Brian Jones (Date)

Chief Fiscal Officer

25 South Front Street

Columbus, Ohio 43215-4183

IRN (6 digits)

To Brian Jones, Chief Fiscal Officer,

(Sponsor name) provides this letter to indicate our intention to apply to the Produce Safety for School Gardens Training Program (the Program) and to budget for labor costs of participating staff during their contracted hours. The following staff members from (Name of Elementary School or Childcare Center) plan to support the development of and pilot the Program:

* Staff Member Name, Title
* Staff Member Name, Title
* Staff Member Name, Title

Although staff anticipate working on activities for the Produce Safety for School Gardens Training Program during their contracted hours, the same hours will not be billed twice. The hours worked will be prorated and billed to the Program. The hours worked on the Program will be documented on time and effort logs and submitted to the Office of Nutrition via the Claim Reimbursement and Reporting System (CRRS) before receiving reimbursement. (Sponsor Name) and the identified staff members understand reimbursement could take up to ten days from expense approval.

(Sponsor Name) is eager to participate in the pilot program and believes the Produce Safety for School Gardens Training Program will equip Ohio students and educators with the knowledge and resources to plant, harvest, prepare, and enjoy safe local produce. Thank you for your consideration.

Sincerely,

(Signature – School Principal or Childcare Director Name)

(Title)

(Sponsor Name)

Signature – District or Childcare Center Treasurer Name)

(Title)

(Sponsor Name)