



## Appendix Q2

### Addendum A to Study Extension Summary

#### ATTACHMENT A: ADDENDUM FOR YEAR 9 EXTENSION

**SITE NAME: [Local Agency Name - Site Name]**

During the extension period for the *Feeding My Baby Study*, WIC sites will be asked to conduct weight and height measurements for children who are enrolled in the study even though they are no longer participating in the WIC Program. These measurements will be taken near the time of the ninth birthdays, beginning in April 2022 when the children in the study start to reach age nine. Details for this activity are provided below.

#### ***Westat Roles and Responsibilities***

1. Westat will advise the parent/caregiver that weight and height measurements are needed for the child and that these will be conducted at no cost to the parent/caregiver at a WIC site. Westat will also advise parents/caregivers of other options for obtaining the measurements, e.g. from the child's healthcare provider. We will give the parent/caregiver the timeframe during which the measurements need to be taken and will provide them with a *Feeding My Baby Study Measurement Card* and instructions for completing it and returning it to Westat.
2. Westat's Study Liaison will provide the parent/caregiver with the WIC site name, address, and phone number and instructions for obtaining the measurements from the WIC site. Westat will communicate with the WIC site Study Contact before January 2022 to confirm the site information and answer any questions about the process.
3. In January 2022, Westat will provide the WIC site Study Contact with a list of children recruited from the site that are participating in the study. The list will include the child's birthdate and the time period around the birthdays when the measurements are needed. WIC staff can use this list to confirm that a parent/caregiver requesting to have their child weighed and measured is enrolled in the study and to determine when the measurements should be conducted.
4. Westat will provide a \$70 gift card plus \$10 transportation cost reimbursement to the parent/caregiver upon completion of the measurements and return of the measurement card for children at age nine years.

5. *[Insert if applicable: Westat will provide a [grant or gift card] in the amount of [insert \$ amount] to the WIC site for conducting measurements for children who are not enrolled in WIC. The grant will be sent to [insert name and address].*

### **WIC Site Roles and Responsibilities**

- Conduct weight and height measurements for children who are in the study around the time of the child's ninth birthday, and record the measurements on a *Feeding My Baby Study Measurement Card*.

### **Contacting Parents/Caregivers of Children in the Study**

Westat will handle all communication with parents/caregivers regarding the study and will use multiple strategies to keep in contact with them. When other strategies are unsuccessful, we will request assistance from WIC. Many of the families with children enrolled in the study may still be participating in WIC for other family members.

*[If State agency chooses to have the site contacted: The WIC site may be asked to assist by:*

- Comparing the phone number, mailing address and/or email address that Westat has for the parent/caregiver with the information in the WIC record to determine if the WIC site's information is more recent.
- Providing Westat with the parent/caregiver contact information in the WIC record.
- If the family is still participating in WIC, contacting the parent/caregiver, or making a notation in their WIC record, to ask them to contact Westat.
- Sending a letter provided by Westat to the parent/caregiver.]

OR *[If State agency chooses to be contacted: Westat will contact the State Agency to request assistance with contacting parents/caregivers of children in the study.]*

### **Study Points-of-Contact**

The Westat Deputy Project Director is: Bibi Gollapudi at (240) 314-7558 or [bibigollapudi@westat.com](mailto:bibigollapudi@westat.com).

The Westat Study Liaison is [Insert name, phone #, and email address].

The WIC site Study Contact is [Insert name, phone #, and email address].

Westat will inform the Site Study Contact if there is a change in the Study Liaison. The WIC site will inform Bibi Gollapudi and/or the Project Director if there is a change in the Site Study Contact.

The Food and Nutrition Service (FNS) is collecting this information to investigate (1) the dietary practices and the health and nutritional status of the WIC ITFPS-2 children during the ninth year of life; (2) if participants who left the study were systematically different than those who continued in the study and if these study participants left WIC at the same rate as their counterparts who
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remained in the study. This is a voluntary collection and FNS will use the information to inform WIC service delivery. The collection does request personally identifiable information under the Privacy Act of 1974. Responses will be kept private to the extent provided by law and FNS regulations. 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 0584-0580. The time required to complete this information collection is estimated to average 0.2500 hours (15 minutes) 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 (0584-0580). Do not return the completed form to this address.