

APPENDIX F01.06. SFPS QUARTERLY REMINDER EMAIL  
(GROUPS 1A AND 1B)

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 0.05 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.

## **Subject: Reminder - USDA National School Foods Study Quarterly Food Purchase Data**

Dear [SFA Director]:

We recently sent you an email requesting that you [submit quarterly purchase data for quarter [#] of School Year 2024-2025 ([months range])/  
provide quarterly program data for quarter [#] of School Year 2024-2025 ([months range])/  
review the summary of your district's quarterly food purchases and provide additional information about these purchases].

Our records show that you have not yet completed this activity. Please do so as soon as possible and not later than [date].

[IF MISSING QUARTERLY PURCHASE DATA: Please upload the file(s) to the study website at [\[study file transfer site\]](#) by entering the unique PIN assigned to you.

- Unique PIN assigned to you: [####]

As a reminder, the website includes instructions on how to upload your data.]

[IF MISSING QUARTERLY PROGRAM DATA: Please complete the quarterly program data request for the [1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>] quarter by clicking [here](#) [direct link to form]. The specific information requested is as follows:

- Number of serving days and meals served/claimed by type (free, reduced price, paid)
- Total revenue from the sale of nonprogram foods and beverages (i.e., a la carte, competitive foods)
- Top 10 selling nonprogram foods
- Other food program sales (if applicable)
- Total food expenditures for food and beverages

I have attached a PDF copy of the data request, so you can review the questions and collect the necessary information to answer the questions before logging in.]

Participation by selected State agencies, school districts, and schools is required under Section 28 of the Richard B. Russell National School Lunch Act. If you have any questions about the requested data, please visit the

study website at [\[study website\]](#). You may also email me at [\[email\]](#) or call me at [XXX-XXX-XXXX].

We appreciate your support of the 2024-2025 National School Foods Study.

Sincerely,

[NAME]

Attachments:

- Food Purchase Data Submission Checklist
- PDF of Quarterly Program Data Request