

Appendix A

OMB Number: 0584-XXXX
Expiration Date: XX/XX/XXXX

This is an invitation to submit nominations for the [Year] PSU program. While nomination is voluntary, if a participant wishes to attend PSU, completion of the course nomination is mandatory. This collection does not request any personally identifiable information 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-XXX. The time required to complete this information collection is estimated to average 5 minutes 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 22306 ATTN: PRA (0584-NEW). Do not return the completed form to this address.



Food and Nutrition Service [Month Day, Year]

1320 SUBJECT: Produce Safety University: [Year] Course Offerings and Nomination Process

Braddock Place Alexandria, VA 22314 TO: Regional Directors Special Nutrition Programs All Regions

Child Nutrition State Agency Directors All State Agencies

Produce Safety University (PSU) is an experiential learning program offered by the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) that immerses child nutrition professionals in the fresh produce supply chain and arms them with tools and knowledge to address real life scenarios, critically analyze and respond to food safety issues, and teach others critical produce safety concepts and practices. Participants learn to identify and manage food safety risks associated with fresh produce whether purchased from farmers or distributors, received whole or fresh-cut, or grown in a school garden.

On behalf of FNS, I invite you to submit nominations for the [Year] PSU program, which will be delivered virtually and includes five sessions offered during [Dates].

Nominations may include State agency and district-level child nutrition professionals. State agencies are encouraged to nominate participants who have an active role in training school nutrition staff at the district level and/or produce procurement responsibilities. Participants will be expected and encouraged to teach others about produce safety using the training materials provided through PSU.

A state may only nominate four individuals and only one nomination may be a State agency staff member. If nominations are made by multiple State agencies, they should work together to select the four nominees for the state. Individuals who previously attended PSU in person or virtually should not be nominated.

Please forward this letter to each of your selected nominees. **Nominees should complete the electronic form on their own by [Date]**. They should not nominate any other person. Late nominations will be placed on a waiting list and considered only if space becomes available.

FNS will select approximately 120 participants through the State agency nomination process. Selections will be balanced among FNS regional offices and states. FNS will contact selected nominees directly to confirm participation.

In addition to the State agency nomination process, and in partnership with the Institute of Child Nutrition (ICN), FNS will select approximately 30 participants through a self-nomination process. Communication regarding the self-nomination process will be disseminated via the ICN.

Information for Nominees

The [Year] PSU session dates and times are listed below. All sessions will be delivered virtually.

Session Dates	Session Time (ET)
Date range	Time
Date range	Time
Date range	Time
Date range	Time
Date range	Time

Nomination Form Instructions

To be considered for selection, each nominee is required to submit an [electronic nomination form](#) by [Date]. The nomination form can be accessed at [insert link](#).¹

When submitting the form, please select three preferred dates when you, the nominee, will be available to attend the training. Every attempt will be made to accommodate your preferred dates; however, this may not be possible in all cases.

Only nominations submitted through the online nomination form will be accepted. Once a nomination form has been submitted successfully, a confirmation will appear at the end of the submission. Confirmation of receipt of a nomination form does not guarantee a place in a training session.

Selection Notification

Nominees selected for the [Month] sessions will be notified in [Month] [Year]. Nominees selected for the [Month] and [Month] sessions will be notified in [Month] [Year]. Participants will be asked to confirm their attendance within 10 calendar days of selection notification.

FNS looks forward to working with you to offer produce safety training to school nutrition professionals working in USDA Child Nutrition Programs. If you have any questions, please contact PSU project manager, [Name] at [Email@usda.gov] or producesafetyuniversity@usda.gov.

An overview of PSU and its impact are enclosed. To learn more about PSU, visit fns.usda.gov/ofs/produce-safety-university.

Sincerely,

[insert name]

Director, Food Safety Branch
 Food Safety and Nutrition Division
 USDA Food and Nutrition Service

¹ 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 numbers for this information collection are 0584-0611. The time required to complete this information collection is estimated to average fifteen minutes 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.