



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

## Appendix A8. Reminder Email

### Subject: Reminder – USDA School Food Purchase Study IV

Dear [SDA Director/SFA Director]:

We recently sent you an email requesting that you [submit quarterly data on USDA Foods deliveries/complete the web-based Survey of Food Purchase Practices/submit quarterly purchase data/review the summary of your district's quarterly food purchases and provide additional information about these purchases].

Our records show that you have not yet completed this activity. Please do so as soon as possible and not later than [insert date].

If you have any questions about the study, you may visit the study website at [www.PurchaseStudy.com](http://www.PurchaseStudy.com). Staff from our Technical Assistance Center are also available by phone (XXX-XXX-XXXX) or email ([PurchaseStudy@westat.com](mailto:PurchaseStudy@westat.com)) to provide one-on-one support. By phone, 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

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 1 minute 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).



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