

## Division of Community Nutrition

<i>Subject: Participant Surveys</i>		<i>Policy: ADM 04.0.2</i>
<i>Reference:</i>	<i>Effective: August 12, 2013</i>	<i>Supersedes: April 1, 2010</i>

**I. Policy:**

Local agencies shall distribute any required SWO surveys to the intended audience for the purpose of gathering and evaluating information to benefit the WIC program. Local agency will adhere to timelines set by the SWO. Surveys may have multiple purposes of gathering information.

**II. Procedure(s):**

- A. Local agencies shall distribute surveys to predetermined audience based on designated percentage and notify audience of the internet option of the survey. Participation is strictly voluntary and optional for all WIC participants. Local agencies are required to reach a return rate of 75 percent, even if this means increasing the number of surveys distributed. All information must be in presented in English and Spanish. Surveys are confidential and should be returned to the requested party by the due date.