

OMB Number: 0584-0611  
Expiration Date: 11/30/2025

Dear \_\_\_\_\_,

The USDA Food and Nutrition Service (FNS) is interested in collecting voluntary feedback on the resources available to learn more about USDA Foods in Schools products, including [USDA Foods in Schools Product Information Sheets](#) and the [USDA Foods Database](#). We seek to better understand how these resources are currently utilized and identify potential opportunities for improvement. The intended audience for this survey is state agencies and school food authorities (SFA) operating the National School Lunch Program, including school districts, individual schools, and contracted food service management companies (FSMC).

Information from this survey will be used internally for general service improvement, to help determine the future of these two resources, and ensure USDA Foods product information is being presented in a way that is most useful to stakeholders.

Please identify someone from your state to complete the survey and share the link using the attached email with SFAs in your state, including school districts, individual schools, and contracted FSMCs. If multiple individuals make use of these resources at your state agency, more than one response can be submitted on behalf of each state. We are requesting feedback through the survey by XXXX XX, 2024.

The survey can be accessed at the following link: [Product Information Sheet and USDA Foods Database Survey](#).

If you have any questions, please contact [USDAFoods@usda.gov](mailto:USDAFoods@usda.gov). Thanks in advance for your assistance!

Sincerely,

Katie O'Donnell

This information is being collected to assist the Food and Nutrition Service (FNS) in obtaining feedback related to the resources available to learn more about USDA Foods in Schools products as Executive Order 12862 directs Federal agencies to provide service to the public that matches or exceeds the best service available in the private sector. This is a voluntary collection and FNS will use the information for general service improvement and resource development purposes. The collection does not request personally identifiable information under the Privacy Act of 1974. Responses will be kept private to the extent provided by law. 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 0584-0611. The time required to complete this information collection is estimated to average 20 minutes (0.33 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, 5<sup>th</sup> Floor, Alexandria, VA 22314. ATTN: PRA (0584-0611). Do not return the completed form to this address.