

APPENDIX F01.10. SFPS OVERVIEW OF USDA FOODS DATA (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.

## **Overview of USDA Foods Data from State Distributing Agencies**

The USDA National School Foods Study is requesting State Distributing Agencies to provide detailed data on USDA Foods to SFAs selected to participate in the study.

Each selected SFA has been assigned a specific quarter of School Year 2024-2025 for which data will be requested. After the end of each quarter, we will send State Distributing Agencies an email to provide data on USDA Foods delivered to the selected SFAs for that specific quarter.

The quarters of School Year 2024-2024 are as follows:

- Quarter 1: July 1, 2024, through September 30, 2024
- Quarter 2: October 1, 2024, through December 31, 2024
- Quarter 3: January 1, 2025, through March 31, 2025
- Quarter 4: April 1, 2025, through June 30, 2025

## **Data Needed and Requested Format**

### USDA Foods Direct Deliveries (formerly known as brown box)

For each selected SFA (each recipient agency), please provide the following information on direct deliveries of USDA Foods during the specified quarter:

- Product Name (e.g. beef burger, canned tomatoes)
- Product code (USDA Foods material code)
- Pack size (case size)
- Total cases received
- Total value (state-assigned value)

You do not need to provide data on deliveries of USDA DoD Fresh Produce or processed end products containing USDA Foods as ingredients, as these data will be provided by USDA and the selected SFAs, respectively.

Please ensure your submission includes all of the requested data elements and provide it in Excel or another electronic editable format.

## **How to Submit the Data**

There are two ways to submit the data to the study team:

1. Upload the file(s) to the study website at [\[study file transfer site\]](#) by entering the unique PIN assigned to you. This PIN will be included in the email request each quarter. OR
2. Email the file(s) to [\[study email\]](#) [insert specific instructions for labeling the email and possibly encrypting it]

## **Timeline for Data Submission**

We request that you submit the data to the study within two weeks of receipt of the email request. We will send you periodic reminders if you have not submitted the data within that timeframe.

Under the terms of Section 28 of the Richard B. Russell National School Lunch Act, institutions participating in the school meals programs are required to participate in this data collection.

## **For Assistance or Questions**

- The study website at [\[study website\]](#) is the hub for study activities and detailed information about the study.
- For assistance, you may reply to your data collection technical assistant (the person who sent you this request).