



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

Appendix C1. FNS Notification to Vendors

Subject: Please Support the USDA School Food Purchase Study IV

Dear [Vendor Official/FSMC Official]:

We are writing to request your support of the U.S. Department of Agriculture, Food and Nutrition Service's (USDA, FNS's) fourth School Food Purchase Study (SFPS-IV). This study will provide updated national estimates of school food authority (SFA) food acquisitions (both purchased foods and USDA Foods) and describe food purchase practices, as well as changes in purchases and purchase practices in the context of the significant changes in the school nutrition environment since the prior study more than a decade ago. This information will be useful to program stakeholders at all levels, including vendors, in understanding the evolving landscape of school nutrition, and planning for the future.

The study is being conducted for USDA, FNS by Westat and its partner, Agralytica. Data collection will occur this school year, 2021-2022, and will include approximately 600 public SFAs across the country. Each selected SFA will be asked to complete a Survey of Food Purchase Practices and provide detailed food purchase data for one selected quarter of the school year.

We want to assure you that any information collected from SFAs through the study will be used only to develop national estimates of food purchases; specific data will never be attributed to any company or SFA, and all data will be safeguarded by the study team and destroyed at the end of the study.

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 5 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).



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Please see the attached study brochure for additional information. The study website, www.PurchaseStudy.com, has additional information and study resources.

If you have any general questions about the study, you may contact the FNS Project Officer, Jinee Burdug at Jinee.Burdug@usda.gov. You may also email the study's Technical Assistance Center (TAC) at PurchaseStudy@westat.com or call 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 look forward to your support of this important USDA study.

Sincerely,
[FNS CN and FNS Food Distribution]
Attachment: study brochure

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