

Subject: WIC Longitudinal Data Capacity Survey

Dear [State Contact],

FNS is assessing the feasibility of producing a longitudinal dataset containing information on WIC participants to evaluate program outcomes. Westat Insight is surveying State agencies to better understand management information system (MIS) capabilities that are essential to produce such a dataset. Depending on the level of familiarity of the respondent with their State agency's MIS and PC data, Westat Insight expects the survey to take approximately 25 minutes to complete.

Please fill out this survey [Qualtrics Weblink] by [DATE]. We recommend that a staff member or contractor with significant knowledge of the MIS and WIC PC data complete the survey, if possible. It includes questions on seven aspects of your State agency's MIS capabilities and data: (1) available records, (2) amount of available data, (3) available data elements, (4) ID persistence, (5) data update frequency, (6) data reliability, and (7) measures of participant retention.

If you would like to reach out directly to USDA with any questions or concerns about this survey, please email Rachel Zack at rachel.zack@usda.gov.

Please respond to this email by [DATE] to confirm you have received it and ask any questions you may have. Please note that if your State agency is part of a consortium and all members have the same data capacity, you can have a single member respond to this survey. If your State agency will not be responding to this survey because another State agency from your consortium will respond, please reply back to this email to let us know.

We appreciate your collaboration on this project! If you have any questions, concerns, or would like to schedule a time to discuss the survey, please contact me at pzvavitch@insightpolicyresearch.com or Jake Beckerman-Hsu at jbeckerman-hsu@insightpolicyresearch.com.

Sincerely,

Polina Zvavitch, PhD
PC2022 Project Manager
Westat Insight

This information is being collected to assist the Food and Nutrition Service in assessing the feasibility of producing a longitudinal dataset that would provide records on all WIC participants from all State agencies to track enrollment and participation in the program over time. This is a voluntary collection and FNS will use the information to understand State agency capacity to share longitudinal data on WIC participants. 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 0584-0611. The time required to complete this information collection is estimated to average 0.08 hours (5 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. 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, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22306 ATTN: PRA (0584-0611). Do not return the completed form to this address.

CC: Rachel Zack, Office of Policy Support
[Regional Office Contact], [Name] Regional Office

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