

Appendix E3. Reminder Emails to Complete LA Director Survey

1st Reminder Email to Complete LA Survey

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



Dear Local Agency Director,

We recently emailed you a link to an online survey for the WIC Nutrition Assessment and Tailoring Study (NATS). To date, we have not yet received a completed survey from your Local Agency. Your State Agency Director, [NAME], has approved your State's participation in this study and has requested the cooperation of Local Agencies.

Please use the following link to access your survey:

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

Please submit your LA's survey as soon as possible but no later than [**DATE**].

You may share the link and PIN with your Local Agency colleagues so that they may assist in responding to questions about the nutrition risk process. This survey should take no more than 30 minutes to complete. You do not need to complete the entire survey at one time, and can log into the survey as many times as you like before submitting your responses.

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.

Your partnership matters to us! We appreciate 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 1 minute (0.02 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.

2nd Reminder Email to Complete LA Survey

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



Dear Local Agency Director,

We recently emailed you a link to an online survey for the WIC Nutrition Assessment and Tailoring Study (NATS). To date, we have not yet received a completed survey from your Local Agency. Your State Agency Director, [NAME], has approved your State's participation in this study and has requested the cooperation of Local Agencies.

Please use the following link to access your survey:

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

Please submit your LA's survey as soon as possible but no later than [**DATE**].

You may share the link and PIN with your Local Agency colleagues so that they may assist in responding to questions about the nutrition risk process. This survey should take no more than 30 minutes to complete. You do not need to complete the entire survey at one time, and can log into the survey as many times as you like before submitting your responses.

If you have any questions about the study or how to complete the survey, please email us NATS@westat.com or call us toll-free at 1-855-598-2492.

Your partnership matters to us! We appreciate 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 1 minute (0.02 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.