APPENDIX U:  
PHASE II PILOT EMAIL NOTIFICATION TO LOCAL AGENCY

**OMB Control Number: 0584-XXXX**

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

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| The purpose of this email is to (1) notify the LA that one of their sites has been selected to participate in the pilot and (2) obtain both the LA’s and site’s availability for a conference call. The SA will be copied on the email sent to the LA. |

Dear [Local Agency Contact Name]:

cc: State Agency Contact

Thank you for helping to make the ***WIC Nutrition Education*** ***Study*** ***(NEST)*** a success! Partly because of your cooperation and participation in completing surveys and interviews, 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 on participants’ health outcomes such as nutrition and physical activity. Working with FNS, [Name of Site], part of your local agency, has been selected to be one of the six sites. We would like to schedule a call with you and a representative from the site to discuss the details of the study and what participating sites and WIC participants will be asked to do as part of study participation. The attached Frequently Asked Questions (FAQ) document provides additional information on this study.

Please email me at [email address] or call me at [xxx-xxx-xxxx] to let me know when you and a representative from the site are available the week of MM/DD/YY for a 30-minute telephone call.

Thank you for considering this request. [Name of Site] and [Name of Local Agency] 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 practices.

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.