

Appendix L.3.

WIC local agency staff case study interview scheduling 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: Local agency staff

From: The research study team

When: Once respondents are identified

Subject: WIC & FMNP Outreach, Innovation, and Modernization Evaluation Interview

Dear [WIC LOCAL AGENCY STAFF PERSON],

Congratulations! You have been identified by [LOCAL DIRECTOR NAME] to participate in an interview for the **WIC Modernization Evaluation!** The Food and Nutrition Service (FNS) contracted with Mathematica, an independent research firm, to conduct staff interviews at 32 WIC local agencies to develop a deeper understanding of your experiences with WIC modernization efforts. [OPTIONAL SENTENCE WHEN SENT FROM MEF OR NPI: *MEF Associates/NPI is working with Mathematica to conduct this evaluation.*] Please see the attached study overview for more details.

We are eager to hear your opinions and reflections – and your important input will help shape future improvements to WIC so we can keep helping families thrive. The interview could cover any of the following topics, depending on which modernization projects you have worked with: outreach, services, and support to WIC participants, improving the in-person shopping experience, improving the online shopping experience, improving the farmers' market shopping experience, or workforce investments.

The study team will be onsite at [LOCATION] on the following days. Please let us know if any of the times listed below would work for us to schedule an interview with you.

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

Your participation in this interview is voluntary. The information you provide in the interview will be private and will not be maintained or disclosed in identifiable form to anyone beyond the study team, except as otherwise required by law.

If you have any questions or concerns, please contact me, the Mathematica case study lead, [NAME], 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 participation in this important study!

Sincerely,

[CASE STUDY LEAD]

Case Study Lead

WIC Modernization Evaluation