



To: **[EMAIL ADDRESS OF LA]**

Subject: USDA FNS WIC Child Retention Survey

Dear **[LA DIRECTOR NAME]**:

We recently sent your WIC local agency (LA) an email about the **WIC Child Retention Survey** we are conducting for the USDA Food and Nutrition Service (FNS). The study is important for FNS to examine why child participants leave the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and to improve child retention in WIC.

The Study Team requests your help with selecting a participant to complete a 20-minute survey about child retention in WIC. Please nominate a WIC clinic-level staff member affiliated with any of your WIC local agency (LA) sites who meets ALL of the following criteria:

- Works directly with WIC participants, performs clinic-level duties, and who is also knowledgeable of the certification process, caseload management, and/or LA no-show follow-up for child participants.
- Has **[FILL WITH YEARS OF EXPERIENCE CATEGORY]** performing clinic-level duties and working directly with WIC participants at clinic sites operated by your LA. *If no one has the desired years of experience, we prefer you select a clinic-level staff member with a minimum of 2 years of experience.*
- Usually works full-time, primarily at the clinic level (if no staff are full-time, then please consider a part-time staff member).

Should no one in your WIC LA sites fulfill the requirements above, you may self-nominate if you believe you fulfill the provided criteria.

Please reply to this message with the name, phone number, email, and clinic name and address of a WIC clinic-level staff member who meets the above criteria and is willing to participate in the survey.

WIC Clinic-Level Member Staff Name	
Phone Number	
Email	
Clinic Name and Address	

We have included a Frequently Asked Questions (FAQs) attachment that should answer questions about the study. For other questions about this study, please contact the Study Team by email at

usdawicretention@2mresearch.com or by phone at **1-877-440-0050** (toll-free) from 9:00 a.m. to 4:00 p.m. Eastern Time Monday through Friday. If you call outside of these hours, please leave a message, and we will return your call the following business day. The FNS contact person for this study is Alexander Bush, who may be reached by email at Alexander.Bush@usda.gov.

Thank you in advance for your help with this study.

Linda Piccinino
Project Director | 2M Research

Attached:

(1) FAQs about the Study

This information is being collected to assist the Food and Nutrition Service in understanding why children ages 1 to 4 years leave the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). This is a voluntary collection and FNS will use the information to better understand Local Agency strategies related to improving child retention in the WIC Program. This collection does not request any personally identifiable information under the Privacy Act of 1974. 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 0584-0613. The time required to complete this information collection is estimated to average 0.20 hours 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, Room 555, Alexandria, VA 22314 ATTN: PRA (0584-0613). Do not return the completed form to this address.