

**APPENDIX K.4-1**  
**LOCAL AGENCY SURVEY EMAIL/  
LETTER REMINDER 4**



**WIC** | **Nutrition  
Education  
Study**

**Email to Local Agencies: 6 Weeks after  
Local Agency Recruitment Email  
(Sent to local agencies that have not submitted a  
Local Agency Survey or whose site[s] have not submitted a Site Survey)**

Dear WIC Local Agency,

I am contacting you regarding the **WIC Nutrition Education Study (NEST)**, which is being conducted for the U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS) by RTI International and its partner Altarum Institute. As explained in prior emails, your local agency has been selected to complete a Local Agency Survey, and between one and three of your sites have been selected to complete Site Surveys.

*[For local agencies that have not submitted the Local Agency Survey]* We have not yet received a Local Agency Survey from your local agency. We ask that the Local Agency Survey be completed as soon as possible, **but no later than MM/DD/YY**. The online survey can be accessed at [Insert web link].

*[For local agencies with nonresponding sites]* Thank you for submitting the Local Agency Survey. We have not yet received a completed Site Survey from [Insert names of sites] that were selected for this survey. Please ensure that the Site Survey is completed by these sites as soon as possible, **but no later than MM/DD/YY**.

If you or your sites have not received previous emails regarding the surveys, please contact the Nutrition Education Survey Help Desk at the email address or phone number provided below. Participation by all selected local agencies and sites is critical to ensure 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 survey 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. Although survey responses will be identifiable to FNS, the responses will not be used for compliance or monitoring activities. Local agencies, sites, and individual respondent names will not be identified in any study reports or publications.

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 2 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.