

Appendix G2. 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 Food and Nutrition Service (FNS) sponsored national study – the 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. Your clinic has been selected 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]

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.