

APPENDIX A.1: REQUEST INFORMATION FOR DRAWING SAMPLE AND MISSING STATE PLAN INFORMATION FROM STATE AGENCIES

Email to State Agencies with Missing State Plan Information

Dear [Insert Name],

I am contacting you regarding the **WIC Nutrition Education Study (NEST)** a 5-year study being conducted by the USDA Food and Nutrition Service (FNS). The main purpose of the study is to better understand how WIC Programs provide nutrition education. The study will be conducted in two phases starting with collecting data from WIC State and local agencies during 2014. FNS has contracted with RTI International to conduct this study. Altarum Institute is a partner in the study and has started to collect data about nutrition education policies and practices beginning with reviewing 2014 WIC State Plans. The relevant sections of the State Plans were obtained from FNS.

Based on our review of your State Plan, we have identified a few items that are missing or that require clarification. Please review the attached document and enter the requested information on this document or provide us with existing documents that contain the information. Send your response to [Insert Name] by email at [Insert Email Address] or fax at [Insert Fax Number].

We will appreciate receiving a response at your earliest convenience, but no later than MM/DD/YYYY. Completion of data request is required by the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296, Sec. 305), which requires WIC State and local agencies to cooperate in studies or evaluations conducted by or on behalf of USDA.

If you have any questions about this request, please contact [Insert Name] at [Insert Phone Number] or [Insert Email Address].

Thank you,

[Insert Name]

SAMPLE OF QUESTIONS ON ATTACHMENT

1. What nutrition education delivery methods does your State Agency allow? Select all that apply.

- Face-to-face, individually or group
- Online/Internet
- Telephone
- Food demonstration
- A delivery method performed by other agencies, e.g. EFNEP
- Other (Specify): _____

2. Your State Plan indicates that your State Agency allows "Other" types of nutrition education delivery methods (State Plan Section II, Item 3c.) Please describe the other methods allowed.

Email to State Agencies to Obtain Site Lists for Selected Local Agencies*

Dear [Insert Name],

I am contacting you regarding the **WIC Nutrition Education Study (NEST)** a 5-year study being conducted by the USDA Food and Nutrition Service (FNS). The main purpose of the study is to better understand how WIC Programs provide nutrition education. The study will be conducted in two phases starting with collecting data from local agencies during 2014. A group of 1,000 WIC local agencies and between one and three of their sites will be asked to complete surveys about their nutrition education policies and practices later this year. FNS has contracted with RTI International to conduct this study. Altarum Institute is a partner in the study and is assisting RTI in selecting the sample of local agencies and sites for inclusion in the study. The first step is to compile a list of local agencies and their service delivery sites in each State.

We have compiled a list of the local agencies in your State using the FNS Local Agency Directory, but we have been unable to locate a list of the service sites operated by the local agencies. If you have a list of local agencies that includes the names of the service sites, we will appreciate receiving a copy of this information. You can send it to [Insert Name] by email at [Insert Email Address] or fax at [Insert Fax Number]. If you do not have a list that includes the service sites, please reply to this note to let us know the information is not available from your State Agency.

We will appreciate receiving a response at your earliest convenience but no later than MM/DD/YYYY. Completion of data request is required by the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296, Sec. 305), which requires WIC State and local agencies to cooperate in studies or evaluations conducted by or on behalf of USDA.

If you have any questions about this request, please contact [Insert Name] at [Insert Phone Number] or [Insert Email Address].

Thank you,
[Insert Name]

***These two items are provided in the same appendix so that if a State agency needs to provide missing State Plan information and sites lists, then the request will be combined into one email request.**

<p>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 30 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.</p>
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