

## APPENDIX WWW: EMAIL TO SCHEDULE SITE STAFF INTERIM AND FINAL INTERVIEW

Hello,

Thank you for participating in the **WIC Nutrition Education Study (NEST)**. Because we are reaching the midpoint/end of the study, I would like to conduct a short phone interview. The purpose of this interview is to check in with you to see if there are any changes to the information about nutrition education at your site since we conducted the last interview. The interview will take approximately 15 minutes. Ideally, I'll want to speak to [Insert "you" if the POC participated in the initial interview or insert name(s) if someone other than the POC was the respondent].

Below are several potential dates and time periods next month for the interview. Please let me know which day and time work best and, if the interview will be conducted with someone other than you, also let me know the name and email address of the person who will participate in the interview. I will send out a schedule reminder with the call information along with the interview questions in advance of the call. If none of these dates are possible, please propose dates that are convenient.

If you have any questions about this interview or any challenges related to scheduling, please contact me at [Insert Phone Number].

Thank you and I look forward to talking with you.

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.