

Appendix N.7.

WIC participant case study focus group 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 participant

When: XX days before the focus group

Subject: Reminder! Your focus group for the WIC study is coming up

Dear [WIC PARTICIPANT],

This is a reminder that you are scheduled to participate in a focus group for the WIC Modernization Evaluation on [DATE], at [TIME], at [LOCATION]!

The focus group will last 90 minutes, and we will ask you about your thoughts and experiences related to recent updates to the WIC program.

For participating in this focus group, you will receive a \$50 [TYPE] gift card!

If you have any questions or concerns, please reply to this email or contact the study team at [EMAIL]@mathematica-mpr.com or call us at 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 focus group!

Sincerely,

[FOCUS GROUP LEAD]

Focus Group Lead, WIC Modernization Evaluation