

Appendix M.
**Telephone Script for Follow-Up
Calls After Data Submission**

Follow-Up Telephone Call Script

Analyst: Hello, may I speak with [WIC Director]? Thank you for submitting the April WIC participant characteristics data for [STATE]. We have thoroughly reviewed the data and would like your feedback regarding some aspects of the submission. We would like to discuss the following questions and comments with you:

Comment 1: [Fill in text based on review of data].

Comment 2: [Fill in text based on review of data].

Comment 3: [Fill in text based on review of data].

Comment 4: [Fill in text based on review of data].

Comment 5: [Fill in text based on review of data].

Thank you for your time and assistance in resolving our questions and addressing any comments. [If needed]: Please send us [fill in with any data or information requested] by [DATE]. If you have any questions, you may contact me by phone at XXX-XXX-XXXX or via email at [NAME]@insightpolicyresearch.com.

This information is being collected from State agencies to enable the Food and Nutrition Service (FNS) to prepare biennial reports on WIC participant and program characteristics. This is a mandatory collection authorized under 7 CFR §246.25(b) (3). FNS uses the data from these reports to estimate budgets, submit civil rights reporting, identify needs for research, and to develop and review WIC policies and procedures. Under the Privacy Act of 1974 and the System of Record Notice FNS-8 USDA/FNS Studies and Reports, any personally identifying information obtained will be kept private to the extent of the law. 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 0584-0609. The time required to complete this information collection is estimated to average 30 minutes 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 (0584-0609). Do not return the completed form to this address.*