

Appendix K.3.

WIC State agency staff interview 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 State agency respondent

From: The Mathematica study team

When: XX days before the interview

Subject: Reminder! Your interview for the WIC Modernization study is coming up!

Dear [WIC STATE AGENCY RESPONDENT],

This is a **reminder that your interview** for the WIC Modernization Evaluation **is scheduled for [DATE] at [TIME]**. The interview will be conducted virtually via an online platform, WebEx, and you should have already received the WebEx invitation for the interview.

State agency interview:

The interview will take about 60 minutes. Questions asked during the interview will be relevant to the WIC modernization projects being implemented by your State and local WIC agencies. These may include outreach activities, technology modernization activities, activities to improve the in-person shopping experience, online shopping activities, expanding access to farmers' markets, workforce investment, grant effectiveness and sustainability, and waivers. The study team has attached a summary of the grants and their activities they plan to discuss during the interview as well as an overview of the questions they will ask.

If you have any questions or concerns, please reply to this email or contact [STATE INTERVIEW LEAD] 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,

[STATE INTERVIEW LEAD]

WIC State Agency Interview Lead, WIC Modernization Evaluation