

APPENDIX G
RESPONDENT REMINDER EMAIL

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Document: Email reminder
Format: Mathematica email
Subject: Reminder - please complete the WIC BPI

OMB Control No.: 0584-xxxx
Expiration date: xx/xx/201x

Dear [TITLE] [LAST NAME],

This is a friendly reminder to complete the [first/second] part of the WIC Local Agency Breastfeeding Policy and Practices Inventory (WIC BPI) if you have not already done so. Your participation is critical to help FNS and WIC agencies across the country learn about current efforts to promote breastfeeding, and is required under the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296). To thank your agency for participating, we will send your agency a summary report comparing your current breastfeeding measures, policies, and practices to those of other agencies within your State and FNS region, as well as the nation.

Please complete the survey by [end date]. You may access this survey online by clicking on the link below:

[SURVEY LINK]

Your agency's login information is:

[AGENCY LOGIN INFORMATION]

For more information please do not hesitate to contact me at jmabli@mathematica-mpr.com or 617-301-8997. You may also contact Sarah Forrestal, the Survey Director at Mathematica, at sforrestal@mathematica-mpr.com or 312-994-1017, or Grant Lovellette, the Project Officer at FNS, at grant.lovellette@fns.usda.gov or 703-305-6397.

Thank you for your time and your participation in this important study!

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB 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 3 minutes 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.