

## Appendix F1. Email to SA with LAs Selected for Site Visits

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



Dear [SA DIRECTOR NAME],

Thank you for your ongoing support for the FNS sponsored WIC Nutrition Assessment and Tailoring Study (WIC NATS).

The Westat study team has selected the 30 Local Agencies (LAs) for the next phase of the study. These LAs represent the diverse body of WIC sites and participants across the country. These LAs have a critical role in ensuring the success of the study. We will ask these LAs to provide information about their local WIC Clinics, which we will use to select 30 WIC Clinics for a site visit. The site visits will provide the opportunity to gather in-depth information about nutrition risk assessment and tailoring procedures. Please be assured that the site visits are not an audit of the LA or the site activities. Information gathered during these site visits will only be used for research purposes and none of the data will be linked with the identity of the LA, the local WIC clinic, or any of the participants.

We have selected [NUMBER] LAs within your SA to participate in the study.

- [LA 1]
- [LA 2]
- Etc.

We will contact each LA Director to make arrangements for a telephone call. From our experience, LAs are more often willing to participate if the State Agency demonstrates support for the study, which is why **we kindly ask that you assist us by sending the attached letter to the LAs identified above to encourage their participation.**

The Westat Study Team will send a study notification letter to the LAs the week of [DATE].

If you have any questions about the study, please email us at [WICNATS@westat.com](mailto:WICNATS@westat.com) or call us toll-free at 1-855-598-2492.

Thank you for your support of this important 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 4 minutes (0.07 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, 5<sup>th</sup> Floor, Alexandria, VA 22314 ATTN: PRA (0584-xxxx). Do not return the completed form to this address.

## Site Visit Email from SA to Selected LA

OMB Control No: 0584-XXXX

Expiration Date: XX/XX/XXXX



Dear [LA DIRECTOR NAME],

We are writing to let you know that your Local Agency has been selected as one of the 30 LAs selected for the next phase of the WIC Nutrition Assessment and Tailoring Study (WIC NATS). You will soon receive an email from Westat with an invitation to participate in a telephone call to discuss this second phase of the study.

If you have any questions about the study or the interview, please email us at [WICNATS@westat.com](mailto: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](mailto:Alexander.Bush@usda.gov)).

Your partnership matters to us! Thank you for participating in this important study.

Sincerely,

[STATE AGENCY DIRECTOR]