

C24. SFA POST-PLANNING EMAIL (FULL AND LIMITED OUTLYING AREAS)

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## SFA DIRECTOR POST-PLANNING EMAIL (FULL AND LIMITED OUTLYING AREAS)

OMB Control Number: 0584-XXXX  
Expiration Date: XX/XX/XXXX

**Subject:** Outlying Areas Cost Study information and document request

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Dear [SFA Director]:

Thank you for working with us to schedule data collection for the Outlying Areas Cost Study, a sub-study of the USDA School Nutrition and Meal Cost Study-II (SNMCS-II).

As we discussed, we are requesting the following financial statement(s) from you. Please upload them to [site] by [date]. [Add instructions for uploading.]

1. Final expense statement for SY 2018-2019 for the SFA. This is part of what is usually called the “statement of income and expense” or the “profit and loss statement.” It is okay to provide the entire statement.
2. A complete set of price lists from all vendors for commercially purchased food items and USDA Foods acquisitions. We need this to collect information on the costs of purchased foods and the value of USDA Foods used by this SFA during the past 3 months.

[AK: Below lists the week of data collection and individuals we discussed speaking with at each school. If any information was left blank or is incorrect, please reply to this email with the appropriate information.

1. Week of data collection: week of [DATE]
2. SFA and district staff we plan to interview
  - a. [SFA director name], [SFA director contact information]
  - b. [Business manager name], [Business manager contact information]
  - c. [other SFA/district staff, as needed]
3. Schools included in the study
  - a. [School 1 name]
    - i. [Principal name], [Principal contact information]
    - ii. [SNM name], [SNM contact information]
  - b. [School 2 name]
    - i. [Principal name], [Principal contact information]
    - ii. [SNM name], [SNM contact information]
  - c. [School 3 name]
    - i. [Principal name], [Principal contact information]
    - ii. [SNM name], [SNM contact information]

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-XXXX. The time required to complete this information collection is estimated to average 10 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. 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, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-xxxx). Do not return the completed form to this address.

[FULL OA IN HI, GU, USVI, PR: Our time frame for collecting data from the schools in your SFA is [FILL WEEKS]. In the attached spreadsheet, we list which schools are assigned to which week. We will confirm the assigned week directly with the school staff. The spreadsheet also lists the principal and school nutrition manager for each school and their contact information. Please review it and let us know if any updates are needed.] See the attached list of data collection activities to help identify the correct staff to provide information for the study.

We will contact you again approximately two weeks before data collection begins to confirm all of this information and provide a full list of documentation that we will be asking to review.

[FULL OA: Please forward this email and the attached documents to the schools selected for the study. These documents stress the importance of the study and describe the study's activities. We would greatly appreciate it if you would express your support for the study when you forward the information.]

This assessment is not an audit. Your cooperation is mandatory under Section 28 of the Richard B. Russell National School Lunch Act.

Please email or call me if you have any questions about the Outlying Areas Cost Study or SNMCS-II. I can be reached at [Email] or [Telephone Number]. Thank you in advance for your help and cooperation.

Sincerely,

[Recruiter Name]

Attachments: Data Collection Activities and Respondents, [FULL OA: School Nutrition Manager Introduction Letter, Principal Introduction Letter to Schools,] [FULL OA IN HI, GU, USVI, PR: Selected Schools]