

APPENDIX C05. SAMPLE NOTIFICATION EMAIL REGIONAL OFFICES TO STATE CHILD  
NUTRITION DIRECTORS (GROUPS 1A, 1B, 2A, 2B, 3, FOA & LOA)

OMB Number: 0584-xxxx  
Expiration Date: xx/xx/20xx

This information is being collected to assist the Food and Nutrition Service in understanding school food purchasing practices, the nutritional quality of school meals and snacks, the cost to produce school meals, and student participation and dietary intakes. This is a mandatory collection and FNS will use the information to monitor program operations. 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-[xxxx]. The time required to complete this information collection is estimated to average 0.08 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-xxxx). Do not return the completed form to this address.

FROM: [EMAIL]

SUBJECT: 2024–2025 National School Foods Study

The 2024–2025 National School Foods Study is underway! FNS has selected with Mathematica, Decision Information Resources, and ProTeam to lead the study efforts for this project. This important study will collect updated information from States, School Food Authorities, schools, parents, and children on the school meal programs. These data have not been collected in over a decade and are critical to informing current and future program and policy decisions, affecting your schools and student lunches.

Your office's support for previous similar projects, such as the School Nutrition and Meal Cost Study and the School Food Purchase Study, have been critical to their success. We hope that you can provide the same assistance and support for this study.

The attached spreadsheet identifies the SFAs in your state/territory that are included in the national sample. FNS encourages your support and appreciates the support you have given in the past for our studies. You will soon be contacted by a representative from [HI, PR, or GU: Decision Information Resource /ANYONE ELSE: Mathematica] who will provide you with additional information and directly enlist your support. I have attached a copy of the study overview[s] with this email that you can distribute to the states/territories.

Additionally, we will host a webinar to provide more information, on [WHEN]. You will receive an email invite to the webinar from Mathematica soon.

Thank you in advance for your assistance with the 2024-2025 National School Foods Study. If you have questions about the study, feel free to contact me at [FILL WITH RO CONTACT INFO].

Sincerely,

[RO LIAISON]

ATTACHMENTS: SELECTED STATES/SFAS; STUDY OVERVIEW; [AK/HI/PR/GU/USVI: OFFICE: OA STUDY OVERVIEW]