

APPENDIX D3

CERTIFICATION END DATE VERIFICATION EMAIL

XX/XX/XXXX

To: [LA EMAIL ADDRESS]

Subject: Verification of Certification End Dates for “Third National Survey of WIC Participants” Study

Dear [NAME]:

2M Research Services and its partner, Abt Associates, are working with Capital Consulting Corporation, a company that does research studies in health and human services, to conduct a study for the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) called “Third National Survey of WIC Participants (NSWP-III).”

We have already contacted you about participating in the Local Agency Survey; however, we are requesting your help to verify some participant data we received. Your State agency provided us with participant data from your local agency that we are using for another part of the NSWP-III study. Based on that data, it appears that the certification end date for [N] WIC participants may be inaccurate. We would like to call you to verify these certification end dates. We will be contacting you between [DATE] and [DATE]. If you have a preferred time for us to call, please respond to this email with your preferences.

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 3 minutes (0.05 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 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.
