



OMB Control No: 0584-0471

Expiration Date: XX/XX/20XX

Appendix B5. Email with Link to Survey

Subject: USDA School Food Purchase Study IV: Please complete the Survey of Food Purchase Practices

Dear SFA Director:

Welcome to the U.S. Department of Agriculture's (USDA's) School Food Purchase Study! We hope you were able to participate in the recent Study Overview Webinar. If not, you may view it on the study website at www.PurchaseStudy.com.

Survey of Food Purchase Practices

At this time, we ask that you **complete the web-based Survey of Food Purchase Practices**. We anticipate this will take you about 90 minutes. The Survey includes questions about SFA characteristics; names and contact information for the vendors from which you purchase foods; methods for procuring foods; and questions about the impact of COVID-19 on procurement practices. We have attached a PDF copy of the survey, so that you can review the questions and collect the necessary information to answer the questions prior to logging in.

To access the Survey, please go to the study website at www.PurchaseStudy.com and enter the following PIN:

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

Please complete the Survey as soon as possible but no later than [insert date one month following email].

If food procurement decisions are made by someone else in your district, please forward this email to them and copy us (PurchaseStudy@westat.com) so that we can communicate with them directly.

Quarterly Food Purchase Data

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).

The quarter you were assigned to provide detailed food purchase data is the **<1st/2nd/3rd/4th> quarter**, covering the months of **<month1> through <month3> <2021/2022>**.

For those SFAs assigned the 1st quarter, you will be receiving a separate email inviting you to participate in a **webinar** for SFAs, to review the needed purchase data in detail, and respond to questions. For those SFAs assigned to the 2nd, 3rd, or 4th quarters, a separate email will be sent at the beginning of your assigned quarter. The webinar will be recorded and posted to the study website if you are unable to participate.

We encourage you to review the attached **food purchase data submission checklist** to ensure you can access all requested data elements. Note that the study will accept purchase data in a variety of formats to ease burden, but strongly encourages submission in an electronic, editable file if at all possible.

Again, if food purchase records should be obtained from someone else in your district, please forward this email to them and copy us (PurchaseStudy@westat.com) so that we can communicate with them directly.

Technical Assistance and Support

The study website, www.PurchaseStudy.com, is the hub for study information and activities. In addition, staff in our Technical Assistance Center (TAC) are available by phone (XXX-XXX-XXXX) or email (PurchaseStudy@westat.com) to provide one-on-one support. By phone, the TAC is available weekdays from 9am to 4pm EST and the message line is available 24/7, with responses provided the business following day.

Study Participation

Your participation in the study is important to ensuring that the results are nationally representative. As a reminder, while you as an individual are not required to participate, the Healthy, Hunger-Free Kids Act of 2010 requires that SFAs participate in USDA studies. SFAs that complete all data requests for the study will receive \$300 as a thank you for participation, which may be used towards attending a conference or other professional development opportunity.

We appreciate your support of this important USDA study.

Sincerely,

Westat

Attachment

- PDF copy of Survey
- Food purchase data submission checklist