



OMB Control No: 0584-0471

Expiration Date: XX/XX/20XX

## 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 [1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>] quarter, as follows:
  - o Number of serving days and meals served/claimed by type (free, reduced price, paid)
  - o Total revenue from the sale of nonprogram foods and beverages (i.e., a la carte, competitive foods)
  - o Top 10 selling nonprogram foods
  - o Other food program sales (if applicable)
  - o 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

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).

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,

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