

Appendix N.3.

WIC participant case study focus group scheduling email

Public Burden Statement

This information is being collected to assist the Food and Nutrition Service to better understand the implementation and impact of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) modernization efforts on WIC State and local agencies, WIC vendors and WIC participants. This is a voluntary collection and FNS will use the information to monitor and strengthen WIC program modernization efforts. 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-[xxxx]. The time required to complete this information collection is estimated to average .0167 hours/1 minute 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, Evidence, Analysis, and Regulatory Affairs Office, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306, ATTN: PRA (0584-xxxx). Do not return the completed form to this address.

To: WIC Participant

From: The Mathematica study team or WIC agency staff

When: Once potential participants have been emailed

Subject: Tell us your thoughts about WIC!

Dear [WIC PARTICIPANT],

Last week [NAME] reached out to you about joining a focus group through [NAME OF WIC LOCAL AGENCY]. WIC has done a lot of work recently to modernize the WIC program. As part of the WIC Modernization Evaluation, we would like to hear directly from WIC participants about what is working well in WIC and what can still be improved.

About the focus group

Each focus group will be 90 minutes and will be held in-person at [LOCATION] during the week of [DATE]. The focus group discussion will ask about your experience with recent updates to the WIC program. **For participating in this focus group, you will receive a \$50 [TYPE] gift card.**

We really hope you can participate. **Please reply to this email or call us if you are available at one of the following days and times for the focus group:**

- Date, time 1, location
- Date, time 2, location
- Date, time 3, location

Your participation in this focus group is voluntary. You can find more information about the study in the document attached, and you are welcome to reach out to us or your WIC local agency at any time with questions.

To schedule your focus group, please email [EMAIL]@mathematica-mpr.com or call XXX-XXX-XXXX with the dates and times you are available by [DATE]. You can reach the FNS project officer, Carol Dreibelbis, at carol.dreibelbis@usda.gov.

Thank you for your time and participation in this important focus group!

Sincerely,

[FOCUS GROUP LEAD]

Focus Group Lead, WIC Modernization Evaluation