

Appendix A.2: Email Notification to WIC State Agency

OMB Control No: 0584-0613 Expiration Date: 05/31/2024
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Hi [NAME],

The U.S. Department of Agriculture (USDA) and U.S. Digital Service (USDS) are partnering to better understand how to support WIC technology modernization. With the \$390 million from the American Rescue Plan Act, WIC has an unprecedented opportunity to use technology to expand program access and enhance WIC services.

As an initial step, we're asking all 89 WIC state agencies to complete a questionnaire to help us understand more about your agency's technology use and capacity. This information is critical to informing WIC modernization and what support agencies might need to take on new technology projects.

USDA and USDS will use your responses to better understand where states are currently at with WIC technology. This questionnaire is not being used for compliance or to monitor your state's WIC program.

It will take approximately **20 minutes to complete** this questionnaire. Please respond by Friday, [DATE], 2021.

Questionnaire link: [LINK]

Instructions:

- Your WIC Director or someone with expertise in WIC technology should complete the survey. If there are any questions you're unable to answer, please forward the email to state staff who can. The link is unique to your state agency, so anyone with the link can access the questions. Any responses you enter will be saved when forwarding the survey.
- Please feel free to be open and honest, especially about your constraints with technology. These types of answers will help us ensure that WIC technology initiatives meet agencies where they're currently at.
- If you have any questions, please reply to [EMAIL]. If you'd like to provide any feedback verbally or anonymously, please contact this inbox and a member of the USDS team will schedule a call with you.

We will share an anonymized summary of findings from this questionnaire with WIC state agencies. No individual state will be identified in this summary, and any comments shared will be anonymized if included.

Thank you in advance.

Sincerely,

[NAME]

Burden Statement

This information is being collected to assist the Food and Nutrition Service in understanding WIC state agency technology use and capacity. This is a voluntary collection and FNS will use the information to inform WIC modernization strategies. This collection does not request any 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 0584-0613. The time required to complete this information collection is estimated to average 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 22306 ATTN: PRA (0584-0613). Do not return the completed form to this address.