APPENDIX R:  
Email Reminder for site Interviews

**OMB Control Number: 0584-XXXX**

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



Dear [Insert Name(s)],

Thank you for agreeing to participate in a telephone interview for the ***WIC Nutrition Education Study (NEST)***. The interview is scheduled for MM/DD/YY at [Insert time]. Please join the interview by calling [Insert telephone number] and entering the code [Insert code].

As a reminder, the interview will take about 30 minutes and will include questions about nutrition education activities and approaches you use at the [Insert name of site]. The interview will be conducted by an interviewer, and a note taker will also be on the call to document responses. With your agreement, the interview will be recorded to ensure we do not miss any information. The responses to the interview questions will be combined with responses from the other selected sites to develop a comprehensive picture of nutrition education offered in local WIC sites. All responses will be kept private, and neither your name nor the name of your site or local agency will appear in any reports or public information about this study.

If you are unable to participate in the interview at the time it is scheduled, please contact me as soon as possible at [Insert email address] or [Insert phone number] to reschedule the interview.

Thank you,

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.