

APPENDIX C.1

RECRUITMENT EMAIL FROM FNS TO STATE CHILD NUTRITION DIRECTORS

Dear [State Child Nutrition Director]:

We write to you from [Contractor] to follow up on the information that you received from the U.S. Department of Agriculture Food and Nutrition Service (USDA FNS) about the upcoming 2027 Farm to School Census.

As you know, the 2027 Census will survey all public and private SFAs that participate in the National School Lunch Program in your State or territory. We ask that you provide us with a current list of contacts (i.e., SFA director) for every SFA in your State or territory. Having complete and up-to-date contact information will greatly help us achieve a high response rate for the Census.

We have attached an optional Excel template for you to use in order to provide contact information for your SFAs. The fields we are requesting include:

- SFA name
- SFA ID number
- SFA Director (or other main contact for the Census) first and last name
- SFA Director email address
- SFA Director phone number
- SFA mailing address

We will accept a file with this information in any format that is most convenient for you. Please plan to provide this information no later than [date].

If you have any questions about this request, please do not hesitate to reach us from 9 AM to 9 PM ET toll-free at [study team phone number], or e-mail [study team email]. We are looking forward to working with you and your SFAs on the 2027 Farm to School Census!

Sincerely,

[Study Team Lead]
Mathematica
2027 Farm to School Census

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 0.0668 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.