

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.

This information is being collected to assist the Food and Nutrition Service in assessing the feasibility of producing a longitudinal dataset that would provide records on all WIC participants from all State agencies to track enrollment and participation in the program over time. This is a voluntary collection and FNS will use the information to understand State agency capacity to share longitudinal data on WIC participants. 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 0584-0611. The time required to complete this information collection is estimated to average 0.08 hours (5 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 22306 ATTN: PRA (0584-0611). Do not return the completed form to this address.