**OMB Number:** 0584-0611

**Expiration Date:** 11/30/2025

Hi. My name is [NAME], and I’m a [TITLE] at Westat Insight. May I please speak to [NAME]?

**If asked why:**

We are conducting a study for the Food and Nutrition Service (or FNS), and we are seeking information about your WIC State agency’s capacity to provide longitudinal participant data.

**When you get the right person on the phone:**

My name is [NAME], and I’m a [TITLE] at Westat Insight. I’m part of a research team collecting information on WIC State agencies’ capacity to provide longitudinal participant data for the Food and Nutrition Service (or FNS).

I sent an email a few weeks ago with a link to a short survey. Do you recall getting that email?

**If yes:**

Would you be able to complete the survey by [DATE]? I can resend the link if that’s helpful. [Confirm email address]

**If no:**

I can email you the link. [Confirm email address] Please submit your responses by [DATE].

Thank you for your collaboration on this project! Feel free to email us if you have any questions. If it would be helpful to talk through anything, we’d be happy to set up a phone or video call.

VOICEMAIL

**[Leave a voicemail and send a follow-up email]**

Hi. My name is [NAME], and I’m a [TITLE] at Westat Insight. We are collecting data on behalf of the Food and Nutrition Service on WIC State agencies’ capacity to provide longitudinal participant data. I sent you an email with a link to the survey a few weeks ago. Please submit your responses by [DATE]. If you have any questions, please call me back at [PHONE NUMBER] or email me at [EMAIL ADDRESS]. Thank you, and have a great day.