



## Arizona Department of Education

Health and Nutrition Services Division

HNS 19-2019

### MEMORANDUM

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**TO:** School Food Authority Food Service Directors of the National School Lunch Program and Child Eligible Sponsors of the Child and Adult Care Food Program

**FROM:** Melissa Conner, Associate Superintendent  
Arizona Department of Education, Health and Nutrition Services *Original Signed*

Tonya Keyes-Christianson MA, RDN, Director  
Arizona Department of Education, School Food Programs

**DATE:** September 13, 2019

**SUBJECT:** Third USDA Farm to School Census Data Collection

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### **It's time to complete the third USDA Farm to School Census!**

The Office of Community Food Systems is excited to announce that the third Farm to School Census has launched September 6, 2019! The Farm to School Census (the Census) is the only national survey that examines a school districts' farm to school activities such as local food purchasing behaviors, the number and use of school gardens, and the frequency of agricultural education.

The Census surveys all School Food Authorities (SFAs) participating in the USDA National School Lunch Program in all 50 states, Washington D.C., the U.S. Virgin Islands, Guam, American Samoa, Northern Mariana Islands, and Puerto Rico.

In 2015, the Census reflected that 25% of the 525 SFAs participating in the National School Lunch Program in Arizona were actively engaged in Farm to School activities. Additionally, 22% of AZ SFAs indicated interest in beginning their farm to school program in the following school year.

The Census is a valuable measure of the effectiveness, scope, and reach of farm to school activities over time. It is important to participate in the Census regardless of your current farm to school participation. A strong response rate helps ensure that the USDA, State Agencies and partners have a clear understanding of the scope of farm to school activities, best practices, and challenges across the country. The Census data is used to develop new resources, tools, and policies that help strengthen and grow farm to school programs nationwide.

**Kathy Hoffman, Superintendent of Public Instruction**

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### **What Counts as a Farm to School Activity?**

Farm to school encompasses an array of activities, such as the procurement of local or regional foods and educational activities involving food, agriculture, or nutrition. These activities include, but are not limited to:

- ✓ Serving or promoting local foods in the cafeteria, in the classroom, or elsewhere at school (for example, through programs such as the [School Breakfast Program](#), the [National School Lunch Program](#) (NSLP), the [Fresh Fruit and Vegetable Program](#), the [Summer Food Service Program](#), afterschool snacks or suppers through the [Child and Adult Care Food Program](#) and NSLP, and through [Food Distribution Programs](#) such as USDA Foods in Schools and USDA Department of Defense Fresh Produce Program);
- ✓ Conducting educational activities related to local foods, including bringing farmers and producers to the schools, taste testing local foods, hosting farmers markets at schools, including agricultural lessons in classroom curricula, and culinary education focused on local foods;
- ✓ Taking field trips to farms, farmers markets, or local food processing facilities;
- ✓ Educational sessions for students, parents, and community members focused on local foods and agriculture; and/or
- ✓ Creating, tending to, or harvesting from school gardens, or conducting education lessons in and about the school gardens.

### **How Should I Prepare?**

The 2019 Census will primarily examine farm to school activities that occurred during the 2018-2019 school year. SFAs can begin preparing for the Census by organizing their local purchasing and farm to school data on:

- Their definition of local;
- The grade levels that participated in farm to school activities;
- The number of schools that participated in farm to school activities;
- The number of schools that provided agricultural education;
- The number of schools that had edible school gardens;
- The number of salad bars within the district;
- The number of salad bars that served local foods;
- The top five local foods purchased in 2018-2019;
- The total amount of money spent on food;
- The amount of money spent on local foods;
- The sources of local foods; and,
- The number of full- and part-time staff dedicated to farm to school efforts.

Located in the back of this memo is a worksheet designed to help SFAs prepare for a seamless response to the Census. Please use this as a tool to complete the Census.

Thank you for your cooperation and completion of the third USDA Farm to School Census. If you have questions regarding this memorandum, please contact Ashley Schimke at [Ashley.Schimke@azed.gov](mailto:Ashley.Schimke@azed.gov) or 602-364-2282.

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## FARM TO SCHOOL CENSUS PREPARATION WORKSHEET

This optional worksheet is designed to help you gather information you will be asked as part of the Census. It will assist you with being able to more quickly complete the survey. Please use this tool to gather information from schools, other departments, staff, or vendors before filling out the Census. The worksheet can be discarded after the Census is completed.

Census Question	Your response
Q7. How many schools in your SFA had <u>salad bars</u> during the 2018-2019 school year?	
Q8. How many of the salad bars served local products?	
Q22. During the 2018-2019 school year, what grades participated in farm to school activities? [You'll check all that apply.]	<input type="checkbox"/> Pre-K and younger <input type="checkbox"/> K through 5 <sup>th</sup> grade <input type="checkbox"/> 6 <sup>th</sup> grade to 8 <sup>th</sup> grade <input type="checkbox"/> 9 <sup>th</sup> grade to 12 <sup>th</sup> grade
Q24. How many of the schools participating in farm to school activities during the 2018-2019 school year <u>served local food of any kind</u> ?	
Q25. How many of the schools participating in farm to school activities during the 2018-2019 school year <u>provided food, nutrition and agricultural education</u> ?	
Q29. How many schools in your SFA had <u>edible school gardens</u> during the 2018-2019 school year?	
Q35. Please list the top 5 specific LOCAL FOOD items your SFA purchased in 2018-2019, based on TOTAL DOLLARS spent. Please record each item and how much was spent on that local food item.	1. Food: Amount Spent: 2. Food: Amount Spent: 3. Food: Amount Spent: 4. Food: Amount Spent: 5. Food: Amount Spent:
Q37. How much money have you spent on food and local food during the 2018-2019 school year. Please give your best approximation and do not include the value of <u>USDA Foods</u> or <u>USDA DoD Fresh</u> . For the 2018-2019 school year, what were your SFA's approximate total food costs (in dollars)?	
Q38. For the 2018-2019 school year, about how much of your total food purchases (in dollars) were spent on LOCAL foods INCLUDING fluid milk?	
Q39. For the 2018-2019 school year, about how much did you spend on local fluid milk ONLY (in dollars)?	
Q40. For the 2018-2019 school year, what were your SFA's approximate LOCAL food costs (in dollars) for USDA DoD Fresh ONLY? (Do not count USDA Foods)	
Q41. For the 2018-2019 school year, what were your SFA's approximate food costs (in dollars) for USDA DoD Fresh ONLY? (Do not count USDA Foods)	
Q46a. Number of full time PAID staff dedicated to farm to school efforts in your SFA (Full time is defined as at least 40 hours in one week)	
Q46b. Number of part time PAID staff who use some portion of their time for farm to school in your SFA (Part time is defined as less than 40 hours in one week; this does not include volunteers)	

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 30 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-0646). Do not return the completed form to this address