



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

## **Appendix A1. FNS Notification to State Directors**

### **Subject: Please Support the USDA School Food Purchase Study IV**

Dear State Directors of Child Nutrition and USDA Foods:

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. Information on purchasing practices that promote efficiencies may be especially useful to SFAs as they strive to continually improve their programs.

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 web-based Survey of Food Purchase Practices and provide detailed food purchase data, and total revenue and expenditure data, for one selected quarter of the school year. SFAs that complete all data requests for the study will receive a \$300 stipend as a thank you for their participation. Westat will also request data on USDA Foods (both direct delivery and processed products containing USDA Foods) from State Distributing Agencies.

In the next few days, the Westat study team will send you an email with a list of the selected SFAs in your State.

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).

- **State Child Nutrition Directors:** Please support the study by promptly notifying the SFAs of their selection and encouraging their participation in the study. Westat will provide you a sample email to send to the selected SFAs. It is very important that selected SFAs participate in the study, to ensure that study results are nationally representative. Although individuals who work at SFAs are not required to participate, the Healthy, Hunger-Free Kids Act of 2010 requires selected organizations (i.e., SFAs) to participate in the study.

**State Distributing Agency Directors:** Please support the study by responding to Westat's quarterly request for data on USDA Foods for SFAs in the study.

Please see the attached study brochure for additional information. You may also visit the study website at [www.PurchaseStudy.com](http://www.PurchaseStudy.com).

If you have any general questions about the study, you may contact the FNS Project Officer, Jinee Burdg at [jinee.Burdg@usda.gov](mailto:jinee.Burdg@usda.gov). For specific questions about study procedures, you may email the study's Technical Assistance Center (TAC) at [PurchaseStudy@westat.com](mailto: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 appreciate your support of this important study.

Sincerely,

[FNS CN and FNS Food Distribution OR FNS Regional Directors]

Attachment:

- Study Brochure