

APPENDIX A.2: REQUEST INFORMATION FOR DRAWING SAMPLE FROM 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. In order to select the sample, we are compiling lists of local agencies and their service delivery sites.

We have been unable to locate a list of the service sites operated by your local agency and we hope you can help by providing that information. If you have a list of the names of the service sites operated by your local agency, 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 email to let us know the information is not available.

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]

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.