

**APPENDIX K.3:
LOCAL AGENCY SURVEY EMAIL/
LETTER REMINDER 3**



WIC | Nutrition
Education
Study

**Email to Nonresponding Local Agencies:
5 Weeks after Local Agency Recruitment Email**

Dear WIC Local Agency,

On [MM/DD/YY], I sent you an email regarding the **WIC Nutrition Education Study (NEST)**, including a link and instructions for completing a Local Agency Survey. The survey is being conducted for the U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS) by RTI International and its partner Altarum Institute. Your local agency and up to three of your WIC sites have been selected to complete surveys for the study.

Local agencies and sites selected for the survey must complete the Local Agency and Site Surveys by [MM/DD/YY]. We have not yet received a completed Local Agency Survey from your local agency. Because the Local Agency Survey must be completed before contacting the individual(s) identified to complete the Site Survey, please ensure that the Local Agency Survey is completed as soon as possible—no later than 1 week from the date of this email.

The online survey can be accessed at [Insert web link].

If you did not receive the previous email regarding the Local Agency Survey, or if you would like to designate somebody else to receive communications regarding the survey, please contact the Nutrition Education Survey Help Desk at the email address or phone number provided below. You may also contact the Survey Help Desk to request a paper copy of the survey and prepaid return envelope if you are unable to complete the survey online.

Participation by all selected local agencies and sites is critical to ensure the study provides a comprehensive picture of nutrition education that represents all WIC local agencies and sites. Your responses will help FNS and WIC agencies document the many ways that WIC is working with participants to promote healthy eating and physical activity behaviors.

Completion of the survey is required by the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296, Sec. 305), which requires WIC State and local agencies to cooperate in studies or evaluations conducted by or on behalf of USDA. Although survey responses will be identifiable to FNS, the responses will not be used for compliance or monitoring activities. Local agencies, sites, and individual respondent names will not be identified in any study reports or publications.

If you have any questions about the survey, please contact:

Nutrition Education Survey Help Desk

Phone: XXX-XXX-XXXX

Email: xxxxx@xxxxxx.xxx

Thank you for your participation in the **WIC Nutrition Education Study (NEST)**!

Sincerely,

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB 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 2 minutes 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.