

APPENDIX C.7

**CENSUS REMINDER TEMPLATE EMAIL FROM STATE CHILD NUTRITION
DIRECTORS TO SFAS**



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

Dear SFA Director:

The 2023 Farm to School Census is currently underway! Remember, it is important that **all** SFAs -- public, charter, and private, whether or not you do any farm to school activities – fill out the Census to ensure the results reflect what’s happening in [insert state]. [Insert sentence about why the data is important to the State.]

If you haven’t already completed the 2023 Census, please do it as soon as possible! We are trying to complete all data collection by [insert date].

Participation in FNS research is required under the National School Lunch Act.

Click here [insert link] to review an optional worksheet to help you collect information needed to complete the Census. You may need to contact other district or school staff to obtain the information included on the worksheet, such as local purchasing data or the number of edible gardens in your district. You can also share the survey directly by forwarding this email.

Your SFA’s personalized Census link was sent to you by email from [insert study email]. If you need your link sent to you again, please contact the study project team toll-free at [study phone number] from 9 AM to 9 PM ET, or e-mail [study email].

For additional information about the Census, please review the “Frequently Asked Questions” document [insert link] or contact the study project team. 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 assistance in helping us gather the best information possible about farm to school!

Sincerely,

[State contact Name]
[Title]
[Agency]

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 0.0167 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.
