

Appendix R.3.

WIC program staff experience survey reminder 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 agency staff

From: The Mathematica study team

When: [SCHEDULE]

Subject: Reminder! Complete the WIC Staff Experience Survey!

Dear [WIC agency staff],

This is a reminder to complete the WIC Staff Experience Survey for the WIC Modernization Evaluation.

Your responses will be very important for helping FNS understand your experiences with recent modernization efforts and how they have improved the WIC participant experience!

Complete the 10-minute survey

To complete the survey, please visit [fill unique web survey URL].

Please complete the survey by [DATE].

As a reminder, participation in this study is mandatory for selected WIC agency staff. The information you provide will be private and will not be maintained or disclosed in identifiable form to anyone, except as otherwise required by law.

If you have any questions or concerns, please contact 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,

Caroline Lauver
Survey Director, WIC Modernization Evaluation