

Appendix A2. Email Notification from Regional Offices to State Child Nutrition Directors



X/X/2018

To: **[SELECTED CN STATE AGENCY DIRECTORS]**

Subject: Study of School Food Authority (SFA) Procurement Practices

X/X/2018

Good afternoon,

The U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) has contracted with 2M Research (2M) and its research partner, Mathematica Policy Research (Mathematica), to conduct the Study of School Food Authority (SFA) Procurement Practices. The study will describe and assess the decision-making process of SFAs regarding school food procurement practices. Using a nationally representative sample of SFAs, this study is one of the first FNS studies to comprehensively examine SFA procurement practices related to food service management companies, cooperative purchasing agreements, recordkeeping, local purchases, and food purchase specifications for Child Nutrition program meals served in schools.

You will soon receive an email from 2M that will provide additional information about the study and will include the SFAs in your State selected for the study. Please encourage your SFAs' cooperation with study requests from 2M and Mathematica. If you or your SFAs have any questions or concerns, please do not hesitate to contact the 2M survey help desk by either calling (toll-free) **1-844-250-1911** or emailing sfaprocurement@2mresearch.com. Someone will be available during normal business hours (9 A.M. to 5 P.M. CST, Monday-Friday) to take your call. If you call outside of this time, please leave a message and they will return your call the following business day.

You may also contact Ashley Chaifetz by telephone at (703) 457-7741 or via email at ashley.chaifetz@fns.usda.gov if you have any questions regarding this project.

Thank you in advance for your assistance.

[FNS Regional Liaison]

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