**Appendix C1. FNS Notification to Vendors**

**Subject: Please Support the USDA School Food Purchase Study IV**

Dear [Vendor Official/FSMC Official]:

We are writing to request your support of the U.S. Department of Agriculture, Food and Nutrition Service’s (USDA, FNS’s) fourth School Food Purchase Study (SFPS-IV). This study will provide updated national estimates of school food authority (SFA) food acquisitions (both purchased foods and USDA Foods) and describe food purchase practices, as well as changes in purchases and purchase practices in the context of the significant changes in the school nutrition environment since the prior study more than a decade ago. This information will be useful to program stakeholders at all levels, including vendors, in understanding the evolving landscape of school nutrition, and planning for the future.

The study is being conducted for USDA, FNS by Westat and its partner, Agralytica. Data collection will occur this school year, 2021-2022, and will include approximately 600 public SFAs across the country. Each selected SFA will be asked to complete a Survey of Food Purchase Practices and provide detailed food purchase data for one selected quarter of the school year.

We want to assure you that any information collected from SFAs through the study will be used only to develop national estimates of food purchases; specific data will never be attributed to any company or SFA, and all data will be safeguarded by the study team and destroyed at the end of the study.

Please see the attached study brochure for additional information. The study website, [www.PurchaseStudy.com](http://www.PurchaseStudy.com), has additional information and study resources.

If you have any general questions about the study, you may contact the FNS Project Officer, Jinee Burdg at [Jinee.Burdg@usda.gov](mailto:Jinee.Burdg@usda.gov). You may also email the study’s Technical Assistance Center (TAC) at [PurchaseStudy@westat.com](mailto:PurchaseStudy@westat.com) or call 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 look forward to your support of this important USDA study.

Sincerely,

[FNS CN and FNS Food Distribution]

Attachment: study brochure