



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

Appendix A2. Notification to States of Sampled SFAs

Subject: Action Requested: USDA School Food Purchase Study IV

Dear State Directors of Child Nutrition and USDA Foods:

This is a follow-up to the email you received from the U.S. Department of Agriculture's Food and Nutrition Service (USDA, FNS) about the upcoming School Food Purchase Study IV (SFPS-IV). SFPS-IV 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.

Westat and our partner, Agralytica, are conducting the study on behalf of USDA, FNS. Attached to this email is the list of SFAs in your State selected for the study, their contact information, and the quarter of School Year 2021-2022 for which we will be requesting purchase data for each.

We have several requests of your agency to support the study:

State Child Nutrition Directors

- **Review and update SFA contact information.** Please review the attached list of SFAs and send us any needed updates to the SFA Director names and contact information at PurchaseStudy@westat.com by [insert date one week from email date]. In addition, please let us know if you have any concerns about specific SFAs selected for 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).

- **Notify selected SFAs.** Please notify the selected SFA Directors and encourage them to participate in the study by attending two webinars, completing a web survey and uploading food purchase data for one quarter of the school year when contacted by Westat. We have attached a sample email for you to send to these SFAs, which emphasizes that while an individual's participation is not required, SFA participation is required under the Healthy, Hunger-Free Kids Act of 2010, and that efforts have been made to minimize their burden. Please email the study team at PurchaseStudy@westat.com when you have notified your SFAs.

In addition to the webinars, we will provide technical assistance to SFAs as needed, and are able to accept purchase data in a variety of formats to simplify reporting. SFAs that complete all data requests for the study will receive a \$300 stipend as a thank you for their participation, for use towards attending a conference or other professional development opportunity. The study team plans to contact all SFAs in about a week by mail and email, with information about the study and the first study webinar.

State Distributing Agency Directors

- **Provide USDA Foods Data on a Quarterly Basis.** Approximately 6 weeks after the end of each quarter of School Year 2021-2022, we will send you an email requesting USDA Foods data on direct deliveries of USDA Foods and State Monthly Performance Reports for processed foods for the prior quarter, with the list of SFAs for which the data are needed. The attached 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. The overview also provides details on how to submit the data to the study. Collecting this data quarterly will allow us to review the data, combine it with the SFA-level data collected, and conduct follow-up with SFAs if needed.

For your information, we attached letters of support for the study from the School Nutrition Association and the American Commodity Distribution Association (ACDA). We encourage you to visit the study website for additional information and study materials: www.PurchaseStudy.com. For specific questions about study procedures, you may email the study team at PurchaseStudy@westat.com or call [XXX-XXX-XXXX](tel: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. If you have any general questions about the study, you may contact the FNS Project Officer, Jinee Burdg at Jinee.Burdg@usda.gov.

We appreciate your support of this important study.

Sincerely,

Westat

Attachments

- List of Sampled SFAs
- State Email to Sampled SFAs (template)
- Overview of USDA Foods Data
- Letters of Support