

APPENDIX C
REGIONAL FIELD OFFICE ADVANCE LETTER

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Document: Informational letter to FNS regional offices (Federal Government) Format: FNS letterhead Enclosure: Frequently asked questions

[DATE]

[RECIPIENT CONTACT INFORMATION]

Dear [TITLE] [LAST NAME],

The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) has historically promoted breastfeeding as the optimal feeding choice with significant health and social benefits for both mothers and infants. On behalf of the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS), Mathematica Policy Research is conducting a two-part web survey called the WIC Local Agency Breastfeeding Policy and Practices Inventory (WIC BPI). All State, territorial, Indian Tribal Organization, and local WIC agencies will be surveyed to learn about their breastfeeding promotion policies and practices as well as how they measure, store, and report breastfeeding information such as initiation, duration, exclusivity, and intensity. Information from the WIC BPI will help FNS and WIC agencies learn more about nationwide efforts to promote breastfeeding, and how these efforts vary geographically at the local and State levels.

Mathematica will field the survey in two parts, each for 10 weeks. The first part covers State and local agencies' breastfeeding policies and practices. All WIC agency directors will be asked to complete it between [start date] and [end date]. The survey will take approximately 30 to 54 minutes to complete for State and local agencies, respectively. About three months later, agency directors will complete the second part of the survey on breastfeeding measures, data systems, and reporting. It will take State agencies 95 minutes and local agencies 47 minutes, on average, to complete.

Both parts of the survey will allow respondents to save their responses and return at a later time. Multiple respondents can access the survey, allowing the most suitable agency member to respond to certain questions. At the end of the second field period, Mathematica will give each participating agency a summary report comparing its own breastfeeding measures, policies, and practices to those of other agencies within the same State and FNS region, as well as national estimates and breastfeeding targets. The report is to thank agencies for their participation.

WIC agency staff may contact you with questions about the survey. Although their participation is mandatory under the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296, Sec. 305), we hope you will encourage them to participate because of the value of what FNS and the agencies themselves can learn about nationwide efforts to promote breastfeeding. For your reference, I have enclosed answers to some frequently asked questions to help you respond to questions agencies may have.

If you have any questions, please contact the Project Director, James Mabli, at jmabli@mathematica-mpr.com or 617-301-8997.

Sincerely,

[NAME]

[JOB TITLE]

USDA, Food and Nutrition Service

Enclosure