

Appendix G1. Email to LA with Selected Site Name

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



Dear [LA DIRECTOR NAME],

You recently provided information about your WIC Clinics for the USDA Food and Nutrition Service (FNS) WIC Nutrition Assessment and Tailoring Study (NATS)—thank you for providing this important information. For the next phase of the study, we will conduct site visits at 30 selected WIC Clinic sites, to observe the clinic flow and the nutrition risk assessment process, and conduct interviews with the Site Director, the staff who conduct the nutrition risk assessment, and WIC participants to learn about experiences, perceptions, and satisfaction.

We have selected 30 WIC Clinics across the country to participate in the site visits. From your LA, we selected the **[NAME] WIC Clinic**. These WIC Clinics have a critical role in ensuring the success of the study. **To encourage the participation of local WIC Clinics, we are asking Local Agencies to send a letter to the selected WIC clinic.** We find WIC clinics are more often willing to participate if the Local Agency demonstrates support for the study. We have attached an email letter for you to use if you would like and would greatly appreciate it if you would send the letter to the [NAME] WIC Clinic.

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

As a reminder, we would also like to receive any policy or procedure documents your Local Agency has developed for the nutrition risk assessment and benefits tailoring. If you have not already done so, please submit these 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 WIC NATS Study, please contact the Westat Study Team at: WICNATS@westat.com or 1-855-598-2492. The FNS contact for this study is Alexander Bush (Alexander.Bush@usda.gov).

Thank you again for 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 5 minutes (0.08 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.

Site Visit Email from LA to WIC Clinic

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



SUBJECT: Participate in the WIC Nutrition Assessment and Tailoring Study (WIC NATS)

Dear [WIC CLINIC DIRECTOR],

We are writing to request your participation in an important USDA sponsored national WIC Nutrition Assessment and Tailoring Study (WIC NATS). This study will provide a comprehensive understanding of the WIC nutrition risk assessment process and the ways in which participant benefits are tailored to address the assessment results. The study provides an excellent opportunity for WIC State and Local Agencies and WIC clinics to partner with researchers and inform USDA FNS about the different approaches we take to implementing Value Enhanced Nutrition Assessment (VENA) guidance.

The success of this study depends on you, who in addition to FNS, will ultimately benefit from the information collected in this study. Findings from this study will be used to improve nutrition service delivery and identify best practices in the nutrition assessment process associated with participant and staff satisfaction, improved efficiency, and reduced staff burden.

FNS has contracted with Westat to conduct the study. Westat has selected your clinic to be one of the 30 clinics selected from across the country to participate in site visits. The Westat study team will contact you shortly, to schedule a site visit to your clinic this [fall/winter/spring]. During these site visits, Westat researchers will observe both clinic flow and the nutrition risk assessment and benefit tailoring process as implemented in your WIC Clinic. They will also conduct interviews with the Site Director and with staff who perform nutrition risk assessments to obtain staff experiences, perceptions, satisfaction, and suggestions for improvements.

If you have any questions about the study or the interview, you may email the Westat study team at WICNATS@westat.com or call them 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 look forward to including you in this important study.

Sincerely,

[LOCAL AGENCY DIRECTOR]