

APPENDIX M.2

PRE-CENSUS RECRUITMENT EMAIL FROM STATE CHILD NUTRITION DIRECTORS TO SFAS



(Template for State Child Nutrition
Directors to Send to SFAs)

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

Dear (SFA Director's Name):

The U.S. Department of Agriculture Food and Nutrition Service (USDA/FNS) is gearing up for the 2019 Farm to School Census (2019 Census)!

FNS has contracted with Abt Associates to conduct the Census with all public, charter, and private school food authorities (SFAs) that participate in the National School Lunch Program (NSLP) nationwide. We request your full support and participation to ensure that the Census data is representative of all SFAs in the [INSERT STATE].

It is important that **all** SFAs participate, regardless of their participation in farm to school activities. Whether you purchase one carrot or a whole salad bar of produce from local farmers and ranchers, we want to hear from you! Only one Census has to be completed for your district. Additional information about the study is described in the FAQ [INSERT LINK TO FREQUENTLY ASKED QUESTIONS].

In February 2019, Abt will e-mail you a link to the Census and instructions. When completing the Census, you will provide information related to local sourcing and farm to school activities for school year 2017 - 2018.

Participation in the Farm to School Census allows you to:

- Track your district's progress of farm to school activities over time;
- Compare your progress to other SFAs across the country; and,
- Gain insight into farm to school initiatives in your district.

If you are curious about how your results will be used, feel free to check out the results of the 2015 Farm to School Census at <https://farmtoschoolcensus.fns.usda.gov/>! You can explore data at the SFA, State, or national level!

If you have any questions, please contact the Abt project team from 9 am to 9 pm ET toll-free at 866-778-1316, or e-mail farmtoschool@abtassoc.com. Thank you in advance for your support in maximizing participation in the 2019 Census.

Sincerely,

[State contact Name]

[Title]

[Agency]

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 4 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