



To: **[SDA RESPONDENT]**

Subject: USDA Foods Distribution and Fees Survey Clarification Request

Dear **[SDA RESPONDENT]**:

Thank you for completing the **USDA Foods Distribution and Fees Survey**. In reviewing the survey data, we have found we need further clarification on the following question(s) from your survey responses:

Question: [INSERT QUESTION]	Response: [INSERT RESPONSE]
Clarification: We would like to know . . .	
Question: [INSERT QUESTION]	Response: [INSERT RESPONSE]
Clarification: We would like to know . . .	

If you can provide this information, it would be very much appreciated. You may reply directly to this email at USDAFoods@2mresearch.com. If you would like to provide your answers over the phone, please contact the Study Team directly at **1-8XX-XXX-XXXX** (toll-free) Monday through Friday from 10:00 a.m. to 6:00 p.m. Eastern Time. If you call outside of these hours, please leave a message, and we will return your call the following business day.

Thank you for your participation in this study.

Mary Ann Latter

Project Director | 2M Research

This information is being collected to assist the Food and Nutrition Service in understanding fee structures for the distribution, warehousing, and administration of USDA Foods for school meals. This is a voluntary collection and FNS will use the information to better understand and compare how State Distributing Agencies manage the operations and distribution of USDA Foods to School Food Authorities. This collection does not request any personally identifiable information under the Privacy Act of 1974. 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 0584-0613. The time required to complete this information collection is estimated to average 6 minutes (0.10 hours) 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. 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, Floor 5, Alexandria, VA 22314 ATTN: PRA (0584-0613). Do not return the completed form to this address.