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*Urban Institute Survey Advance Letter to States*

DATE

NAME  
ADDRESS

Dear NAME:

As you are aware, the Urban Institute is conducting a study of the range of efforts states are undertaking to enhance and improve the Food Stamp Program (FSP) certification process and to modernize FSP administration. This study, Enhancing Food Stamp Certification, is being conducted for the U.S. Department of Agriculture, Food and Nutrition Service (FNS). The goal of this large scale study is to capture key features and select outcomes among early initiators of modernization efforts, develop a national inventory of relevant state modernization initiatives, conduct a set of in-depth case studies to assess program outcomes, and identify promising modernization practices that inform FNS and state decisions.

We are currently preparing to administer the *Survey on Enhancing Food Stamp Certification* on the status of these efforts to modernize the FSP. In addition to State FSP agency directors, selected local/county FSP directors and selected officials with community partner organizations will be asked to complete the survey. We are asking for your help in identifying counties and organizations or vendors involved in significant food stamp modernization activities within your state that should complete the survey. Please complete the attached tables and return them to me by **DATE**.

Please feel free to call or e-mail me or Robin Koralek, the Survey Team Leader, with any questions. I can be reached at (202) 261-5624 or via e-mail at [cobrien@ui.urban.org](mailto:cobrien@ui.urban.org). and Robin can be reached at (202) 261-5736 or by e-mail at [rkoralek@ui.urban.org](mailto:rkoralek@ui.urban.org). You may also contact Rosemarie Downer, the Project Officer at FNS, by telephone at (703) 305-2129 or by e-mail at [rosemarie.downer@fns.usda.gov](mailto:rosemarie.downer@fns.usda.gov).

Thank you in advance for your time and careful attention to this matter.

Sincerely,

Carolyn O'Brien  
Principal Investigator

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 control number. The valid OMB control number for this information collection is 0584-XXXX and expires on XX/XX/XXXX. The time required to complete this information collection is estimated to average 1 hour, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Agriculture, Food and Nutrition Service, ORNA, Alexandria, VA 22302.

Please list any counties in your state that are piloting state modernization activities or are implementing their own modernization activities.

**STATE:** \_\_\_\_\_

County	Key Contact	Phone Number	E-mail Address	Notable modernization activities

Please list the primary partner organizations or vendors you work with in the following food stamp modernization activities (e.g., those who regularly or frequently conduct pre-screening or provide application assistance). Do not include firms providing business services that do not involve contact with food stamp applicants or recipients (e.g., development of information systems, management consulting, etc.).

- Outreach
- Call centers
- Off-site prescreening
- Off-site application assistance
- Combined applications
- Tracking and follow-up of applicants

