

Appendix E.3
Sample Follow-Up Email for Former WIC Participant
Certification Data

Study of WIC Food Package Costs and Cost Containment
Appendix E.3. Sample Follow-Up Email for Former WIC Participant Certification Data

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

Good morning,

Thank you for submitting the FEBRUARY/JULY 2017 Former WIC Participant Certification Data for [STATE]. We have reviewed your data submission and have some questions. Attached is a memo with our questions and relevant tables for ease of review.

After you have reviewed the questions and the tables, please provide your feedback by email, or we can schedule a conference call. Please respond by [DATE] or let me know of a convenient time for you in the next week to schedule a conference call. I can be reached by phone at [ANALYST PHONE] or by email at [ANALYST EMAIL].

Sincerely,

[ANALYST SIGNATURE]

Study of WIC Food Package Costs and Cost Containment
Appendix E.3. Sample Follow-Up Email for Former WIC Participant Certification Data

[The document below is a sample of the issue memo to be sent with the follow-up email. The issue memos include copies of diagnostic tables illustrating each WIC SA's specific issues related to the data.]

[DATE]

MEMORANDUM

To: [WIC SA Database CONTACT]
CC: [ADDITIONAL WIC SA STAFF]
From: [ANALYST]
Subject: [STATE]'s FEBRUARY/JULY Former WIC Participant Certification Data Submission

Thank you for submitting the FEBRUARY/JULY former WIC participant certification data for [STATE]. We have thoroughly reviewed the data and would like to talk with you about some aspects of the submission. The issues are described below and the relevant tables have been attached. Please respond by email or let me know when we can set up a conference call to discuss the data submission and any next steps we might take. I can be reached at [ANALYST PHONE] or [ANALYST EMAIL].

Income: Table xx

No participants have \$0 income. Does [STATE] truly have no participants with \$0 income, or are there reasons for this missing data? Approximately 8 percent of participants reported an income of \$1. A numeric value of 1 should indicate an actual dollar amount, not missing data. Please let us know if these income values are \$1 or if they indicate missing values or participants without income.

Food Package Codes: Table xx

Food package prescriptions are expected to be reported for all participants (except partially breastfeeding women who do not receive a food package). Nearly 15 percent of [STATE]'s participants are missing food package code data. Please explain what accounts for the missing data.

INSERT RELEVANT TABLES BELOW

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 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing the conference call to discuss the data.