

APPENDIX C
SFA CONTACT INFORMATION REQUEST

Dear <<STATE CN DIRECTOR>>:

The U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) is preparing to conduct a web survey of all school food authorities (SFAs) that participate in the Child Nutrition Programs to collect information on school food supply chain challenges.

The SFA Survey on Supply Chain Disruption will assist FNS and its partners to enhance the toolbox for school nutrition professionals working hard to make sure students have reliable access to healthy meals. Information gained through survey responses will build on the insight that USDA needs to support school districts during this difficult time with tailored resources, tools and flexibility needed to serve students healthy and nutritious meals. The survey has 20 questions and is estimated to take SFAs approximately 20 minutes to complete.

In order to conduct this survey, FNS needs contact information for all SFAs (public and private) in your State, including:

- SFA Name
- SFA ID
- Public/Private
- Director Name
- Position Title
- Email Address
- Telephone

FNS will use this information to distribute the survey and any reminder and thank you emails directly to SFAs, thus minimizing the burden of this effort on State agencies.

We know that you are busy, working under extraordinary circumstances to ensure that children can get the food they need to learn, grow and thrive, which is why we want this process to be as seamless as possible. We have enclosed a spreadsheet for you to complete for each SFA director in your State who will serve as our point of contact for this survey.

Given the urgency of this situation, we are seeking a quick turnaround on this request so that we may distribute the survey to SFAs by November 1st. Please email the completed spreadsheet back to me by <<DATE>>. Alternatively, if you have an existing file with the requested information, please feel free to email that instead.

I have also attached an email template for you to use to let SFAs know that this survey is coming and to encourage them to complete it as quickly as possible. FNS is conducting this survey with support from partners across the Federal Government and hopes to receive input from each SFA to learn more about the conditions they are experiencing in their communities and how we might be able to help.

The Food and Nutrition Service (FNS) is collecting this information to better understand the impacts of supply chain disruption on school districts nationwide. This is a mandatory collection. FNS will use the information to develop tailored resources, tools and flexibilities to support school districts in serving students healthy and nutritious meals. This collection does not request personally identifiable information (PII) under the Privacy Act of 1974. 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-XXXX. The time required to complete this information collection is estimated to average 30 minutes (0.5 hours) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing 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, 5th Floor, Alexandria, VA 22314, ATTN: PRA (0584-0607). Do not return the completed form to this address.

We cannot accomplish this task without your assistance so we thank you in advance for your contributions to this important effort. If you have any questions or concerns, please contact me at [INSERT PHONE] or [INSERT EMAIL].

Sincerely,

<<NAME AND TITLE OF SENDER>>

[INSERT SPREADSHEET: SEE ATTACHMENT 1 BELOW]

