

**Appendix L.5.**

**WIC local agency staff case study interview 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 local agency staff respondent

**When:** XX days before the interview

**Subject:** Reminder! Your interview for the WIC study is coming up!

Dear [WIC LOCAL AGENCY RESPONDENT],

**This is a reminder that your interview for the WIC Modernization Evaluation is scheduled for [DATE] at [TIME]. The interview will be conducted in-person at [LOCATION].**

The interview will cover the following topics: [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 input you provide will be very important for FNS to understand the role and impact of modernization projects at WIC local agencies. We look forward to meeting you in-person and discussing your experiences working with WIC!

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 your participation in this important study!

Sincerely,

[CASE STUDY LEAD]

Case Study Lead, WIC Modernization Evaluation