

**Appendix C10**  
**Optional Email for WIC State Agencies to**  
**Encourage**  
**Local WIC Agency Participation**

---

OMB Control Number: 0584-XXXX  
Expiration date: XX/XX/XXXX

## **APPENDIX C10**

### **OPTIONAL EMAIL FOR WIC STATE AGENCIES TO ENCOURAGE LOCAL WIC AGENCY PARTICIPATION**

Dear [Name of Local Agency Director],

The USDA Food and Nutrition Service (FNS) has contracted with Altarum Institute and RTI International (RTI) to conduct a comprehensive study of WIC Nutrition Services and Administration (NSA) costs at state and local WIC agencies. FNS is interested in understanding the ways in which NSA grant funds are utilized, the range of operations covered by NSA funds, and the impact of the program changes on NSA grant funds. All state and local WIC agencies are included in this WIC NSA Cost study.

One of the study activities that includes all local agencies is the completion of a Web survey that focuses on the ways in which local agencies utilize the funds to operate WIC services. I am writing to you to encourage you to complete the online survey by the requested completion date. You will receive information about the survey directly from Altarum Institute with instructions on how to access the secure survey website and complete the survey.

This study will be important in informing decision-makers about the full range of valuable services that are performed with WIC NSA funds. We want all of our local agencies in [STATE] to provide input through this survey.

Thank you very much,

[State WIC Director]

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 5 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.