



OMB Control No: 0584-0471
Expiration Date: XX/XX/20XX

Appendix A6. Request to SDAs to Submit USDA Foods Data

Subject: USDA School Food Purchase Study IV: Please Submit USDA Foods Data for Quarter [insert #]

Dear State Distributing Agency Director:

We are writing to request data on USDA Foods for the USDA School Food Purchase Study IV (SFPS-IV). Please submit the requested data by [insert date]. We anticipate this request should take no more than 30 minutes. The data you provide will supplement the information submitted by SFAs, and help ensure a full accounting of SFA food acquisitions over the school year.

For each SFA listed in the attached file, please provide an Excel (or other editable format) file with data on USDA Foods direct deliveries and State Monthly Performance Reports for all further processed USDA foods for quarter [#] of School Year 2021-2022 ([insert months]).

To assist you with the data extraction from your system, the attached document, "Overview of USDA Foods Data," specifies the data elements needed, and for States that use the Web-Based Supply Chain Management (WBSCM) system, the specific report(s) that may be submitted.

You may email the data to FoodPurchase@westat.com or upload it to the secure study website. If you choose to upload the data to the study website, you will need the following PIN:

- Unique PIN assigned to you: [####]

The U.S. Department of Agriculture is conducting this study to obtain updated national estimates of food acquisitions and a description and analysis of food purchase practices of school districts participating in the Federally supported school meal programs. The estimates will provide information on the type, volume and source of foods acquired, the relative importance of USDA Foods, and changes in food composition and cost over time. Participation in this study by individuals is voluntary and the information collected will be used to understand school meal program trends and practices associated with food buying efficiency. 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 0584-0471. The time required to provide this information collection is estimated to average 3 minutes per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review 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 Service, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314 ATTN: PRA (0584-0471).

If you have any questions about the requested data, please visit the study website at www.PurchaseStudy.com. You may also email PurchaseStudy@westat.com or call the study's Technical Assistance Center (TAC) toll-free at XXX-XXX-XXXX. The TAC is available weekdays from 9am to 4pm EST and the message line is available 24/7, with responses provided the following business day.

We appreciate your support of this important USDA study.

Sincerely,

Westat

Attachments:

- List of SFAs for the quarter
- Overview of USDA Foods Data