

APPENDIX C.6

CENSUS REMINDER REQUEST EMAILS FROM REGIONAL LEAD TO STATE CHILD NUTRITION DIRECTORS



OMB Number: 0584-0646
Date: xx/xx/xxxx

Dear [State CN Director's Name]:

The 2023 Farm to School Census is currently underway! Thank you for your assistance in encouraging your SFAs to participate. As you know, it is important that **all** SFAs (including public, charter, and private) participate to ensure the results are representative of the SFAs in your state and across the country.

To achieve this goal, the study team is sending weekly reminders to SFAs to participate in the Census. We have attached a list of SFAs in your State or territory who have not yet completed the Census. We would greatly appreciate if you would send a reminder urging them to complete the 2023 Census. They simply have to click on the personalized link included in the emails from the study team to complete the brief web survey. Your encouragement is vital to making the Census a success!

If you have any questions, please contact the study team from 9 AM to 9 PM ET toll-free at [study phone number] or by e-mail at [insert study email].

Thank you in advance for your support in maximizing participation in the 2023 Farm to School Census!

Sincerely,

[Insert Regional Lead signature]

This information is being collected to assist the Food and Nutrition Service in understanding and tracking farm to school engagement. This is a mandatory collection and FNS will use the information to set priorities for USDA outreach and technical support. This collection does not request any personally identifiable information under the Privacy Act of 1974. 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 0584-0646. The time required to complete this information collection is estimated to average 0.5 hours 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 Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRA (0584-0646). Do not return the completed form to this address.



OMB Number: 0584-0646
Date: xx/xx/xxxx

Dear (State CN Director's Name):

The Farm to School Census will soon be closing. Thank you for your continued assistance in reminding your SFAs to participate!

We are making a final push to maximize the response rate in your State, and we need your help. We would greatly appreciate if you would send an email to all SFAs in your State or territory to remind them to complete the 2023 Census. An email template is available for you to download and personalize here [\[insert link\]](#). Please download the letter and replace the highlighted fields with information specific to your State, or feel free to customize as you see fit. Please send the personalized email via your system for sending bulletins or newsletters to all SFAs in your State.

If you have any questions, please contact the study team from 9 AM to 9 PM ET toll-free at [\[study phone number\]](#) or by e-mail at [\[insert study email\]](#).

Thank you in advance for your support in maximizing participation in the 2023 Farm to School Census!

Sincerely,

[Insert Regional Lead signature]

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