

Appendix D.4
FTP Site Instructions for State Agencies Submitting Data Files

Study of WIC Food Package Costs and Cost Containment
Appendix D.4. FTP Site Instructions for State Agencies Submitting Data Files

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

Email with FTP Site Address and User Name

Dear [WIC DATABASE ADMINISTRATOR],

Thank you for your continued cooperation with the WIC Food Package Cost and Cost Containment project. Please submit your State agency's data files using the Cost Containment FTP site.

Cost Containment FTP site link: <http://wic.insightpolicyresearch.com/EFTClient/Account/Login.htm>

Your username is: [USERNAME]

Your password will be sent to you in a separate email.

For detailed submission instructions, please see the Instruction Sheet for Submitting WIC Participant Certification Files and the Instruction Sheet for Submitting EBT Transaction Data Files.

If you are unable to submit data files via the FTP site, please contact [PROJECT MANAGER NAME] at [PHONE NUMBER] or [EMAIL ADDRESS].

Sincerely,

[PROJECT MANAGER NAME]
WIC Certification Data Project Manager

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 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.

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

Email with FTP Password

Dear [WIC DATABASE ADMINISTRATOR],

Your password for the WIC Food Package Costs and Cost Containment FTP site is [PASSWORD].

Sincerely,

[PROJECT MANAGER NAME]
WIC Certification Data Project Manager

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 1 minute 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.