

## Attachment I: Recruitment Letter (Email) for Producers Final Follow-up Survey (6 months to 1 year post training survey)

OMB# 0584-0524 Exp: 12/31/2022

**RETAIN FOR YOUR RECORDS**

**OMB BURDEN STATEMENT:** This information is being collected to assist the Food and Nutrition Service in assessing knowledge change regarding specific farm to school strategies and topics; your perceptions about usefulness of training topics; your suggestions for improving trainings; and your plans for implementing strategies. 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:*

*About a year ago you took part in a producer training focused on farm to school sales and other activities. We are reaching out to you in hopes that you can help us examine the impact of the farm to school trainings you participated in.*

*The survey should take approximately 10 minutes to complete. It asks questions primarily about your sales to schools.*

*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 only.*

*As we described in the workshop and on your consent form, 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. As such, the coordinators of your trainings (NCAT and NFSN) will not be able to view your individual answers, but rather the aggregate responses from participants.*

*As a token of appreciation for finishing the surveys, we will enter your name into a drawing to win \$25 (20 individuals will win).*

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

*We appreciate your time! Thank you*

*Please link to the survey here: [link to the survey]*