

**APPENDIX M:
STATE AGENCY EMAIL NOTIFICATION OF
NONRESPONDENTS**

**Email to State Agencies: 6 Weeks after
Local Agency Recruitment Email
(Sent to State agencies that have local agencies that have not
responded)**



**WIC Nutrition
Education
Study**

Dear [Insert State Agency Director Name],

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. We previously informed you of the local agencies in your State that were selected to complete surveys for this study, including a Local Agency Survey and a Site Survey for one to three of the sites operated by each local agency. We also provided you with a copy of the email regarding the surveys that was sent to these local agencies.

Although many local agencies have submitted the Local Agency and Site Surveys, we have not received any surveys for the local agencies *[listed below]* or *[included on the attached list]*. We have contacted these local agencies several times over the past 6 weeks to remind them that the surveys must be completed by **MM/DD/YY**, but we have not received a response to date.

[Insert names of nonresponding local agencies; if more than 10 names, provide list as an attachment.]

I am requesting your assistance to encourage these local agencies to complete the surveys. The online Local Agency Survey can be accessed at [Insert Local Agency Survey link]. If the local agencies cannot complete an online survey, they can obtain a paper survey and prepaid return envelope by contacting the Nutrition Education Survey Help Desk at the email address or phone number provided below.

Please remind these local agencies that completion of the surveys 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. Assure them that although the 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 or can be of any assistance in gaining cooperation of these local agencies, 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 10 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.