

SFA Food Purchases

SCHOOL FOOD PURCHASE STUDY III
Revised OMB forms clearance package - Appendices

Appendix 1: DATA NEGOTIATION PROTOCOL

Data Negotiation Protocol - by telephone (or personal visit for large districts)

Date: _____
Project Staff: _____
SFA# _____

Name of School District: _____

City, State, Zip: _____

Name of Contact Person: _____

E-mail Address: _____

Phone: _____ Time of Call: _____

I hope you had a chance to look over the introductory letter we sent describing what you will need to send us. I'd like to go through the information with you now to determine the easiest way for you to assemble the information to be sent to us.

I have a couple of general questions, then some specific questions to ask you about the commodities you receive, the foods you purchase and your meal program. I don't expect that you will need any records in front of you to answer most of these questions. If you do need to look something up we can take a break, or I can call you back later.

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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

OMB Clearance Number: 0584-0471

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Research and Analysis, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-0471*).
Do not return the completed form to this address.

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I. General questions

First, the general questions

1.1 Do you belong to a buying cooperative?

Yes ___ No ___

If YES, Describe _____

1.2 Do you purchase pre-plated meals?

Yes ___ No ___

If YES, Describe _____

1.3 Do you have written bid specs and bid solicitations, or informal specs?

| Written ___ Informal ___

If **WRITTEN**, are they the same for all of your kitchens or are some specs decentralized?

If **WRITTEN**, will you please send us a copy?

Yes ___ No ___

1.4 What was the total number of reimbursable lunches served in October 2008?

1.5 Can you send us copies of menus for a complete menu cycle?

Yes ___ No ___

1.6 Do you do any deep frying of french fries or other foods?

Yes ___ No ___

We will be sending you a check at the beginning of the data collection period to help defray your out-of-pocket expenses. To whom should the check be made payable?

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*(calculation of check is 1¢ per reimbursable meal in October 2008
with a minimum of \$100 and a maximum of \$400)*

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II Donated commodities

Now, I will ask about the USDA-donated foods you receive.

How are USDA-donated foods delivered to you?

Direct shipped by USDA _____

Delivered by your State _____

Delivered by commercial distributors _____

Who? _____

Will they be clearly marked on the invoice or summary?

You pick them up _____

Other (Specify) _____

How often do you normally receive USDA-donated foods?

Monthly _____

More frequently than monthly _____

Less frequently than monthly _____

Comments: _____

How many drop locations? _____

Do you receive processed products containing USDA commodities?

Yes ____

No ____

If YES, complete the following:

Commodity	Processed product	Rebate/Discount/NPA/ SFA,NOI
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How are these identified on your purchase records?

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What is the easiest way of providing us with information on the volume of donated foods received by your school district for the three months we are interested in? (Note - we need receipts only, not offers.)

- Copies of delivery slips/invoices _____
- A State report or summary _____
- Perpetual inventory cards _____
- Your own computer printout _____
- Other (Specify) _____
- _____
- _____
- _____

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III. Food purchases

Now, we need to decide on the easiest way for you to provide us with a record of your food purchases for the three months.

Are your commercial orders placed centrally, decentrally, or in some combination?

Centrally _____
Decentrally _____
Combination (Describe) _____

If **DECENTRALIZED**, are purchase records available centrally?

Yes ____ No ____

Begin vendor summary here - do first column for number of vendors and their names.

How many of your vendors do you think are able to provide monthly/quarterly summaries of the products you purchase from them?

*List response on **Vendor Profile/Summary** (following)*

Verify that summaries will include product name, unit size, brand, unit price or total cost, number of cases delivered during the month and all delivery sites.

(Note: It's important to note that the summaries run from the beginning of the month to the end - or the beginning of the quarter to the end. Adjustments will be needed if they run from the 15th of the month to the 15th of the following month.)

Offer to send draft letter that they can send to their vendors.

For vendors that cannot provide summaries, be sure to record the number of deliveries/month (column 2) that represents the total for all delivery sites. (i.e. deliveries/SFA/vendor/month/kitchen). Clarify that this is the number of invoices we should expect to receive. If it is not, make a note on the bottom of the vendor profile/summary form.

Discuss use of tally sheets for those vendors with few products and many deliveries (milk, snacks, etc.).

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Discuss perpetual inventory cards if necessary. Make sure all needed data elements are contained - product description, case size, case price, number of cases received, and date of receipt.

Do you have a school garden that provides foods for you to use? _____
Any other sources of food? _____

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Vendor Profile/Summary

SFA NAME _____		SFA # _____	Document Type					
Food Type	Vendor(s)	# Deliveries Per Month	Contract	Invoice	Receipt	Bill of Lading	Product	Other
Canned Goods/Staples								
Frozen Meats/Poultry/ Entrees/Seafood								
Fresh Meats/Poultry/ Seafood								
Milk								
Non-dairy beverages								
Ice Cream								
Bread								
Fresh Produce - (e.g. from commercial vendors/local farmers/school gardens etc.)								
Frozen Vegetables/ Fruits								
Pre-Plated Meals								
Candy								
Snack/Cakes								
Chips								
Component Kits or Branded Sandwiches, Tacos, Pizza, Etc.								
Other food types								

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IV. A la carte food sales

Now, I have a few questions on a la carte sales:

Do you have any a la carte sales other than milk?

Yes ____ No ____

If **YES**, briefly describe your a la carte operation.

If YES, could you send us a copy of your a la carte menu and price list?

If YES, and your a la carte sales are restricted to a relatively small number of items (say the top 10), identify each and indicate which grade levels may purchase each item.

	Items	What grade levels may purchase this a la carte item?		
		Elementary	Secondary	All
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

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V. Product recalls

Finally, I have one last concern regarding **product recalls**:

We will need to capture any product recalls that occur during your three month period on foods you have acquired (whether they were acquired during this same time span or earlier). What is the best way for us to collect information on product recalls? (E.g. will they be on invoices as returns, or on separate documents?)

OK. That's it for now. Let's take a look back at what we have decided on for the easiest way for you to send us the data elements needed for the study.

For the months of _____, _____, and _____ you will send us:

- _____ Bid specs
- _____ Commodities
- _____ Vendor summaries (identify vendors)
- _____ Invoices (identify vendors)
- _____ Tally sheets (identify products)
- _____ Monthly menus
- _____ A la carte menus
- _____ Price list

We will need the first month's data by the middle of the second month. If you can't get it to us by then please call and let us know.

If you have questions at any point in the study, please call us at the 1-800-XXX.XXXX

Thanks again for all of your help.

Time call ended: _____

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Schedule for another if necessary: _____

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Appendix 2: SCHOOL FOOD PURCHASE AND COMMODITY DONATION DATA

There is no standard form used to collect the food purchase data. School districts will be asked to provide source documents that provide detailed information about the foods purchased and USDA donated commodities received during a specified 3-month time period. Negotiations will take place during recruitment to determine the least burdensome approach to obtaining this information.

Districts can choose one of the following methods or a combination of methods to keep the burden to a minimum:

- Vendor Summaries
- Copies of Invoices
- Tally Sheets
- Bid Specifications

Regardless of the method the school district elects to use, the following data elements associated with food purchases and commodity donations must be included on the source documents:

- Type of product purchased (e.g., turkey burger, cheese pizza, canned tomatoes)
- Brand name, if a branded product
- Product Code Number
- Unit Size (pack size, case size, etc.)
- Number of cases (units) purchased
- Unit price
- Total Cost
- Fuel or other additional charges
- Rebates/discounts or credits

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Appendix 3: DATA SUMMARY FORM AND OILS AND FATS PURCHASES SUMMARY FORM

<p style="text-align: center;">Data Summary Form (Part A) and Oils And Fats Purchases Summary Form (Part B)</p> <p>Name of School District: _____</p> <p>City, State, Zip: _____</p> <p>Name of Contact Person: _____</p> <p>E-mail Address: _____</p>

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Part A: Instructions for completing the Data Summary Form

Please find attached on the Data Summary Form a summary of what we have transcribed and entered as your food deliveries for the three month period, April, May and June. We would appreciate it if you would take a few minutes to:

1. Review what we have recorded. We want to know if we have a complete data set and whether what we have entered correctly reflects your deliveries. We realize that some of your food products might be described a little differently from the invoice information because we have categorized your food items in a standard format. If you find any errors, e.g., we have recorded your beef patties as cooked when, in fact, they are uncooked, please mark the correction on the data summary sheet and return the sheet to us.
2. Review the "rebate/discount/donation" column (column 6). In this column we have marked those processed food items in which we believe USDA-donated foods were used as ingredients. We have placed a letter representing the kind of processing we believe the product to be in this column. Here are the codes we used:
 - D** for items for which we think you pay a discounted price,
 - R** for items for which we think you receive a rebate check,
 - U** for items delivered straight to you as USDA-donated foods.

P for items for which you received USDA-donated foods and then sent them out for further processing.

Please correct those that we have misidentified and fill-in any that are missing. Call us if you have had products that contain USDA-donated foods and you are not sure whether they should be flagged as an R, D, P or U.
3. Please place a check mark in column 7a headed 'used in a la carte' for any item that you use as part of your a la carte food offering. If the item is used for both a la carte and reimbursable meals, please make an estimate of the percentage used for a la carte and write that percentage in the column 7b headed '% of total'. If the item is used only for a la carte sales, write 100 in column 7b.
4. If the food product is used for a program **other than** school a la carte, school lunch or school breakfast (for example, Head Start, Afterschool Snack Program, etc.) place a check in column 8a headed 'used in other programs'. If the item is used for both school and other programs, please make an estimate of the percentage used for other programs and write that percentage in column 8b headed '% of total'. If the item is used only for other programs, write 100 in column 8b.

Again, feel free to call us if you have any questions or concerns regarding this summary. We are anxious to report data that are complete and correct so that the contribution of the School Lunch and Breakfast Programs can be accurately measured.

Thank you for your time.

Please return this form to the following address: XXXXXXXXXXXX, XXXXXXXXXXXX. If there are any questions please contact Mr/Ms XXX tel: 1-800-YYY-YYYY or email YYYYY@XXXXX.com

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MONTH: April		Part A: DATA SUMMARY FORM					# 4001		
DISTRICT NAME: Spring Hill		VENDOR NAME: Sysco							
1	2	3	4	5	6	7		8	
Product Description	Unit Size	Unit cost	Number of units	Total	Rebate/ discount/ donation	Used in a la carte		Used in other programs	
						7a Check if used in a la carte	7b % of total	8a Check if used in other programs	8b % of total
Cheese, American	5 lb 4	34.00	762	25,908.00					
Eggroll, Beef and Vegetable	4.2 oz 60	30.30	845	25,603.50					
Cheese, Cheddar	5 lb 4	38.00	585	22,230.00					
Ketchup	9 gr 1000	9.88	1884	18,613.92					
Pork Sausage Patty, Uncooked	1.25 oz 142	18.68	840	15,691.20					
Cheese Sauce	1 10 6	32.30	471	15,213.30					
Potatoes, French Fry	4.5 lb 6	9.16	1550	14,198.00					
Apple Juice, Individual	4 oz 96	8.79	1580	13,888.20					
Beef Patty, Cooked	1.75 oz 92	19.27	3000	57,810.00					
Waffles	1 oz 144	18.20	605	11,011.00					
Pork Ribette	3 oz 72	17.29	629	10,875.41					
Fish Nugget, Breaded	10 lb 1	15.26	663	10,117.38					
Fruit Rollup, Cherry	.5 oz 96	18.88	430	8,118.40					

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Pork. Ground. Cooked	30 lb 1	40.51	122	4,942.22	U				
Please return this form to the following address: . If there are any questions please contact Mr/Ms X tel: 1-800-YYY-YYYY or email: YYYY@ XXX.com									

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Part B: Instructions for completing the Oils And Fats Purchases Summary Form

Please find attached on the **Oils And Fats Purchases Summary Form** a summary of what we have transcribed and entered as your **oils and fats purchases** for the three month period, April, May and June. We would appreciate it if you would take a few minutes to:

1. Review what we have recorded as your fats and oils purchases. We want to know if we have a complete data set and whether what we have entered correctly reflects your deliveries of oils and fats.
2. Please place a check mark in column 7a if you use that oil for deep frying. If the item is used for both deep frying and other purposes make an estimate of the percentage used for deep frying and write that percentage in the column 7b headed '% of total'. If the item is used only for deep frying, write 100 in column 7b.

Again, feel free to call us if you have any questions or concerns regarding this summary. We are anxious to report data that are complete and correct so that the contribution of the School Lunch and Breakfast Programs can be accurately measured.

Thank you for your time.

Please return this form to the following address: XXXXXXXXXXXX, XXXXXXXXXXXX. If there are any questions please contact Mr/Ms XXX tel: 1-800-YYY-YYYY or email: YYYYY@XXXXX.com

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1	2	3	4	5	6	7	
Product Description	Unit Size	Unit cost	Number of units	Total	Rebate/ discount/ donation	Used for deep frying	
						7a Check if used for deep frying	7b % of total
Oil, corn							
Oil, soybean							
Oil, peanut							
Oil, cottonseed							
Oil, canola							
Oil, sunflower							
Oil, vegetable							
Shortening, vegetable							
Shortening, soybean							
Please return this form to the following address: . If there are any questions please contact Mr/Ms X tel: 1-800-YYY-YYYY or email: YYYY@XXX.com							