

**LETTER TO STATE SNAP POINT OF CONTACT**

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[DATE]

[NAME]  
[TITLE]  
[ADDRESS]

Dear [Salutation, NAME]:

We are writing to you as a reminder regarding your participation in an in-depth study of advanced Supplemental Nutrition Assistance Program (SNAP) modernization initiatives. Mathematica Policy Research is conducting this study with funding from the USDA's Food and Nutrition Service (FNS). The core objectives of the study are to examine the experiences of participating states, investigate whether modernization efforts are associated with changes in key outcome measures—efficiency, access, and integrity—and establish if, and to what extent, the goals states had were met by their modernization activities. The study will yield a comprehensive picture of each state's experiences with modernization, identify key lessons learned, and assess the potential impacts of modernization. For additional information, a project fact sheet and answers to frequently asked questions are enclosed for your review.

As you know, a total of six states have agreed to participate in this study: Florida, Georgia, Massachusetts, Utah, Washington, and Wisconsin. These six states were selected from among the states with the most advanced modernization initiatives, and have had these initiatives in place for more extensive lengths of time.

For the purposes of the study, modernization is defined as those activities that states have implemented in an effort to drive down administrative costs while maintaining, and possibly increasing, access to SNAP benefits. Key modernization initiatives can be grouped into four categories: (1) expanding applications of technology, (2) restructuring of administrative functions, (3) partnering with community-based organizations (CBOs) and businesses, and (4) policy simplification.

Mathematica will soon be contacting you to discuss our data collection efforts in [STATE], which include two rounds of site visits to at least four locations. We will be asking for your help with identifying key state SNAP staff to speak with, county and local offices to visit, and CBOs and businesses that partner with state and local agencies to administer SNAP. In addition, we will need your assistance in obtaining data required to identify potential focus group participants.

In addition, please encourage all those who are asked to participate in the study. The information that they provide will be used to identify lessons learned, successes and challenges, and best practices that other states may benefit from as they consider ways to change how they administer SNAP.

We would like to thank you in advance for your important contribution to this research. If you have questions or concerns about this study, please contact Scott Cody, the study director, by email at [scody@mathematica-mpr.com](mailto:scody@mathematica-mpr.com) or by phone at 202-484-4523. You can also contact Rosemarie

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Downer, the FNS Project Officer, by email at [Rosemarie.Downer@fns.usda.gov](mailto:Rosemarie.Downer@fns.usda.gov) or by phone at 703-305-2129.

Sincerely,

Scott Cody  
Study Director  
Mathematica Policy Research

cc: Kevin Conway

Public Burden Statement: 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 OMB control number for this project is 0584-0547. Public reporting burden for this collection of information is estimated to be 108.25 hours per response including the time for participating in the interviews and providing the extant data collection. 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: Rosemarie Downer