

## **Appendix M.1.**

**WIC & FMNP vendor/outlet staff case study interview recruitment email from State or local agency**

**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 Vendor Staff/Farmers/Farmers' Market Staff]

From: [WIC State OR local agency director]

Subject: Seeking [WIC vendor staff/farmer/farmers' market staff]'s Participation in the WIC Modernization Evaluation

Dear [Name of WIC vendor staff/Name of farmer/farmers' market staff],

The United States Department of Agriculture's (USDA) Food and Nutrition Service (FNS) is sponsoring a new study, the WIC Modernization Evaluation, to better understand the experiences of WIC participants, State and local agencies, and vendor staff with WIC & Farmers' Market Nutrition Program (FMNP) modernization efforts. As you know, [WIC vendor staff/farmers/farmers' market staff] like you have been working hard over the past several years to improve the WIC & FMNP programs and make it easier for people to participate.

Because you have worked so closely with [WIC State/local agency] over the years, we believe it would be important to include your opinion and perspective on the modernization efforts associated with [WIC local agency], including [NAME OF GRANT(S)]. FNS has contracted with Mathematica and their partners, MEF Associates and the Nutrition Policy Institute (NPI), to conduct case studies that include interviews with select [WIC vendor staff/farmers/farmers' market staff]. The interviews will ask about your progress and experiences with WIC/FMNP modernization efforts. Your responses are vital to helping FNS understand your experiences and lessons learned from implementing modernization activities. For participating in the interview, you will receive a \$50 [TYPE] gift card.

**Over the next [TIMELINE] you will receive an email from the study team with more information about the study and dates for scheduling the interview.**

If you have any questions, please contact the Mathematica study team at [EMAIL]@mathematica-mpr.com or XXX-XXX-XXXX. You can reach the FNS project officer, Carol Dreibelbis, at carol.dreibelbis@usda.gov.

Thank you for your time and your participation in this important study!

Sincerely,

[WIC agency director]