



United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
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Alexandria, VA
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DATE: January 28, 2015

MEMO CODE: SP 17-2015

SUBJECT: 2015 USDA Farm to School Census

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

Department of Agriculture (USDA) is preparing to conduct a second Farm to School Census of all school district School Food Authorities (SFAs) operating the National School Lunch Program (NSLP). This Census will provide updated information about how many SFAs are purchasing locally produced food for school meal programs or conducting other farm to school activities such as bringing students to farms and farmers into classrooms, teaching students how to cook locally grown food, and cultivating edible school gardens.

The 2015 USDA Farm to School Census is being conducted by the USDA Farm to School Program and is authorized under 7 U.S.C. 427 and approved by the Office of Management and Budget (OMB Control No. 0536-0069, exp. *February 29, 2016*). The time required for the State portion of this information collection is estimated to average 2 hours.

The process for conducting the 2015 Census is identical to the process used in 2013. As a reminder, your role is to:

1. Provide a list to the USDA Farm to School Program of all school district SFAs in your State that operate the NSLP. This will enable USDA to build the list frame for the 2015 Census.
2. Distribute a link to the questionnaire to all school district SFAs in your state operating the NSLP and encourage them to participate. We will provide you with sample copy for distributing the Census, a suggested timeline for sending reminders, and other materials and information designed to make the process as straightforward for you as possible.

Recall that results from the 2013 Census were impressive. Thanks to you, we attained a 75% response rate, extremely high for a national survey. (You can review results from the 2013 Census here: <http://www.fns.usda.gov/farmentoschool/census#/>) Having set the bar high, we're hoping to achieve a similar response rate in 2015. Thank you in advance for the important role you play in this process.

The timeline for 2015 is roughly as follows:

- January: Solicit master list frame from all states.
- February: Clean and organize list frame; finalize questionnaire.
- March: Field Census via State agencies; collect data.
- April: Collect data; distribute reminder notices.
- May: Census closes.
- October: Results released.

Throughout this process Matthew Benson, in the Farm to School Program, will be your primary point of contact, and will communicate with you regularly.

At this time, please see the instructions below for providing a list of school district SFAs operating the NSLP.

List of school district School Food Authorities operating the National School Lunch Program

Please send an electronic file (Excel, CVS, or TXT format accepted) of school district SFAs operating the NSLP to Matthew Benson at matthew.benson@fns.usda.gov by Friday, February 13, including the following information if available:

1. Name of the SFA
2. State ID number
3. Name of food service director
4. Email address
5. Mailing address
6. Phone number
7. Type of school district (Public, private, charter, etc.)
8. Whether the SFA is managed by a private food service management company (Yes/No)
9. Whether the SFA contains more than one school district (Yes/No)
10. Names of other districts contained in the SFA

Please contact Matthew Benson at matthew.benson@fns.usda.gov or 202-720-6740 if you have any questions about this memorandum or general questions about the 2015 Farm to School Census.

Sincerely,



Sarah E. Smith Holmes
Director
Program Monitoring and Operational Support Division

Attachment:

Attachment

Instructions: Please copy and paste the headings below into an excel worksheet and complete the worksheet with data for school districts in your state.

Name of the SFA	State ID number	Name of food service director	Email address	Mailing address	Phone number	Type of school district (Public, private, charter, etc.)	SFA is managed by a private food service management company (Yes/No)	SFA contains more than one school district (Yes/No)	Names of other districts contained in the SFA