



OMB Control No: 0584-0471

Expiration Date: XX/XX/20XX

## **Appendix B10. Email to Submit Quarterly Data**

### **Subject: USDA School Food Purchase Study IV: Please Submit Food Purchase Data for the <1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>> Quarter**

Dear SFA Director:

Now that the [1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>] quarter of the school year <Month1 – Month 3> is almost completed, we are asking that you prepare to submit quarterly food purchase data, and data on quarterly revenues and expenditures, for USDA's School Food Purchase Study.

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](mailto:PurchaseStudy@westat.com)) so that we can communicate with them directly.

### **Quarterly Food Purchase Data**

For all foods acquired during the [1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>] quarter of School Year 2021-2022, from <month1 to month 3>, please provide the following information contained in velocity reports/vendor summaries and other related documents:

- Product Name (e.g. beef burger, canned tomatoes, pizza)
- Product code
- Brand name, if a branded product
- Manufacturer code
- Distributor code
- Pack size (case size, pounds, bushels, etc.)
- Total units sold
- USDA Foods Value Pass Through Method
- Total cost

Note that the data should include only those foods that were delivered to your district during the specified timeframe—products purchased

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 5 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).

commercially and USDA Foods, and both foods used in reimbursable meals and nonprogram foods (a la carte).

Do not include food orders placed but not actually received, or foods used for adult meals, catering, or programs other than the National School Lunch or School Breakfast Programs (e.g., Child and Adult Care Food Program). You also do not need to provide data on DoD Fresh foods received as USDA Foods during the quarter. We will obtain that data directly from USDA.

The attached **food purchase data submission checklist** has detailed instructions and descriptions of each of the requested data elements. We strongly encourage you to provide an Excel or other electronic editable format if at all possible.

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

- Please upload the file(s) to the study website at [www.PurchaseStudy.com](http://www.PurchaseStudy.com) by entering the unique PIN assigned to you.

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

There are instructions on the website on how to upload.

If you are unable to upload the files, please contact the TAC at XXX-XXX-XXXX or by email at [PurchaseStudy@westat.com](mailto:PurchaseStudy@westat.com), and we will assist you.

### **Quarterly Program Data**

Please go to the study website at [PurchaseStudy@westat.com](http://PurchaseStudy@westat.com) and complete the quarterly program data request for the [1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>] quarter. The specific information that will be requested is as follows:

- Number of serving days and meals served/claimed by type (free, reduced price, paid)
- Total revenue from the sale of nonprogram foods and beverages (i.e., a la carte, competitive foods)
- Top 10 selling nonprogram foods
- Other food program sales (if applicable)
- Total food expenditures for food and beverages

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.

When you go to the website to enter this data, please use the following PIN:

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

### **Timeline for Data Submission**

We ask that you submit the purchase data and complete the quarterly program data request as soon as possible but no later than [insert date one month from end of quarter].

### **After Data Submission**

Following data submission, the study team will compile all of the data you submit and send you a summary report. We will ask you to provide any needed clarification, and to indicate the foods that were only used for reimbursable meals, those that were only used as nonprogram foods, and those that were used for both with a proportion for each.

### **For Assistance or Questions**

- The study website at [www.PurchaseStudy.com](http://www.PurchaseStudy.com) is the hub for study activities and resources. You may wish to view the recording of the recent **webinar** on Food Purchase Data if you have questions about the needed data, or look at the Frequently Asked Questions.
- For individual assistance, you may contact the Technical Assistance Center at XXX-XXX-XXXX or email [PurchaseStudy@westat.com](mailto:PurchaseStudy@westat.com). By 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.

We appreciate your support of the study, and look forward to receiving your data soon. As a reminder, SFAs that complete all data requests for the study will receive \$300.

Sincerely,

Westat

Attachments:

- Food Purchase Data Submission Checklist
- PDF of Quarterly Program Data