APPENDIX B2.a

LOCAL AGENCY SURVEY

INTRO: Thank you for participating in the Third National Survey of WIC Participants. This survey is sponsored by the United States Department of Agriculture Food Nutrition Service and administered by 2M Research Services. Please refer to the accompanying cover letter for full details of the research effort. If you have any questions, please contact Jim Murdoch at 1-817-856-0863, or by email at jmurdoch@2mresearch.com.

This survey—along with surveys of State agencies and participants—is designed to provide FNS with additional information on policies and program operations, beyond those available from existing program sources.

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 60 minutes (1 hour) 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 Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-xxxx*). Do not return the completed form to this address.

Certification Policies

Identity

Q1. What types of documentation does your local agency accept as proofs of identity for a WIC applicant either electronically and/or physically? (CHECK ALL THAT APPLY) Letter from government agency (including WIC) w/name form/letter Driver's license, State ID Work, school, or bus pass ID w/photo & name Military ID Social Security card Voter's registration card Foster placement letter Passport or immigration records Marriage license Birth certificate Crib card, hospital discharge papers, or hospital ID bracelet Immunization record Employment paystubs Medicaid card Other: PLEASE SPECIFY Other: PLEASE SPECIFY
☐ Other: PLEASE SPECIFY
Residency
Q2. What types of documentation does your local agency accept to verify the residency of a WIC applicant either electronically and/or physically? (CHECK ALL THAT APPLY) □ Driver's license
☐ Current utility/tax bill, rent receipt, mortgage receipt, or lease receipt with name and address on it
☐ Letter from government agency (including WIC) w/name and address
☐ State or Tribal-issued license or ID w/name and address
☐ Postmarked mail from reliable third party with name and address
☐ Checkbook, bank statement
\square Signed statement by applicant that he/she is victim of loss or disaster, or is homeless,
a migrant person, or military personnel.
☐ Shelter documentation
☐ Vehicle registration
☐ Recent paystub

☐ Property tax bill
☐ Hospital/clinic receipt or record
☐ Income tax return/W2 form
☐ Social Security statement
☐ Medicaid document
☐ TANF document
□ Other: PLEASE SPECIFY
□ Other: PLEASE SPECIFY:

Income

Q3. Which of the following documents satisfy the income documentation requirements of your local agency? Among those documents, rank the top three most-often provided documents (where "1" is most often provided, "2" is the second most often provided and "3" is the third most often provided):

		Satisfies Document	Three Most Frequently
		Requirement	Provided Documents
Doc	ument	(CHECK ALL THAT APPLY)	(RANK 1, 2, or 3)
a.	1 st Paystub/earnings statement		
b.	W-2 form		
C.	IRS tax return		
d.	Business records		
e.	Unemployment compensation (letter, check stub, copy of check)		
f.	Workers compensation (award statement, check stub, copy of check, statement from insurance company)		
g.	Social Security benefits (award letter, statement of benefits, check stub, copy of check)		
h.	State SSI or State disability insurance (notice of benefits, check stub, copy of check)		
i.	Public assistance or TANF (notice of benefits, check stub, copy of check)		
j.	Energy assistance (notice of benefits, check stub, copy of check)		
k.	Alimony or child support (copy of check, agreement, divorce/separation decrees, court order)		
I.	Any government or private pension, annuity, or survivor's benefits (notice of benefits, check stub or copy of check)		
m.	Estate or trust earnings statement		
n.	Interest or dividends statement		
0.	Savings account earnings statement		
p.	Veteran's payments (notice of benefits, check stub, copy of check)		
q.	Military pay (leave and earnings statement, check stub, copy of check)		
r.	Letter from employer		
S.	Foster care placement letter		
t.	Scholarship/financial aid letter		
u.	SNAP letter showing current eligibility		
V.	Other documents		
w.	Other documents		
х.	Other documents		
у.	Other documents		
<i>y</i> .	Other decomposite		

Q4. Which of the following satisfy the program participation documentation requirements for **automatic or adjunctive** eligibility of your local agency? Among those documents, rank the top three most-often method used (where "1" is most often, "2" is the second most often, and "3" is the third most often).

Document		Satisfies Documentation Requirement (CHECK ALL THAT APPLY)	Three Most Frequently Method Used (RANK 1, 2, or 3)
a. Valid program	or member ID card		-
b. Award letter of	r notice of benefits		
c. Electronic acc	cess		
d. Other: PLEAS	SE SPECIFY:		

Breastfeeding

Q5. In your estimation, at what ages are infants being certified to receive "fully" (rather than "partially") breastfeeding food packages? An estimate or best guess is okay if the information is not readily available.

Infant Age at	Percentage of Infant Certifications in the
Certification	past 12 months
1-3 months	
4-6 months	
7-9 months	
10-12 months	
Total	100% (all infants who were certified to receive fully breastfeeding food packages)

D	eni	ed	Ap	pli	cants	5

Q6. Does your local agency keep inform	nation on denied applicants?
O Yes	
O No: PLEASE EXPLAIN: _	[GO TO Q8]

Q7. What information on denied applicants do you retain and how is it retained? (ANSWER B. AND C. ONLY IF A. IS CHECKED.)

nformation Retained IECK ALL THAT APPLY)	b. How Retained (CHECK ONE)	c. Where Retained (Readily accessible to the) (CHECK ALL THAT APPLY)
Name of applicant	O Paper copy only	☐ WIC State Agency
	O Electronic copy only	☐ Your Local Agency
	O Both paper and electronic	☐ Sites/Clinics
Address	O Paper copy only	☐ WIC State Agency
	Electronic copy only	☐ Your Local Agency
	O Both paper and electronic	☐ Sites/Clinics
Phone number	O Paper copy only	☐ WIC State Agency
	Electronic copy only	☐ Your Local Agency
	O Both paper and electronic	☐ Sites/Clinics

☐ WIC applicant category	O Paper copy only	☐ WIC State Agency	
	 Electronic copy only 	Your Local Agency	
	 Both paper and electronic 	☐ Sites/Clinics	
☐ Reason for denial	O Paper copy only	☐ WIC State Agency	
	 Electronic copy only 	Your Local Agency	
	Both paper and electronic	□ Sites/Clinics	
☐ Date of application	O Paper copy only	☐ WIC State Agency	
	Electronic copy only	Your Local Agency	
	Both paper and electronic	☐ Sites/Clinics	
☐ Date of denial	Paper copy only	☐ WIC State Agency	
	 Electronic copy only 	Your Local Agency	
	 Both paper and electronic 	☐ Sites/Clinics	
 Q 2 - 4% Q 5 - 7% Q 8 - 10% > >10% Very confident are you in the range entered here? □ Very confident □ Somewhat confident □ Not very confident (i.e., a lot of guesswork involved) 			
Of current WIC participants seeking certification (or recertification) at your WIC agency, what percentage in the past 12 months was denied certification? (SELECT ONE) O $\leq 1\%$ O $2-4\%$ O $5-7\%$ O $8-10\%$ O $>10\%$ Q9A. How confident are you in the range entered here?			
 □ Very confident □ Somewhat confident □ Not very confident (i.e., a lot of guesswork involved) 			
Please specify the percentage of denials reported above that are attributable to the following eligibility problems. It is possible the percentages may sum to more than 100%, as applicants may be denied for more than one reason.			

Q8.

Q9.

Q10.

Rea	ason for Denial	Percentage Distribution for New Applicants	Percentage Distribution for Certification
a.	Lack of documentation provided for identity	_	
b.	Income ineligibility (over income limit)	_	
C.	Lack of documentation provided for residency	-	
d.	Categorical ineligibility (i.e., not pregnant, child over 5 years, etc.)		
e.	Other: PLEASE SPECIFY	-	

Q10A. How confident are you in the responses that were entered
here?
☐ Very confident
☐ Somewhat confident
☐ Not very confident (i.e., a lot of guesswork involved)
Q11. Does your agency provide an official letter of denial to applicants who are determined ineligible for WIC?
O Yes
O No
O Other: PLEASE SPECIFY:
Q12. Can an applicant be screened and determined ineligible by telephone? O Yes
O No [GO TO Q14]
Q13. IF Q11=YES AND Q12=YES
What is the percentage of denials through screening phone calls versus formal, in-person

	Percentage of Denials
Screening phone calls	
Formal in-person applications	

applications in the past 12 months?

Location of Certification

	es your agency offer or provide certification at alternative sites (e.g., satellite, mobile, or off-site nics at a hospital, school, etc.)?
	YesYes, only during disaster/emergency situationsNo [GO TO Q16]
(Q14A. Which of the following WIC categories does your agency offer certification at alternative sites? (CHECK ALL THAT APPLY) Pregnant woman Postpartum woman Breastfeeding woman Infant Child None
mo	nder what circumstances is certification provided at an alternative site such as a satellite clinic, obile clinic, or off-site clinics at hospitals, schools and other locations? What is your agency's licy toward providing certifications at an alternative site?
_	
Certifi	ication Staffing
Q16. Do	Assess income/adjunctive income eligibility Assess income/adjunctive income eligibility
	Yes, we have certification staff who are cross-trained on ALL of those tasks. No, our certification staff specializes in one or more of those tasks. [GO TO Q17]
(Q16A. What percentage of your certification staff is cross-trained on ALL of those tasks?
	nong all full-time staff in your jurisdiction who conduct certification, what is their average onthly caseload? participants

Operations

Administration

Q18. Is your local agency	(CHECK ONE)
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- part of the State agency
- **O** a local government entity administering the WIC program
- a tribal entity/organization administering the WIC program
- **O** a non-profit organization that has been contracted to run the WIC program
- O not a local agency, but rather a clinic under a local agency
- O Other: PLEASE SPECIFY _____

Physical Space

Q19.	Which of	description	most clos	ely fits t	he structure	e in which	h your loc	cal agency i	is located?	(CHECK
	ONE)									

- Health department or medical clinic
- O Social services office or agency
- Full service hospital
- O School
- O Head Start
- O Community center
- O Mobile clinic (van)
- O Migrant health center and/or camp
- O Indian Health Service facility
- O Religious center
- Standalone WIC clinic
- O Nonprofit
- O Other: PLEASE SPECIFY _____

Q20. Of the spaces available at WIC clinics in your jurisdiction, how adequate would you rate the following spaces for optimally delivering WIC services to your participants at this time? Please rate each type of room. [ROOMS MARKED "SOMEWHAT ADEQUATE" OR "NOT AT ALL ADEQUATE," GO TO Q20A]

Type of Room	Completely Adequate	Mostly Adequate	Somewhat Adequate	Not at All Adequate	N/A
Large waiting rooms/reception areas (greater than 15x15 feet)					
Small waiting rooms/reception areas (15x15 feet or smaller)					
Rooms, offices, or cubicles where clients are seen					
Separate breastfeeding rooms					
Large training/conference/multipurpose rooms					
Small training/conference/multipurpose rooms					
Administrative offices (no clients seen)					
Administrative cubicles (no clients seen)					
Laboratory (height/weight taking areas)					
Other: PLEASE SPECIFY					

Q20A. Please explain why you select ALL ADEQUATE"] for the following a ADEQUATE" OR "NOT AT ALL ADECUATE"	rooms [TYPE	OF RO	A MOC						"NOT	ΑT
Q21. How would you rate the physic from natural disasters such as visitors; etc.)? O Very safe (no incidents) O Safe (occasional minor of the control of th	fire, earthque [GO TO Q2 incidents) [CO TO Q2 incidents or incidents o	ake; b 2] GO TO or freques	urglary Q22] uent m	or van	dalism	of the	site; ur	nauthor	rized	n
——————————————————————————————————————					10711 E				1.	
Services Information										
 Q22. Please enter the number of WIC sites that operate under the authority of this local agency, by type. Clinics (defined as a permanent location assigned to the WIC program; include main clinic) Satellites (defined as a location such as a school, church or town hall that is only temporarily assigned the WIC program. WIC staff must carry their own files and equipment to the site each visit) Mobile Units (a vehicle assigned to the WIC program that may make multiple stops to conduct certifications) Q23. To what extent are the following services provided by your local agency at the various sites you specified in the previous question? [WEB SURVEY WILL SHOW CLINICS, SATELLITES 										
AND/OR MOBILE UNITS COLU	JMN ONLY I	F RESF	PONDE	NT HAS	ANSV	VERED	>0 IN C	(22] I		
Local Agency Clinics Satellites Mobile Units										
	Agency does this	All can do	Some can do	do	All can do	Some can do	do	All can do	Some can do	do
Conduct certifications		0	O	O	O	O	O	0	O	O
Perform blood testing		0	O	O	0	O	0	0	0	O
Take anthropometric measurements for height, weight, and body mass index (BMI)		O	O	•	O	O	0	0	0	O
Conduct nutrition counseling		O	\mathbf{O}	•	O	\mathbf{O}	\mathbf{O}	0	\mathbf{O}	0

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Offer other educational seminars (e.g.,

Provide food instruments (vouchers/EBT

Provide referrals to other services

on breastfeeding)

cards)

O

O

O

0

O

O

Access WIC participant records electronically			O O	0 0	0 0	0 0	O		
 Q24. Across all of the clinics under your local agency, on average, how many days per week, is the clinic open to clients/applicants?DAYS Q25. Across all of the clinics under your local agency, on average, how many hours per week, is the clinic open to clients/applicants? (You may divide the total number of hours that all clinics are open by the number of clinics.)HOURS 									
Q26. Across all of the clinics under your local agency, provide the opening and closing hours (hours open to the public) for a typical clinic (your most common clinic) in a typical week of operations in the table below.									
Operating Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
Opening	,	,	,	,		,	1		
Closing							1		
Q26A. Do your clinics typically close to the public for lunch or other reasons during clinic hours? O Yes O No									
Staffing									
Q27.									

Across all of the clinics under your local agency, please provide the following information for each position listed below. [PLEASE GIVE NUMBER]	Number of full- time staff (working more than 32 hours/wk)	Number of part- time staff (working less than 32 hours/wk)	Of the total combined full and part-time staff, how many have worked at one of your clinics 12 months or less?	Of all of the employees who have held this position in the past 12 months, how many have left your agency (are not working at any of your clinics)?	Across all of the clinics under your local agency, how many of these positions are currently vacant?
a. WIC Director or Clinic Supervisor					
b. Office Manager					
c. Administrative Support Staff (e.g., clerks)					
d. Certification Specialist					
e. Registered Dietitian					
f. Degreed/Licensed Nutritionist					
g. Trained Nutrition Paraprofessional					
h. Registered Nurse/Physician Assistant					
i. Physician					

j. Social Worker/ Psychologist/ Therapist

k. Other Professional (e.g., breastfeeding peer counselors, IBCLC)

Other: PL	EASE SPECIFY				
	TOTAL STAFF				
[Progr	amming note: Total Staff ro	ow will be	calculated automati	cally so respondent	can see totals]
	Q27A. From your answer employees is app agree with this estim O Yes, GO TO O No	roximately ate?			nt (FTE) number of ime as one FTE.) Do you
	Q27B. What is your estim	nate of FT	E number of employ	rees across all clini	cs in your jurisdiction?
Q28. A	Across all clinics under you% of staff	r local age	ncy, what percentag	e of all staff are bil	ingual or multilingual?
	What languages, other than local agency to assist in pro				
	NONE		Hmong		Spanish
	Arabic		Khmer		Swahili
	Cambodian		Korean		Tamil
	Cantonese/Mandarin		Laotian		Tagalog
	Farsi		Portuguese	_	Urdu
	French/Creole		Punjabi		Vietnamese
	Fulani		Russian		Other: SPECIFY
	Hindi		Somali		
	What difficulties does your ALL THAT APPLY) Salaries not competition Salaries not competition Salaries not competition Minimal training and Workload too great Location of local age Location of loc	ive surate with ive job growt ncy unsafe ncy hard to ied by loca e througho VIC progra r opportun ing in pros	h offered go get to al agency crowded out agency am from State aities for promotion spective employees	recruiting, and hiri	ng staff? (CHECK

Case	lnar	
Case	wat	

Q31. Currently, approximately ho	ow many clients are served by all of the clinics under your local agency
combined per month ?	
CLIENTS/MON	ГН

Technology

Q32. Does the typical clinic under your local agency have on-site the necessary technology, equipment, supplies, etc., to do the following tasks?

		Yes	No	Don't Know
a.	Enter/access client certification information via a computer?	0	0	O
b.	Perform hematological tests?	0	•	0
C.	Take anthropometric measurements for weight and height, and to calculate BMI (body mass)?	O	•	0

Retention

The next set of questions concern the retention of WIC participants by participant category. We understand that local agencies may use different ways to define retention within the participant categories. Therefore, we will first ask you to explain how you determine retention and then ask for some data on retention over the last five Federal fiscal years (FYs).

()33.	Does v	vour]	local	agency	z deteri	mine i	retention	for	WIC	participan	ts?
ч	$, \cup_{i}$	DUCS	y Our	locui	uncirc	ucter		CtCIItIOII	101	1110	puiticipuii	

- O Yes
- O No, determined by State agency [GO TO Q34]
- O No, not determined at all [GO TO Q34]
- O Not sure [GO TO Q34]

☐ Weekly

Q33A. How does your Local Agency define retention of WIC participants? Please describe any differences in definitions for infants, children, pregnant women, postpartum women, and breastfeeding women.
Q33B. How often do you calculate retention? (CHECK ALL THAT APPLY)

☐ Monthly	
Quarterly	
☐ Annually	
☐ Other: PLEASE SPECIFY	

Q33C. Now we would like get information to enable us to determine your retention rates. Please complete the following table, which includes information for the past 5 Federal fiscal years (FY). Please enter a number for Total Certified, and either a number or percent for Total Retained [Note: if you have a standardized report(s) with this information you may upload that information here: {link}]

FY 2013		FY 2014		FY 2015		FY 2016		FY 2017		
Category	Total	Total								
	Certified	Retained								
Infants										
		□Number □Percent								
Children										
		□Number □Percent								
Pregnant										
Women		□Number □Percent								
Postpartum										
Women		□Number □Percent								
Breastfeeding										
Women		□Number □Percent								

Q34. Does your local agency attempt to contact pregnant women who miss their first appointment (to apply for participation in the program) in order to reschedule the appointment? O Yes O No
Q35. Does your local agency, or any of the clinics under your local agency, do any of the following to increase WIC participant retention rates? (CHECK ALL THAT APPLY)
 □ Advertise via traditional delivery channels (including on television, movie theaters, internet, print publication materials, radio, gas stations, etc.) □ Post social media advertisements (Facebook, Pinterest, Twitter, Instagram, etc.) □ Send first birthday card to WIC caregivers on child's first birthday □ Text message appointment reminders □ Provide transportation to and from sites □ Provide childcare onsite □ Encourage current participants to invite eligible family and friends to enroll and remain active □ Encourage healthcare professionals (doctors, nurses, midwives, etc.) to inform eligible women to enroll and remain active □ Other: PLEASE SPECIFY
[SUBMIT]
End Survey

Thank you for participating in this survey!