

APPENDIX F1
FOCUS GROUP RECRUITMENT LETTER

Focus group recruitment letter

OMB Approval No.: 0584-XXXX
Approval Expires: XX/XX/XXXX

[FNS Letterhead]

[DATE]

[NAME]
[ADDRESS]
[CITY, STATE ZIP]

Dear [Salutation] [NAME]:

The [State/Commonwealth] of [State] is participating in a study for the U.S. Department of Agriculture (USDA) to improve access in federal food assistance programs. The purpose of this letter is to ask for your assistance in determining how well [State]'s recent efforts are working.

USDA is working with Mathematica Policy Research to conduct focus groups to help us understand the results of [State]'s efforts. An interviewer will be calling you within the next few days to ask you a few questions to determine if you are eligible to participate in a focus group discussion about this topic. If you are eligible and decide to participate, the focus group discussion will last approximately one hour and will take place in a few weeks in [LOCATION].

After the focus group, you will receive \$50 as a thank you after the group discussion. This gift will not affect any government assistance you may be receiving. Your participation is voluntary, but we hope you will choose to participate. All information collected during the discussion will be kept private, as required by law. There are no penalties if you decide not to participate. If you would like to determine your eligibility to participate now, please call 1-8xx-xxx-xxxx.

We thank you in advance for your cooperation and helping make this important study a success!

Sincerely,

Bob Dalrymple
Senior Analyst
Family Programs Staff
Office of Research and Analysis
USDA Food and Nutrition Service

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. The time required to complete this information collection is estimated to average 3 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.