

APPENDIX F
RESPONDENT EMAIL INVITATIONS

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Document: Part 1 email invitation Format: Mathematica email Subject: Please complete the WIC Breastfeeding Policy Inventory Attachments: Frequently asked questions
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OMB Control No.: 0584-xxxx
Expiration date: xx/xx/201x

Dear [TITLE] [LAST NAME],

USDA's Food and Nutrition Service (FNS) recently sent you a letter describing a survey being conducted called the WIC Local Agency Breastfeeding Policy and Practices Inventory (WIC BPI). Under the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296), all WIC agencies are required to participate. This includes the 90 State, territorial, and Indian Tribal Organization and approximately 2,000 local WIC agencies.

Mathematica Policy Research is conducting the two-part survey with funding from USDA FNS. The first part is to learn about WIC agencies' breastfeeding promotion policies and practices. The second part will be conducted in a few months; we will send information separately at that time.

You are invited to access the survey online by clicking on the link below:
[SURVEY LINK]

Your agency's login information is:
[AGENCY LOGIN INFORMATION]

Please complete the survey by [end date]. The survey will take approximately [State: 30/local: 54] minutes to complete. You may save your responses and return to finish the survey at a later time. You may also share responsibility for completing the survey with other members of your staff.

We attached a frequently asked questions document that provides additional detail about the WIC BPI. 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 in advance for your valuable insights.

Sincerely,

James Mabli, Ph.D.
Project Director, WIC Breastfeeding Policy Inventory
Mathematica Policy Research

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.

Document: Part 2 email invitation
Format: Mathematica email
Subject: Please complete the WIC Breastfeeding Policy Inventory
Attachments: Frequently asked questions

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

Dear [TITLE] [LAST NAME],

A few months ago, your agency was asked to participate in the first part of the WIC Local Agency Breastfeeding Policy and Practices Inventory (WIC BPI). It is now time to complete the second part of the survey. The purpose of this required survey is to learn about how WIC agencies measure breastfeeding, their current breastfeeding estimates, and the types of data reporting systems that agencies use.

You are invited to access the survey online by clicking on the link below:
[SURVEY LINK]

Your agency's login information is:
[AGENCY LOGIN INFORMATION]

Please complete the survey by [end date]. The survey will take approximately [State: 95/local: 47] minutes to complete. You may save your responses and return to finish the survey at a later time. You may also share responsibility for completing the survey with other members of your staff.

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