



OMB Control No: 0584-0471

Expiration Date: XX/XX/20XX

## **Appendix A7. Overview of USDA Foods Data**

### **Overview of USDA Foods Data from State Distributing Agencies**

USDA's School Food Purchase Study IV (SFPS-IV) is requesting State Distributing Agencies to provide detailed data on USDA Foods to SFAs selected to participate in the study.

Each selected SFA has been assigned a specific quarter of School Year 2021-2022 for which data will be requested. After the end of each quarter, we will send State Distributing Agencies an email to provide data on USDA Foods delivered to the selected SFAs for that specific quarter.

The quarters of School Year 2021-2022 are as follows:

- Quarter 1: July 1, 2021, through September 30, 2021
- Quarter 2: October 1, 2021, through December 31, 2021
- Quarter 3: January 1, 2022, through March 31, 2022
- Quarter 4: April 1, 2022, through June 30, 2022

### **Data Needed and Requested Format**

#### Direct Deliveries

For each selected SFA (each recipient agency), please provide the following information on direct deliveries of USDA Foods during the specified quarter:

- Product Name (e.g. beef burger, canned tomatoes)
- Product code (USDA Foods material code)
- Pack size (case size)
- Total cases received
- Total value

You do not need to provide data on deliveries of DoD Fresh Produce, as these data will be provided by USDA.

The U.S. Department of Agriculture is conducting this study to obtain updated national estimates of food acquisitions and a description and analysis of food purchase practices of school districts participating in the Federally supported school meal programs. The estimates will provide information on the type, volume and source of foods acquired, the relative importance of USDA Foods, and changes in food composition and cost over time. Participation in this study by individuals is voluntary and the information collected will be used to understand school meal program trends and practices associated with food buying efficiency. 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 0584-0471. The time required to provide this information collection is estimated to average 3 minutes per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review 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, Alexandria, VA 22314 ATTN: PRA (0584-0471).



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If your State uses the Web-Based Supply Chain Management system (WBSCM), the data needed may be found in the following reports which you may run and submit directly to the study:

- WBSCM Value of Commodities Received
- WBSCM Requisition Status Report

If you are using another system to track USDA Foods deliveries, please ensure your submission includes all of the requested data elements, and provide it in an Excel or other electronic editable format.

### Processed End Products Containing USDA Foods as Ingredients

For each selected SFA (each recipient agency), please provide the Monthly Performance Reports for the specified quarter. These should be provided for all processed end products containing USDA Foods, including those governed by National processing agreements, and those governed by any State-level processing agreements.

### [only include for 8 pilot States:] Unprocessed Fruit and Vegetable Pilot

For each selected SFA (each recipient agency), please provide the following data on deliveries for the Unprocessed Fruit and Vegetable Pilot for the specified quarter:

- Product Name (e.g. peaches, tomatoes)
- Pack size (case size)
- Total cases received

### **How to Submit the Data**

There are two ways to submit the data to the study team:

- Upload the file(s) to the study website at [www.PurchaseStudy.com](http://www.PurchaseStudy.com) by entering the unique PIN assigned to you. This PIN will be included in the email request each quarter. OR
- Email the file(s) to [PurchaseStudy@westat.com](mailto:PurchaseStudy@westat.com) [insert specific instructions for labeling the email and possibly encrypting it]

### **Timeline for Data Submission**

We request that you submit the data to the study within two weeks of receipt of the email request. We will send you periodic reminders if you have not submitted the data within that timeframe.

### **For Assistance or Questions**

- The study website at [www.PurchaseStudy.com](http://www.PurchaseStudy.com) is the hub for study activities and detailed information about the study.
- For individual assistance, you may contact the Technical Assistance Center at XXX-XXX-XXXX or email [PurchaseStudy@westat.com](mailto:PurchaseStudy@westat.com). By



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phone, 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.