

APPENDIX P: EMAIL INVITATION FOR SITE INTERVIEWS



WIC | **Nutrition
Education
Study**

Dear [Local Agency Contact Name]:

Thank you for completing the Local Agency and Site Surveys for the **WIC Nutrition Education Study (NEST)**. Your survey responses will contribute valuable information to describe WIC nutrition education and highlight the efforts across the country to promote healthy eating and physical activity

As explained in a previous email regarding the study, the next step is to conduct telephone interviews with WIC staff in 80 sites. These 30-minute interviews will provide additional details regarding nutrition education activities and approaches used in the sites. Your [*Insert Site Name*] has been selected to participate in a telephone interview. The interview questions will focus on topics applicable to the site, such as how WIC staff provide individual and/or group nutrition education or how technology is used for nutrition education.

The interview will be scheduled between MM/DD/YY and MM/DD/YY. For the interview, we want to talk to an individual who is very knowledgeable about the nutrition education services at the site. We request that the WIC staff member selected for the interview be someone who provides nutrition education as a routine part of their job, at least 10 hours per week on average. That may be you, or it may be others in your local agency or from the site. Possible job titles include, but are not limited to, Nutrition Educators (e.g., nutritionists, RDs, trained paraprofessionals), Site WIC Coordinators, Site Supervisors, Lead Nutritionist, Competent Professional Authority, Certified Health Authority, or Family and Consumer Science Specialist. Individuals who only provide breastfeeding peer counseling should not participate in the interviews.

The interview responses from your site will be combined with responses from the other sites to develop a comprehensive description of how nutrition education is offered in local WIC sites. The interviews will be valuable in describing ways that local agencies and sites are implementing participant-centered nutrition education. Additionally, the interview findings will be used to plan for Phase II of this study, which is to evaluate the impact of nutrition education on participant behaviors. The interview responses will be kept private, and neither the name of the individual(s) who participates in the interview nor the name of your site or local agency will appear in any reports or public information about the study. There is no risk that the information you provide will be used for monitoring or evaluating your site or agency's compliance with nutrition education requirements.

Your site's participation is very important to us. If you agree to participate in this interview, we will call to set up a time for the interview that is convenient and explain the process in more detail. Please email me at [*Insert email address*] or call me at [*Insert phone number*] to confirm the site's participation in the interview or if you have any questions. When you confirm the site's participation, please provide the name, email address, and phone number of the person that we should call to schedule the interview, and please let them know we will be contacting them regarding the interview. I will appreciate hearing from you by **MM/DD/YY**.

Thank you for taking part in this study. Your local agency and sites are critical partners in this effort to inform the nation about the important role WIC nutrition education plays in helping families adopt healthy eating and physical activity.

Sincerely,

TBD
Altarum Institute

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