

## **Appendix L.2**

**WIC local agency case study planning recruitment  
email from the research study team**

**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 3.0167 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information, and participating in the planning call. 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: The research study team

Subject: Welcome to the WIC & FMNP Outreach, Innovation, and Modernization Evaluation

Dear [WIC local agency director],

Congratulations on being selected to participate in the **WIC Modernization Evaluation**! You should have received an email last week from [WIC State director contact] about this study.

The Food and Nutrition Service (FNS) contracted with Mathematica, an independent research firm, to conduct this evaluation. [OPTIONAL SENTENCE WHEN SENT FROM MEF OR NPI: *MEF Associates/NPI is working with Mathematica to conduct this evaluation.*] As part of the evaluation, we are conducting local WIC agency case studies to develop a deeper understanding of the experience of WIC agencies, vendors, and participants with implementing and participating in the WIC modernization efforts.

Only 32 local sites from across the United States were chosen to be included in this critical component of the evaluation. Your WIC agency was selected to better understand your successes, challenges, and lessons learned from implementing [NAME OF GRANTS]. Your agency's participation can help shape future WIC policies and contribute to larger discussions about better serving WIC agency staff, participants, and vendors.

Case studies involve research staff from the Mathematica team conducting two in-person focus groups with WIC participants in your community and in-person interviews with local agency staff and staff from vendors you work with. As mentioned in the email from [insert name here], we would like to set up a time to discuss the case study process and the best way to coordinate the case study visits with you.

**Please let us know by [DATE] if you are available at one of the following times for an initial case study planning phone call:**

- Date, time 1
- Date, time 2
- Date, time 3

If you are not available during any of these days and times, please reply to this email with options that work for you.

**Questions about the case study?**

If you have any questions or concerns about participation in this 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 so much for participating in this important study!

Sincerely,

[CASE STUDY LEAD]

Case Study Lead

WIC Modernization Evaluation