

APPENDIX C1

NOTIFICATION EMAIL TO FNS REGIONAL OFFICES

XX/XX/XXXX

To: **[ALL FNS REGIONAL DIRECTORS]**

Subject: Participation in the “Third National Survey of WIC Participants Study”

Dear **[FIRST NAME] [LAST NAME]**:

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

FNS has commissioned this study to identify information on certification-related policies, and to obtain a description of caseload and operations from each State agency. This study will allow FNS to fulfill the requirements of the Improper Payment Elimination and Recovery Improvement Act (IPERIA). As such, we request your cooperation in the study.

Representatives from 2M Research Services will be contacting State WIC Directors requesting their participation in a web survey and submission of administrative data, including participant and certification data, and redemption and rebate data. Cooperation at all levels will be essential for success completeness of data collection.

Please notify each of your State WIC Directors on the attached list about the study, and encourage their assistance with any study requests. For your convenience, a letter is attached to this email that can be forwarded directly to State Agency Directors. If you have questions or need additional information, please contact me or Sarah Widor, SFPO Director.

Thank you in advance for your assistance.

[FNS/USDA CONTACT INFORMATION]