**Appendix B13. Clarification and Confirmation Email**

**Subject: USDA School Food Purchase Study IV: Clarification and Confirmation of Food Purchase Data**

Dear SFA Director:

Thank you for submitting the food purchases from all sources in your district from <DATE-TO-DATE>. We have compiled all the data you provided into a single summary file, which is attached. Please:

* Review the list of vendors and make sure this reflects all vendors that supplied food to your district during <DATE TO DATE>.
* Indicate the USDA Foods Value pass through method for each item (if applicable)
* Specify the amount (%) of each product served as a nonprogram food (a la carte)
* Specify the amount (%) of each product served in other programs
* Provide data on your total quarterly revenues and expenditures for the [1st/2nd/3rd/4th] quarter, 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

**Timeline for Purchase Data Submission**

We ask that you submit this additional information to the study as soon as possible but no later than [insert date two weeks from date of email].

**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.

**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.
* For individual assistance, you may contact the Technical Assistance Center (TAC) at XXX-XXX-XXXX or email [PurchaseStudy@westat.com](mailto:PurchaseStudy@westat.com). 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 so far, and look forward to receiving your data soon. As a reminder, SFAs that complete all data requests for the study will receive $300 as a thank you.

Sincerely,

Westat