

Appendix R.2.

WIC program staff experience survey invitation email from the research study team

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. The collection does not request 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 22314, ATTN: PRA (0584-0669). Do not return the completed form to this address.

To: WIC [State or local] agency staff

From: The research study team

Subject: Welcome to the WIC Staff Experience Survey

Dear [WIC agency staff member],

The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) is sponsoring a new study to better understand the experiences of WIC State and local agencies, vendors, and participants with implementing and participating in recent WIC modernization efforts. As you know, WIC State and local agencies like yours have been working hard over the past several years to make changes and improve the WIC experience.

You have been identified by [STATE agency director] to complete the WIC staff experience survey! The purpose of the WIC staff survey is for FNS to learn about your experiences with implementing and participating in WIC modernization efforts. The survey will take about 10 minutes to complete.

Your responses are important to improving the WIC experience for WIC staff like yourself!

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

Please complete the survey by [XX weeks from start date].

Your participation in this study is required and is critical to the success of the evaluation. 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.

Questions about the survey?

Attached please find a one-page description of the study to help answer any questions you may have and provide more information about the evaluation. If you have any additional questions or concerns about the survey, please reply to this email or contact the 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 taking the time to participate in this important study.

Sincerely,

Caroline Lauver
Survey Director, WIC Modernization Evaluation