

DATE: April 26, 2013
FROM: DESE School Food Services

Dear Authorized Representative,

This is a courtesy reminder to ask you to please be sure to complete the Farm to School Census.

- **Complete the quick survey online today!** Please click or cut-and-paste the following link and fill out the survey! <https://www.surveymonkey.com/s/F2S>.
- **Prefer a hard copy?** If you would rather complete the Census on paper, please print out the attached copy of the survey, fill it out by hand and submit it via **fax to (609) 936-1462**.
- **Need help?** If you need assistance, **call the Farm to School Census Help Line at (888) 633-8345 or email farmtoschool@mathematica-mpr.com**.
- **Please complete the survey even if you are not currently purchasing any locally produced food.** This is essential to measuring the percentage of SFAs that ARE buying locally produced food.

A few questions ask about the total value of food purchases from 2011-12, and what percent of those purchases were locally produced. The questionnaire asks for an **estimate**; we do not expect you to spend hours compiling data. If you have already compiled information on your local purchases, it will be helpful to have that information on hand before you start the Census.

You don't need to complete the survey in one sitting—your responses will be saved if your browser is set to allow cookies, if you use the same computer each session, and if you clicked "Next" to store your data for that page. When you exit before completing the survey and re-enter later, you will land on the next page to be completed—keep going and be sure to click "Next" to store your responses.

If you prefer to disable your browser's cookies, you can still take the survey, but you won't be able to exit and re-enter the survey (if you exit without completing the survey, your responses won't be saved).

Please complete the Census today! And to those that have already completed the Census, thank you very much.

With sincere appreciation,
State Child Nutrition Director