

**APPENDIX B7.c**

**DENIED APPLICANT LOG REQUEST REMINDER EMAIL**

XX/XX/XXXX

To: [LA EMAIL ADDRESS]

Subject: Reminder: Denied Applicants for the “Third National Survey of WIC Participants” Study (NSWP-III)

Dear [NAME]:

The research team, 2M Research Services Abt Associates, and Capital Consulting Corporation, conducting the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) “Third National Survey of WIC Participants (NSWP-III)” would like to remind you to submit your monthly log of individuals who apply for WIC between [DATE] and [DATE] but who are found to be ineligible for any reason (for example, applicants who do not meet any participant category criteria; who not meet income eligibility guidelines; or applicants who fail to provide necessary documentation of income, identity, or residency). Please also remember the following:

- Submit the log through the secure website, [URL], and **not email**. Email is not a secure method of sending personally identifiable information.
- Please note that this log should only include persons who formally apply for WIC. The log should not include information from pre-screened individuals who inquire about their likelihood of qualifying for WIC but who choose not to formally apply.
- While we understand that you may deny very few or even no applicants during this period, FNS would like us to invite these individuals to participate in the study.

We thank you in advance for your important contribution to this research. If you have any questions, please contact us by calling us at [PHONE NUMBER] or email at [EMAIL].

Sincerely,

[RESEARCH TEAM CONTACT INFORMATION]

---

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. 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.

---