

APPENDIX H:
Sample Reminder Email to WIC State Agencies

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WIC PARTICIPANT AND PROGRAM CHARACTERISTICS STUDY 2016/2018
SAMPLE REMINDER EMAIL TO WIC STATE AGENCIES

OMB Number: 0584-XXXX
Expiration Date: XX/XX/XXXX

Dear [WIC DIRECTOR],

This is a reminder that the data submission for the [YEAR] WIC participant and program characteristics study (PC[YEAR]) is due on [DATE].

Along with the data, please also submit the Data Transmittal Worksheet from the *Guidance to WIC State Agencies*.

Submission of the PC[YEAR] data and the Data Transmittal Worksheet is to be completed using Insight's FTP system. You can access the system by using the following link: [FTP LINK]

Your FTP username and password were sent to you via email on [DATE].

If you have any questions, please contact us via email at [EMAIL] or by phone at [PHONE NUMBER].

Sincerely,

[PROJECT MANAGER NAME]

PC[YEAR] Project Manager

1. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control 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 3 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.