



OMB Control No: 0584-0471

Expiration Date: XX/XX/20XX

Appendix B8. Purchase Data Webinar Invitation

Subject: You are invited to a webinar for the USDA School Food Purchase Study

Dear SFA Director:

We are hosting a webinar to discuss the food purchase data submission for the USDA School Food Purchase Study. The webinar will provide details on the requested quarterly food purchase data, and allow school food authorities (SFAs) an opportunity to ask questions.

The webinar for SFAs selected to provide data for the <1st/2nd/3rd/4th> quarter will be held at the following date and time:

[Insert date/time]

Please register in advance by clicking this link. [insert link]

If food purchase records will be obtained from someone else in your district, and you have not already informed us, please forward this email to them and copy us (PurchaseStudy@westat.com) so that we can communicate with them directly.

We will post recordings of each quarterly webinar to the study website if you are unable to participate in the webinar this quarter. We will also update the frequently asked questions, based on questions during the webinar.

As a reminder, you may visit the study website at www.PurchaseStudy.com for study information and resources. 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. 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.

Thank you again for your support of this important USDA study.

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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Sincerely,

Westat