**Appendix A6. Request to SDAs to Submit USDA Foods Data**

**Subject: USDA School Food Purchase Study IV: Please Submit USDA Foods Data for Quarter [insert #]**

Dear State Distributing Agency Director:

We are writing to request data on USDA Foods for the USDA School Food Purchase Study IV (SFPS-IV). Please submit the requested data by [insert date]. We anticipate this request should take no more than 30 minutes. The data you provide will supplement the information submitted by SFAs, and help ensure a full accounting of SFA food acquisitions over the school year.

For each SFA listed in the attached file, please provide an Excel (or other editable format) file with data on USDA Foods direct deliveries and State Monthly Performance Reports for all further processed USDA foods for quarter [#] of School Year 2021-2022 ([insert months]).

To assist you with the data extraction from your system, the attached document, “Overview of USDA Foods Data,” specifies the data elements needed, and for States that use the Web-Based Supply Chain Management (WBSCM) system, the specific report(s) that may be submitted.

You may email the data to FoodPurchase@westat.com or upload it to the secure study website. If you choose to upload the data to the study website, you will need the following PIN:

* Unique PIN assigned to you: [####]

If you have any questions about the requested data, please visit the study website at [www.PurchaseStudy.com](http://www.PurchaseStudy.com). You may also email PurchaseStudy@westat.com or call the study’s Technical Assistance Center (TAC) toll-free at XXX-XXX-XXXX. The TAC is available weekdays from 9am to 4pm EST and the message line is available 24/7, with responses provided the following business day.

We appreciate your support of this important USDA study.

Sincerely,

Westat

Attachments:

* List of SFAs for the quarter
* Overview of USDA Foods Data