APPENDIX L.2:
SITE SURVEY letter REMINDER 1—ENGLISH

**OMB Control Number: 0584-XXXX**

**Expiration date: XX/XX/XXXX**

Letter to Identified Site Survey Respondents:
5 Weeks after Local Agency Recruitment Letter
(For sites that received a paper Site Survey by mail)

Dear WIC Site,

I am following up on a letter I recently sent to you regarding the ***WIC Nutrition Education Study (NEST)***. The letter included a copy of a Site Survey and a prepaid return envelope. The survey is being conducted for the U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS) by RTI International and its partner Altarum Institute, and you were designated to complete the Site Survey.

If you have completed and mailed the Site Survey, thank you for your timely response. If you have not yet completed the Site Survey, please do so within the next week.

If you did not receive a letter regarding the Site Survey, please contact the Nutrition Education Survey Help Desk at the email address or phone number provided below. You may also contact the Survey Help Desk to request another paper copy of the survey if you cannot locate the copy sent previously.

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 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.