

APPENDIX N.2

Census Reminder Emails from State Child Nutrition Directors to SFAs
(Template for State Child Nutrition Directors to send to SFAs)

Census Reminder Emails from State Child Nutrition Directors to SFAs

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



Dear [SFA Director]:

The 2019 Farm to School Census is currently underway! Remember, it is important that **all** SFAs, (including public, charter, and private) participate to ensure the results are representative of all SFAs in the country.

If you haven't already completed the 2019 Census, please do it as soon as possible!

Click here [INSERT LINK TO WORKSHEET] to review a worksheet that details information you will need to complete the Census. You may need to work with additional staff or vendors to obtain the information necessary to complete the Census.

For additional information about the Census, please review the "Frequently Asked Questions." [INSERT LINK TO FREQUENTLY ASKED QUESTIONS]

Your SFA's personalized Census link was sent to you by email from Abt Associates [insert sender email address]. If you lost your link, need a new link sent to you, or have any questions about completing the Census, please contact the Abt study team toll-free at 866-778-1316 from 9 AM to 9 PM ET, or e-mail farmentoschool@abtassoc.com.

If you have any questions regarding [Insert State Name]'s participation in the Census, please feel free to contact me at (xxx) xxx-xxxx or statecontact@state.gov

Thank you in advance for your support and assistance in maximizing participation in the 2019 Farm to School 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