

OMB Number: XXXX-XXXX  
Expiration Date: MM/DD/YYYY

Dear School Food Authorities,

You were recently invited to participate in a voluntary survey aimed at determining how [USDA Foods in Schools Product Information Sheets](#) and the [USDA Foods Database](#) are currently being utilized and identifying potential opportunities for improvement. Your feedback is critical as we seek to ensure USDA Foods product information is being presented in a way that is most useful to you.

As a reminder, please identify someone from your school food authority (SFA) to complete the survey to provide feedback to the USDA Food and Nutrition Service (FNS). If multiple individuals make use of these resources, more than one response can be submitted on behalf of each SFA. If your SFA contracts with a food service management company (FSMC), please forward to your FSMC to complete. We are requesting feedback through the survey by XXXX XX, 2024.

The survey can be accessed at the following link: [Product Information Sheets 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,

(Insert Signature)

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 XXXX-XXXX. 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, 5th Floor, Alexandria, VA 22314. ATTN: PRA (XXXX-XXXX). Do not return the completed form to this address.

