

**APPENDIX I.1:
EMAIL INVITATION TO LOCAL AGENCIES**



**WIC | Nutrition
Education
Study**

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

- To start the Local Agency Survey, click on the link below or copy and paste it into your Web browser.

[Insert link to the Local Agency Survey]

- A copy of the Local Agency Survey questions is available to view on the survey link. A copy of the survey brochure and a list of Frequently Asked Questions (FAQ) are attached to this email.
- If you are not the appropriate person to respond to the Local Agency Survey questions, the online survey provides instructions regarding how to allow another individual to complete it.
- The Local Agency Survey will take about 45 minutes to complete. Although we recommend completing all questions at one time, the survey provides instructions for saving a partially completed survey and returning at a later time to complete unanswered questions.
- If you cannot complete the Local Agency Survey online, please contact the Survey Help Desk to request a paper copy to complete and mail in.

Site Survey

At the end of the Local Agency Survey, the list of between one and three sites selected for the Site Survey will be displayed. For each site, there is a place to enter the name and contact information of an individual recommended to answer the questions about the site (e.g., number and type of staff, space for nutrition education, and nutrition education methods used). The individual who completes the Site Survey must have comprehensive knowledge of the nutrition education services provided at the site (and could be the same person that completed the Local Agency Survey). Possible job titles for this individual include, but are not limited to, Local WIC Director, Site/Clinic Supervisor, Site WIC Coordinator, Regional Nutrition Coordinator/Consultant, Nutrition Education Coordinator, Competent Professional Authority, or Senior or Lead Nutritionist.

- The individual designated to complete the Site Survey for each site will receive an email with instructions about completing the online survey. A paper copy of the survey and prepaid return envelope will be mailed to sites that are unable to complete the survey online.
- The Site Survey will take about 45 minutes per site. Although we recommend completing all questions at one time, the online survey provides instructions for saving a partially completed survey and returning at a later time to complete unanswered questions.
- The Site Survey can be completed by more than one individual, if appropriate. The online survey instructions explain how to allow additional individuals to respond.

We ask that you please complete the Local Agency Survey within 2 to 3 weeks of receiving this email.

Phone Interviews

We will contact the 80 selected sites and their local agencies and ask them to participate in an interview that will be scheduled at a convenient time for them during MM/YY and MM/YY. The 30-minute telephone interview will focus on details of how sites provide nutrition education.

If you have any questions about the survey, please contact:

Nutrition Education Survey Help Desk

Phone: XXX-XXX-XXXX

Email: xxxxx@xxxxxx.xxx

Thank you for your participation in the **WIC Nutrition Education Study (NEST)**!

Sincerely,

TBD

Altarum Institute

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 45 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.