

B9. Revised Local WIC Agency Survey Reminder Email

XX/XX/XXXX

To: **[LOCAL WIC DIRECTORS FROM SELECTED STATES]**

CC: **[SELECTED STATES]**

From: **[RESEARCH TEAM]**

Subject: Pretest of “Third National Survey of WIC Participants Study” Survey

Dear **[FIRST NAME] [LAST NAME]**:

2M Research Services and its partner, Abt Associates, are working with Capital Consulting Corporation, a company that does research studies in health and human services, to conduct a pretest of a survey for the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS), as part of a study called, “Third National Survey of WIC Participants (NSWP-III).”

FNS has commissioned this study to gather nationally representative information on local WIC agencies and service delivery sites’ certification policies and operations.

Your local agency has been selected to participate in the pretest of this important study. Your State agency has also been notified of your selection. The survey is designed to be completed within 40 minutes, and should be completed by the Local WIC agency director or a designated member of the local agency staff.

Let me encourage you to complete the survey as soon as possible. Know that the information you provide will be kept private to the extent allowed by law.

On XX/XX/XXXX, we mailed you a hard copy version of the survey instrument for you to complete. **This is a reminder that we need this survey to be completed and returned to us by XX/XX/XXXX.**

You may mail your completed hard copy instrument to the address below, scan it to **[SUPPORT EMAIL]**, or fax it to **[FAX NUMBER]**. We encourage you to keep a copy of your completed instrument. We will schedule a follow-up call with you to get your feedback on how the questions are worded, if they are understandable, and any suggested improvements you may offer.

We thank you in advance for your important contribution to this research. For assistance with the survey, you may call our toll free help line or email our help desk. The toll free help desk phone number is 1-866-465-7738, and the email address for the help desk is **[SUPPORT EMAIL/WEB FORM]**. Please contact us if you have any questions or concerns about this study.

Sincerely,

[RESEARCH TEAM CONTACT INFORMATION]

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 0584-0606. It will take you, on average, 3 minutes to read this email.

