

Dear [State CN Director]:

I emailed you on [date] to request the information below by [date] to help the USDA with its research and had anticipated a response by this date. **Please send the requested information as soon as possible.** You may send the information in a single file or in multiple files, and in whatever format is easiest. The template is attached for ease. I am also happy to answer any questions you might have or provide any assistance.

Thank you,

[Name]

Requested information:

1. A list of all School Food Authorities (SFAs) in the State that currently participate in NSLP (2024-2025 school year), and the following information about each SFA:
 - o Name of the SFA director
 - o SFA director's contact information: phone and email address
 - o The SFA's full address, including zip code
 - o The SFA ID as reported on form FNS-742

2. A list of all the elementary schools in the State that currently participate in FFVP (2024-2025 school year), and the following information about each school:
 - o The name of the school's SFA
 - o The SFA ID number as reported on form FNS-742
(If you do not have this information, let me know)
 - o The school's zip code
(It's ok to provide the whole address if that's easier)
 - o The grade levels taught at the school
 - o The total student enrollment at the school
 - o The percent of enrolled students who are eligible for free and reduced-price meals
(or the following information we can use to calculate it: the number of enrolled

students who are eligible for free meals and the number of enrolled students who are eligible for reduced-price meals)

Additional information if you want to know more:

The USDA Food and Nutrition Service (FNS) is preparing to evaluate FFVP. The 2024-2025 National School Foods Study (OMB Control No: 0584-0698, expires 06/30/2027) will compare key outcomes in schools that *do* and *do not* participate in the program. The research team is not studying *all* elementary schools participating in FFVP but needs information about all FFVP schools to in order to calculate data and statistics about them.

Additionally, FNS is once again surveying SFAs as part of its annual Pulse Survey (OMB Control No. 0584-0689). We have not collected an SFA frame in many years and require an updated one for a seamless collection. Thank you for providing the information we need!

How do I know this is legitimate?

Every USDA study must be approved by the Office of Management and Budget, and approved studies will have a statement like the one below:

This information is being collected so the Food and Nutrition Service can study the Fresh Fruit and Vegetable Program and the National School Lunch Program. Your cooperation is mandatory under Section 28(c) of the Richard B. Russell National School Lunch Act. 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 0584-0613. The time required to read this email is estimated to average 0.02 hours. 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 Evidence, Analysis, and Regulatory Affairs, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-0613). Do not return the completed form to this address.