

**Appendix L.1.**

**WIC local agency case study recruitment email from State 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 local agency director

From: WIC State agency director

Subject: Seeking [WIC local agency]'s Participation in the WIC Modernization Evaluation

Dear [WIC local agency director],

The United States Department of Agriculture's (USDA) Food and Nutrition Service (FNS) is sponsoring a new study to better understand the experience of State agencies, vendors, local agencies, and participants with implementing and participating in recent efforts to modernize the WIC program. Information about the study is attached to this email.

**FNS has contracted with Mathematica to conduct this study, which includes case studies at local WIC agencies.** Case studies will involve interviews with WIC staff and vendor staff and focus groups with WIC participants.

As you know, WIC local agencies like yours have been working hard over the past several years to improve the WIC program, increase enrollment, and improve the experience of participants. Case studies will help shape future WIC policies and contribute to a larger discussion about better serving WIC agency staff, participants, and vendors.

**We at [WIC State agency] recommended to FNS that your local agency participate in one of these case studies.** Case studies will be conducted by Mathematica, an independent research firm. Staff from the Mathematica team will reach out to you via phone within the next week to answer any questions you may have about the study and coordinate next steps. They will work with you to schedule an in-person, two-day visit at a time that works best for you and your agency.

We are excited to have your agency be part of this important study. Please do not hesitate to reach out to me with any immediate questions.

If you have any immediate questions for the study team, please contact Debbie Reed, the Mathematica project director, at [dreed@mathematica-mpr.com](mailto:dreed@mathematica-mpr.com) or the FNS project officer, Carol Dreibelbis, at [carol.dreibelbis@usda.gov](mailto:carol.dreibelbis@usda.gov).

Sincerely,

[WIC STATE agency director]