

Appendix F2. 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 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! Thank you for participating in this important study.

Sincerely,

[STATE AGENCY DIRECTOR]

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.