

Appendix E2: Email to LA with LA Director Survey Link

Subject: Please Complete the WIC NATS Local Agency Survey

OMB Control No: 0584-XXX
Expiration Date: XX/XX/XXXX



Dear Local Agency Director,

This is a follow-up to the notification you received from FNS (attached) regarding the WIC Nutrition Assessment and Tailoring Study (WIC NATS). This study will provide FNS with a comprehensive understanding of the WIC nutrition risk assessment process and the ways in which participant benefits are tailored to address the assessment results. FNS has contracted with Westat to conduct the study.

We are pleased that the state of [STATE AGENCY NAME] has agreed to participate in this study. We are requesting your cooperation, as it is very important that we receive a high level of participation from all LAs in [STATE]. Please complete the WIC NATS Local Agency Survey at your earliest convenience. The survey should take approximately 30 minutes to complete. To complete the survey, click on the secure survey website link below and enter your PIN:

Survey Website: [LINK]
PIN: [####]

Please complete and submit the survey as soon as possible, but no later than **[DATE]**.

You may share the survey website link and PIN with your Local Agency colleagues so that they may assist in responding to questions about the nutrition risk assessment process. The survey can be completed over time and you and your colleagues may login to the website multiple times to complete the survey. The website will automatically save your work as you go. As the Local Agency Director, you must approve the information completed by your colleagues and submit the completed survey. The survey should take approximately 30 minutes to complete.

Please know that your responses will be kept private as required by law, and will not be shared with anyone outside of the study team. Neither your name nor any other information about your identity will be used in any reports, and individual LA survey responses will not be shared with your SA.

If you have any questions about the study or how to complete the survey, please email us at WICNATS@westat.com or call us toll-free at 1-855-598-2492. The FNS contact for this study is Alexander Bush (Alexander.Bush@usda.gov).

Your partnership matters to us! We appreciate your support of this important FNS study.

Sincerely,

The Westat Study Team

This information is being collected to assist the Food and Nutrition Service in obtaining a comprehensive and detailed description of the WIC nutrition risk assessment process and the ways in which participant benefits are tailored to address the assessment results. This is a voluntary collection and FNS will use the information to improve the delivery and tailoring of WIC services and increase satisfaction of both staff and participants. This collection does request personally identifiable information under the Privacy Act of 1974. 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 2 minutes (0.03 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 Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-xxxx). Do not return the completed form to this address.