

**APPENDIX E**

**REQUEST FOR PERFORMANCE DATA**

### **What is being collected?**

To accompany and illustrate what we learn from your staff, and to provide FNS with a clear picture of the variations in SNAP performance measurement across the nation, responding SNAP agencies and partner organizations are being asked to provide the most recent 12 months of actual performance data for the performance measures they track.

### **How should the data be submitted?**

We recognize that SNAP agencies' and partners' data will vary in format and frequency of collection. For example, one office may collect and calculate a performance measure on a monthly basis while another may collect the same measure on a weekly basis. To minimize the burden on you, Mathematica will accept the 12 months of performance data in the format—whether it is actual performance data or summary reports—and delivery method that is most convenient for you. Some options for submitting these data include:

- Our secure (SSL-encrypted) file exchange site to transfer performance data. This may be a requirement for organizations or agencies that have strict data security protocols and need to be assured that all steps are being taken to protect SNAP program data. Users will access the secure connection using a site-specific username and password and upload their files by clicking a link and browsing for the file on their computer.
- Email to [SNAPdata@mathematica-mpr.com](mailto:SNAPdata@mathematica-mpr.com). Please include 12 Month Performance Data in the subject of your message, and the name and contact information for your office in the body of the message so that we can accurately track the information.
- Fax to (202) 863-1763. Include “Attention Laura Castner, 12 Month Performance Data” on the cover sheet.
- Mail to Laura Castner, Mathematica Policy Research, 600 Maryland Ave, SW, Washington, DC 20024.

### **When are the data due?**

Recognizing that we are asking you to dedicate valuable time to assembling 12 months of performance data, but also not wanting this request to get lost, we are asking for the data to be returned within two months. We will not need the 12 months of data at the same time the survey responses are due, but ask that you submit them within 60 days of receiving this notice, [DATE]. Mathematica staff will remind your staff about this at the end of the telephone interview and more frequently as we approach the due date if the file has not been received. If there is a particular contact person that we should be in touch with about these data, we would be happy to note that when we call you to follow up on these materials and schedule a phone interview.

### **How will this information be used?**

FNS is compiling a profile of the performance measurement activities and capacities of each state and its local agencies and partners as part of a national research project. These data will simply illustrate your measurement activities and capacities. Because the circumstances and modernization activities within each state and agency differ, it is vital that we obtain the performance data from each interviewed agency. The data will not be used to reward or sanction any agency or organization for its performance.

### **Public Burden Statement**

Public reporting burden for this collection of information is estimated to require approximately four hours 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. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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 Services, Office of Research and Analysis, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-xxxx\*).