

APPENDIX F01.11. SFPS REMINDER EMAIL FOR 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 0.02 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 USDA Foods Data**

Dear [SDA Director]:

We recently sent you an email requesting that you submit quarterly data on USDA Foods deliveries for each SFA listed in the attached file for quarter [#] of School Year 2024-2025 ([months range]).

Our records show that you have not yet completed this activity. Please do so as soon as possible and no later than [date].

Please email the data to [\[study email\]](#) or upload it to the secure study website at [\[study file transfer site\]](#). If you choose to upload the data to the study website, you will need the following PIN:

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

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, email me at [\[email\]](#), call me at [XXX-XXX-XXXX], or visit the study website at [\[study website\]](#). You may also contact Christina Riley, the Senior Technical Advisor in the USDA Foods Operations Division, by email at [christina.riley@usda.gov](mailto:christina.riley@usda.gov) or phone at 703-305-2601.

We appreciate your support of the National School Foods Study.

Sincerely,

[NAME]

Attachments:

- List of SFAs for the quarter
- Overview of USDA Foods Data