

Scanning Cover Sheet

MNN - FY19

Instructions: Please fill in all yellow highlighted cells. Print this cover sheet and include with the surveys to be scanned.

Complete the following section if you are submitting Adult Fruit and Vegetable Screeners or Adult Food Questionnaires.

If you are including Adult Fruit and Vegetable Screeners or Adult Food Questionnaires, select the type of program delivery that applies (direct delivery or indirect/PSE delivery) below. Select only one delivery type per cover sheet.

- Direct program delivery (adults in your program receive direct education)
- Indirect/PSE program delivery (e.g. program is school-based and parents of students receive indirect education)

If you are sending in Adult Fruit and Vegetable Screeners or Adult Food Questionnaires, make sure to specify the type of program delivery that applies--direct or indirect/PSE. Do not combine screeners for both direct and indirect/PSE delivery with the same cover sheet. Include a separate cover sheet for each.

Date:	
Agency name:	
Project title:	
Contact person:	
Form #(s) included*:	

Fill in the date, your agency's name, the name of your project, your agency's contact person for your project, and the specific forms (#s) that are included.

Agency code:	
Project code:	

*The form number is the three-digit code located at the upper-right corner of the form.

- Reminders:
- Please check to make sure there are no staples on surveys.
 - Do not fold surveys.
 - Do not send photocopies. Photocopies will not scan.

Data to be returned to: (Please send statewide survey data requests to your MFF SNAP-Ed Project Mgr.)

Name:	
Email address:	
ccEmail address:	

Fill in the name and email address(es) of the individuals who should receive the data files.

Forms to be returned to: (Note: Statewide surveys are not returned.)

Agency/Name:	
Address:	
City/Zip:	
Attn:	

Fill in the address information for where you'd like the surveys to be returned to.

Additional information

Include any other notes or additional information in this area.