

Appendix F4: Reminder Email to Submit Nutrition Risk Assessment Documents

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



Dear [LA DIRECTOR NAME],

Thank you for your participation in the USDA/FNS WIC Nutrition Assessment and Tailoring Study (NATS). We recently sent an email asking that you send us your Local Agency Policy and Procedure documents related to the nutrition risk assessment. To date, we have not yet received documents from your Local Agency.

Please submit your LA's documents as soon as possible but no later than [DATE]. You may submit them using any of the methods below:

Upload to site	[FTP site address]
Email	WICNATS@westat.com
Fax	1-301-294-2092
Regular mail	[study mail address]

If you have any questions about the study or how to submit your documents, 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 30 minutes (0.50 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, Room 555, Alexandria, VA 22314 ATTN: PRA (0584-xxxx). Do not return the completed form to this address.