need all pilot school principals to complete. The survey covers your experiences with the free fruit and vegetable snacks and your school’s nutrition and promotion activities. You can record your answers directly in the PDF. The survey will take about 10 minutes and does not need to be completed in one sitting.

You can save the PDF locally on your computer after working on it, and when you re-open it, all of your answers will be saved. It is very important to remember to save your work though; otherwise the data will be lost.

Please print and save a copy of the completed survey for your records, in case we contact you with follow-up questions. After you have saved your completed survey, use the submit button on the top right corner of the PDF to securely submit the survey to us by [DATE]. Please note that the survey cannot be submitted from a mobile device.

Thank you in advance for your assistance and continuing support of this important study. In the meantime, if you have any questions regarding the project, feel free to contact me or my staff at (800) 232-8024 or email at FruitandVegetableStudy@mathematica-mpr.com. You may also contact Allison Magness, the FNS Project Officer, at (703) 305-2098 or via email at Allison.Magness@fns.usda.gov.

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 less than 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.