



OMB Control No: 0584-0471

Expiration Date: XX/XX/20XX

## Appendix B3. Study Overview Webinar Invitation

### Subject: USDA School Food Purchase Study IV: Please register for the upcoming Study Overview Webinar

Dear SFA Director:

We are following up on the FedEx package sent to you a few days ago about USDA's fourth School Food Purchase Study. As stated in the letter, your participation in the study is critical to its success, as your school food authority (SFA) represents many other SFAs across the country.

Please join us on <DAY>, <DATE>, from <TIME to TIME am/pm EDT> to learn about the study. The webinar will highlight the purpose of the study and your role, outline the data collection activities and timeline, and review study resources available to support you. The webinar will be recorded and posted to the study website if you are unable to participate.

Register for the Webinar now: <REGISTRATION URL>.

After registering for the webinar, you will receive a confirmation email containing meeting logistics and a calendar invitation. A recording of the webinar will be available on the study website, shortly after the webinar. We will also post Frequently Asked Questions from the webinar on the study website.

If you have any questions about the study or the webinar, please visit the study website at [www.PurchaseStudy.com](http://www.PurchaseStudy.com). You may also email [PurchaseStudy@westat.com](mailto:PurchaseStudy@westat.com) or call the study's Technical Assistance Center (TAC) toll-free at XXX-XXX-XXXX. The TAC is available

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).



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weekdays from 9am to 4pm EST and the message line is available 24/7, with responses provided the following business day.

Sincerely,

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