

**RETAIN FOR YOUR RECORDS**

**OMB BURDEN STATEMENT:** This information is being collected to assist the Food and Nutrition Service in understanding the impact of the effectiveness of the training to inform the development of the farm to school curriculum, and examine areas that might be improved in follow-up technical assistance following the training. This is a voluntary collection and FNS will use the information to evaluate the effectiveness of the farm to school producer training. 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 0584-0524. The time required to complete this information collection is estimated to average 5 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 Service, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22306 ATTN: PRA (0584-0524).

**PRIVACY ACT STATEMENT:** This information is being collected for statistical research or reporting purposes only. Please refer to System of Records Notice for FNS-8, "FNS Studies and Reports," located in Federal Register Volume 56 Number 80, for System location, categories of individuals covered, categories of records, purpose, routine uses, storage, retrieval, safeguards, and retention and disposal. FNS-8 is located here: <https://www.govinfo.gov/content/pkg/PAI-2017-USDA/xml/PAI-2017-USDA.xml#fns8>. Records will not be retrieved by personally-identifiable information and retention requirements will be followed in accordance with FNS Agency Records Retention Schedule and Records Management Policy 270-1.

*Dear (Name):*

*We are reaching out to you in hopes that you will take a few minutes to tell us about your experiences with ## (enter training name and site here). Your responses will help improve future programming and examine the impact of the farm to school training you took part in.*

*The survey should take approximately 20 minutes to complete. It asks you questions about you/your organization and the farmers and ranchers you serve, your opinion about the training, and your technical assistance and information needs.*

*The survey questions focus on schools that are Pre-K (also known as pre-school and early care education) through 12<sup>th</sup> grade. This does not include institutions of higher education, such as community colleges or four year colleges and universities.*

*Your participation is voluntary, but we encourage your input. You do not need to answer any questions you do not want to and may stop at any time. In addition, all responses will be confidential. We are independent evaluators tasked with evaluating the impact of the trainings.*

Attachment B: Post-Survey Recruitment (Email) Letter for Trainers

*As such, the coordinators of your trainings (NCAT and NFSN) will not be able to view your individual answers.*

*If you would prefer to complete a paper version of the survey, you can request a copy by contacting one of the evaluators at 301-891-0470 or [carolyn.dimitri@nyu.edu](mailto:carolyn.dimitri@nyu.edu)*

*We appreciate your time! Thank you*