

**Appendix K.4.**

**WIC State agency staff interview thank you 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 .2667 hours/16 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 staff]

**From:** The Mathematica study team

**Subject:** Thank you for completing the annual WIC Modernization Evaluation State Agency Interview

Dear [WIC State agency staff],

Thank you so much for completing the WIC State Agency Interview for the WIC Modernization Evaluation conducted by the Food and Nutrition Service (FNS) and Mathematica. FNS will use your responses to understand your experiences implementing recent modernization activities.

As we discussed during the interview, we are following up with some final questions via email. Below are the remaining interview questions where we still need responses:

Remaining interview questions	Your State Agency response
1.	
2.	
3.	

I will be following up with you within the next week to discuss these questions. If you prefer to respond to them by email, please return your responses to us by XXX DATE.

If you have any questions about the study, please reply to this email or contact the 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 again for taking the time to participate in this important study!

Sincerely,

[Study Team Contact]

[TITLE], WIC Modernization Evaluation