

Appendix C15. SFPS Purchase Data Webinar Invitation and Webinar (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 1.05 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: You are invited to a webinar for the USDA National School Foods Study

Dear [SFA Director]:

We are hosting a webinar to discuss the food purchase data submission for the 2024–2025 National School Foods Study, funded by the U.S. Department of Agriculture’s Food and Nutrition Service. The webinar will provide details on the requested quarterly food purchase data and allow school food authorities (SFAs) an opportunity to ask questions.

The webinar for SFAs selected to provide data for the [1st/2nd/3rd/4th] quarter will be held at the following date and time:

[Date/time]

Please register in advance by clicking this link. [insert link]

If your food purchase records will be obtained from someone else in your district, and you have not already informed us, please forward this email to them and copy me (email) so that we can communicate with them directly.

if you are unable to participate in the webinar this quarter, we will post recordings of each quarterly webinar to the [[study website](#)]. We will also update the frequently asked questions each quarter to include new questions discussed during the webinar.

As a reminder, you may visit the study website at [[study website](#)] for study information and resources. You may also email me at [[email](#)] or call me at [XXX-XXX-XXXX].

Thank you again for your support of this critical USDA study.

Sincerely,

[Name]