



To: **[State Distributing Agency]**

Subject: USDA Survey - Reminder

Dear **[NAME]**:

We recently sent you an email about the **USDA Foods Distribution and Fees Survey** we are conducting for the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS). The survey will collect important information from all State Distributing Agencies (SDAs) to help FNS better understand and compare fee structures for the distribution, warehousing, and administration of USDA Foods for school meals.

We ask that you complete this brief, 20-minute web survey. The survey can be completed by clicking on the following [\[SURVEY LINK\]](#). Please submit your response by [\[DATE\]](#).

You can click on the [\[Frequently Asked Questions \(FAQs\)\]](#), which should answer questions about the study. For any assistance, you may contact the Study Team by phone at **1-XXX-XXX-XXXX** (toll-free), Monday through Friday from 10:00 a.m. to 6:00 p.m. Eastern Time or by email at USDAFoods@2mresearch.com. The FNS contact person for this study is Alexander Bush, who may be reached by email at Alexander.Bush@usda.gov.

Thank you in advance 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.

Frequently Asked Questions**Q Why is USDA conducting the study?**

A The objective of the study is to describe in detail how State Distributing Agencies (SDAs) manage the operations, storage, and distribution of USDA Foods to School Food Authorities (SFAs) including associated fee structures, warehouse operations, and use of State Administrative Expense (SAE) funds. All States are requested to complete the study.

The USDA Food and Nutrition Service (FNS) will use this survey to better understand and compare fee structures for the distribution, warehousing, and administration of USDA Foods for school meals.

Q Are we required to take the survey?

A USDA kindly requests your participation in this study, and your participation is highly encouraged, although not required.

Q How does USDA protect the privacy of the information provided?

A Your personal information (name, telephone number, etc.) will be kept private, and will only be available to the Study Team and FNS.

Q What if we do not have time or staff to complete the survey?

A We understand that your time is valuable. The survey has been carefully designed to collect the required information with the least amount of burden. The study will collect this information using a brief survey, which is estimated to last an average of 20 minutes.

Q Who should I contact if I have questions about the study or survey?

A If you have questions or concerns, please contact the Study Team by email at USDAFoods@2mresearch.com or by phone at 1-8XX-XXX-XXXX (toll-free), Monday through Friday, between the hours of 10:00 a.m. and 6:00 p.m. Eastern Time. If you call us outside of these hours, please leave a message, and we will return your call the following business day.

Q What is the contact information for the USDA FNS Project Officer?

A USDA FNS Project Officer: Alexander Bush
Phone Number: 703-305-2127
Email Address: alexander.bush@usda.gov