APPENDIX S:
PHASE II PILOT EMAIL NOTIFICATION TO
STATE AGENCY

**OMB Control Number: 0584-XXXX**

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

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| The purpose of this email is to notify the SA that one or more of their LAs and sites have been selected to participate in the Phase II Pilot Study and that we would like to schedule a conference call to answer any questions the SA may have about the pilot study. |

Dear [State Agency Contact Name]:

Thank you for helping make the ***WIC Nutrition Education*** ***Study (NEST)*** a success! Partly because of your cooperation and support, FNS and WIC now have a better understanding of how local agencies and WIC sites across the country provide nutrition education to participants. After the completion of this study, a copy of the final report will be posted on the Food and Nutrition Service Web site. This report will provide summary findings and will not identify the responses of specific state and local agencies or sites.

The next phase of the study is to conduct a study with six sites to evaluate the impact of WIC nutrition education. The findings from this study will be used to develop a methodology for conducting a future national evaluation study on the impact of WIC nutrition education on participants’ health outcomes such as nutrition and physical activity.

Working with FNS, [Name of Site], part of the [Name of Local Agency], has been selected to be one of the six sites for this study. The attached Frequently Asked Questions (FAQ) document provides additional information on the study and what participating sites and WIC participants will be asked to do as part of study participation.

Please email me at [email address] or call me at [xxx-xxx-xxxx] with your availability the week of MM/DD/YY so that I can schedule a telephone call to discuss the details of the study and answer any questions you may have. We look forward to working with you on this important study.

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 5 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.