

Appendix F.3
Sample Follow-Up Email for WIC EBT Data Submission

Study of WIC Food Package Costs and Cost Containment
Appendix F.3. Sample Follow-Up Email for WIC EBT Data Submission

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

Good morning,

Thank you for submitting the FEBRUARY/JULY 2017 WIC EBT data file 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 tables, please provide your feedback by email, or we can schedule a conference call. Please respond by [DATE] or let me know a convenient time for you in the next week to schedule a conference call. You can reach me by phone at [ANALYST PHONE] or email at [ANALYST EMAIL].

Sincerely,

[ANALYST SIGNATURE]

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.

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[The document below is a sample of the issue memo to be sent with the follow-up email. The issue memo includes copies of diagnostic tables that illustrate the WIC State agency's specific issues related to the submission.]

[DATE]

MEMORANDUM

To: [WIC SA Database CONTACT]
CC: [ADDITIONAL WIC SA STAFF]
From: [ANALYST]
Subject: [STATE]'s FEBRUARY/JULY 2017 WIC EBT Data Submission

Thank you for submitting the FEBRUARY/JULY WIC EBT data for [STATE]. We have thoroughly reviewed the data and would like to talk with you about some aspects of your 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].

Issue 1 - Table xx

Text on issue

Issue 2 - Table xx

Text on issue

INSERT RELEVANT TABLES BELOW