

**APPENDIX H.1:**

Based on the survey responses, a sample of 80 sites will be selected to participate in a 30-minute telephone interview to get a better understanding of the nutrition education services in the sites. The interviews will be scheduled at a time convenient for staff.

**WIC Nutrition Education Study (NEST) Frequently Asked Questions**

**PHASE I FREQUENTLY ASKED QUESTIONS (FAQ)-  
ENGLISH**



**WIC** | Nutrition  
Education  
Study

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

complete the Site Survey for each site. The individual identified for the Site Survey will then be notified to complete the survey. All Local Agency and Site Surveys must be completed within 8 weeks after the selected local agencies are notified.

The interviews with the 80 sites will be conducted in MM/YY and MM/YY. Selected sites will be contacted to schedule the interview at a time that is convenient for them.

## **5. How were local agencies and sites selected for the survey and interviews?**

The 1,000 local agencies selected to complete the survey include

- all local agencies in Indian Tribal Organizations and U.S. Territories;
- all local agencies in State agencies that use EBT;
- all local agencies that serve caseloads greater than 10,000 participants; and
- a randomly selected group of local agencies that serve caseloads under 10,000 participants.

Between one and three sites operated by each of the 1,000 local agencies were randomly selected to complete the Site Survey. The number of sites selected was based on the caseload served and the total number of sites operated by the local agency.

For the 80 telephone interviews, 10 sites from local agencies in each of the four sampling groups identified above will be selected and the remaining 40 sites will be selected based on survey questions regarding nutrition education features used (e.g., use of Internet nutrition education or group classes).

## **6. Do selected local agencies have to participate?**

Participation by all selected local agencies and sites is critical to ensure that the study provides a comprehensive picture of nutrition education that represents all WIC local agencies and sites. Your responses will help FNS and WIC agencies document the many ways that WIC is working with participants to promote healthy eating and physical activity behaviors.

Completion of the surveys is required under 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.

## **7. Who should complete the surveys?**

State agencies will be asked to provide name and contact information for an individual to contact in each selected local agency. Each of these individuals will receive an email from Altarum Institute notifying them that their local agency has been selected to complete the Local Agency Survey. The Local Agency Survey needs to be completed by an individual that has comprehensive knowledge of the nutrition education policies and practices of the local agency. This could be a Local WIC Director, WIC Manager, Nutrition Director/Manager, WIC Coordinator, Regional Nutrition Coordinator/Consultant, WIC Nutrition Education Coordinator, Competent Professional Authority, or others who work in or with the local agency. The individual who is contacted regarding the Local Agency Survey can complete it or designate someone else to respond.

At the end of the Local Agency Survey, the list of sites selected for the Site Survey will be provided. The person who completes the Local Agency Survey will be asked to designate an individual at each site to complete the Site Survey and to provide contact information for that person. The person who responds to the site survey must have comprehensive

knowledge of nutrition education services at the site. 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 designated individual for each site will receive an email from Altarum Institute with instructions for completing the Site Survey. The same person can complete the Local Agency Survey and Site Survey if they are knowledgeable about both the local agency policies and practices as well as about the staffing, facilities, and methods of nutrition education used in the selected sites.

**8. Can the State agency complete the surveys for the local agencies in their State?**

The Local Agency Survey needs to be completed by an individual that has comprehensive knowledge of the nutrition education policies and practices of the selected local agency. When a State agency is also the local agency, the appropriate person may be part of the State agency staff if they have the necessary knowledge to complete the Local Agency Survey. Site Surveys should be completed by individuals who have comprehensive knowledge about nutrition education services at the site.

**9. Who will see the responses to the surveys and interviews?**

The study team will analyze the responses to produce a report that describes WIC nutrition education. The report will not identify the names of local agencies, sites, or individuals who participate in the surveys or interviews. Responses provided by local agencies or sites will be identifiable to FNS in the survey data files and interview data, but FNS will not use the data for compliance or monitoring activities.

**10. What are the benefits to local agencies and sites for participating in the study?**

The study provides an excellent opportunity for local agencies and sites to provide information to highlight the efforts across the country to promote healthy eating and physical activity behaviors among WIC participants. Your participation helps FNS and WIC State and local agencies demonstrate the important role of nutrition education in the WIC Program.

**11. What happens after the survey and interviews are done?**

After the completion of this phase of the study, RTI and its partners will prepare a report that describes WIC nutrition education. In Phase II, RTI and its partners will conduct a study that will include an in-depth examination of nutrition education delivery and its impact on WIC participants' behaviors in six sites throughout the country.

Note: OMB burden information provided on accompanying email (appendix G). Did not place on the FAQ since this document is also included as an attachment to the Local and Site Surveys.