

**APPENDIX E**  
**RESPONDENT FREQUENTLY ASKED QUESTIONS**

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<b>Document: Frequently asked questions</b> <b>Format: Colored paper</b>
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## **WIC Local Agency Breastfeeding Policy and Practices Inventory (WIC BPI) Frequently Asked Questions**

### **1. Who is conducting this study?**

This study is being conducted for U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS) by Mathematica Policy Research with funding from USDA.

### **2. What is this study about?**

The purpose of this study is to learn about the breastfeeding promotion policies and practices of State and local WIC agencies, how they measure breastfeeding outcomes such as initiation, duration, exclusivity, and intensity, their current estimates of these outcomes, and the types of data reporting systems in use.

### **3. How will data be collected for this study?**

This study uses a two-part web survey of all State and local WIC agencies. The first part asks about breastfeeding policies and practices. The second part, which will be fielded about three months after the first part, asks about breastfeeding measures, estimates, and data systems. Both parts will be available online for 10 weeks, with the first part starting [start date] and ending [end date].

### **4. How were agencies selected for this study?**

Under the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296, Sec. 305), all WIC agencies are required to participate. This includes 90 State, territorial, and Indian Tribal Organization (ITO), and approximately 2,000 local WIC agencies.

### **5. What will be the final product of this study?**

After both parts of the survey are complete, the study team will produce a report and briefing for FNS. The report will describe agency breastfeeding measurement and outcomes, breastfeeding data systems and reporting, policies and practices, and agency characteristics. It will also present associations between policies and practices and breastfeeding outcomes and examine how these associations vary geographically. Analyses will be conducted at the national, FNS region, and State levels.

## 6. Will anyone find out about what I say in this study?

We will not collect any confidential data. Your agency will be identifiable to FNS in the survey data, but neither your agency nor individual respondents will be identified in any publications.

## 7. Why am I being asked to participate? Do I have to participate?

Participation is mandatory. Moreover, your answers are critical to ensuring that information collected through the WIC BPI is comprehensive and representative of all WIC agencies. Your responses will help FNS and WIC agencies learn more about nationwide efforts to promote breastfeeding, including policies and practices that may improve breastfeeding outcomes.

## 8. How long will it take to complete the survey?

The following table shows estimates for the average amount of time State and local agencies may spend on each part of the survey. These estimates include time to gather information and answer the questions. Participants may save their responses and return at a later time.

	Part 1	Part 2
State agencies	30 minutes	95 minutes
Local agencies	54 minutes	47 minutes

## 9. Who should complete the survey?

One or more staff at your agency who have knowledge of the agency's breastfeeding outcomes, policies and practices, and data reporting systems may complete the survey. In some agencies, one staff member, such as the Agency Director or Breastfeeding Coordinator, may be able to complete the entire survey. In other agencies, multiple staff, including IT staff, may complete sections. The Agency Director should identify staff best suited to complete each section.

## 10. My State agency oversees many local WIC agencies. Do I answer the questions about the local agencies in my State?

No. Please answer the questions only about your State agency. Local agencies are asked different questions about operational details that State agencies are not asked.

## 11. What are the benefits to my agency for participating?

Your agency will receive a report summarizing your agency's breastfeeding statistics, policies, and practices compared to those of other agencies in your State, FNS region, or the nation. The summary report will explain how the numbers were compiled and how to interpret them. You can use the report as an informational source or decision tool by comparing your policies, practices, and outcomes against those of other WIC agencies. The report is for your agency's information only. It will not be published by FNS.

**12. Do I need to get permission from FNS to participate in the study?**

FNS is funding this project and requires all agencies to participate. If you would like to contact FNS about this study, you may contact Grant Lovellette, the Project Officer at FNS, at [grant.lovellette@fns.usda.gov](mailto:grant.lovellette@fns.usda.gov) or 703-305-6397.

**13. Is there someone I can contact to get more information?**

Yes, for more information you may contact James Mabli, the Project Director at Mathematica, at [jmabli@mathematica-mpr.com](mailto:jmabli@mathematica-mpr.com) or 617-301-8997, or Sarah Forrestal, the Survey Director at Mathematica, at [sforrestal@mathematica-mpr.com](mailto:sforrestal@mathematica-mpr.com) or 312-994-1017. You may also contact Grant Lovellette, the Project Officer at FNS, at [grant.lovellette@fns.usda.gov](mailto:grant.lovellette@fns.usda.gov) or 703-305-6397.

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