

APPENDIX L

CENSUS RECRUITMENT EMAIL FROM STUDY TEAM TO STATE CHILD NUTRITION DIRECTORS

OMB Number: 0584-XXXX
Expiration Date: xx/xx/20xx

Dear (STATE CN DIRECTOR):

We write to ask for your support and cooperation with the 2019 Farm to School Census (2019 Census), funded by the U.S. Department of Agriculture Food and Nutrition Service (USDA/FNS) and managed by Abt Associates, an independent research company. As you know, the 2019 Census is a short web survey that will ask School Food Authority (SFA) directors to provide information about farm to school activities and local sourcing. Additional information about the Census is described in the attached FAQ.

As explained in a recent email, we need your office to provide contact information for all public (including charter schools) and private SFAs that participate in the NSLP in your State or territory. Please follow these instructions when providing this information:

1. Use a file format (e.g., Excel or PDF) that is most convenient to you.
2. Include the following information:
 - A. SFA Name, Phone Number, and Address (Physical address and Mailing address if different)
 - B. SFA Director Name, Email Address, Phone Number, and Mailing Address (If different from the SFA Address)
3. E-mail contact information to [INSERT EMAIL ADDRESS] by.

Once we finalize this process, Abt will send additional instructions and email templates for you to use to encourage all SFAs in your State or territory to complete the 2019 Census.

In the meantime, if you have any questions, please contact our team at toll-free at 866-778-1316 between 9 am and 9 pm ET, or e-mail farmtoschool@abtassoc.com.

Thank you in advance for your support and assistance in maximizing participation in the 2019 Farm to School Census! We can't do this without you!

Sincerely,

Maria Boyle
Project Director

Erin Healy
Director

Farm to School Census and Comprehensive Review
Abt Associates



Office of Community Food Systems
USDA Food and Nutrition Service



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 60 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. 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 Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-xxxx). Do not return the completed form to this address