

**Appendix A4. Email Notification to School Food Authority
Directors**



XX/XX/2018

Subject: Study of School Food Authority (SFA) Procurement Practices

Dear **[FIRST NAME] [LAST NAME]**:

Your SFA has been selected for participation in the Study of School Food Authority (SFA) Procurement Practices. The study is being conducted for U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) by 2M Research (2M) and its partner, Mathematica Policy Research (Mathematica). The study will describe and assess the decision-making process of SFAs regarding school food procurement practices. Using a nationally representative sample of SFAs, this study is one of the first FNS studies to comprehensively examine SFA procurement practices related to food service management companies, cooperative purchasing agreements, recordkeeping, local purchases, and food purchase specifications for Child Nutrition program meals served in schools. We have attached a list of Frequently Asked Questions about the study to provide additional details.

This email is to let you know that we will soon contact you to assist with the study. The cooperation of your SFA is encouraged under the Healthy, Hunger-Free Kids Act of 2010 and is important for preserving the national representation of the findings.

If you have any questions or concerns, please do not hesitate to contact the 2M survey help desk by either calling (toll-free) **1-844-250-1911** or emailing sfaprocurement@2mresearch.com. Someone will be available during normal business hours (9 A.M. to 5 P.M. CST, Monday-Friday) to take your call. If you call outside of this time, please leave a message and we will return your call the following business day.

Thank you for your assistance.

[State CN Director]

Attached: Frequently Asked Questions

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