

Dear [SEA POC Name],

I am writing to request your approval for your agency to participate in the Healthy Schools Program Evaluation. The Centers for Disease Control and Prevention (CDC) has partnered with ICF to conduct this important program evaluation in a small number of states. The Healthy Schools Program is designed to create healthier nutrition environments, improve the quality of physical education and physical activity, and improve student management of chronic health conditions in schools. ICF is working with CDC to evaluate the program to understand how support from states to local districts and schools impacts schools.

Your State was selected from a pool of eligible states to participate in the Healthy Schools Program Evaluation, which will encompass data collection activities in schools, district-level educational agencies (LEAs) and State-level educational agencies (SEAs) funded through the Healthy Schools Program. Your state is being invited to participate in a web-based implementation survey and key-informant interviews at two time points: in program years 2 and 4. If your agency agrees to participate, we would like your assistance to identify **one staff** member to participate in the survey and **three staff** members to participate in the individual interviews in program year 2. Your state will be contacted again in two years to confirm the names of staff members who will participate in the second round of the survey and interviews. These should preferably be the same staff participating in round one, but can be different staff if needed.

The purpose of the survey and the interviews is to learn about SEAs strategies and activities to achieve healthy schools. **The survey and interviews should be completed by staff persons within your agency who are most knowledgeable about your agency's activities to promote school health infrastructure, training, and technical assistance at district and school levels.** The survey and interviews should each take about 60-75 minutes to complete. All data collected will remain private throughout the entire project and staff personal identifiable information will not be associated with any information shared for the purpose of this evaluation. Results from this evaluation will be presented in aggregate, however, findings will be reported in relation to your state education agency.

A representative from ICF will contact you to confirm receipt of this email, confirm willingness to participate in the evaluation, gather contact information for the staff designated to complete the survey and interviews, and answer any questions you may have. You may also contact Dr. Isabela Lucas (ICF) at Isabela.lucas@icf.com or 404-592-2155 with any immediate questions. The results of the evaluation will be used to improve support and implementation of school health programs. Your support to this evaluation is greatly appreciated.

Sincerely yours,
[Recruiter], ICF

Cc: Sarah M. Lee, PhD, Centers for Disease Control and Prevention
Isabela Lucas, PhD, ICF

