

*APPENDIX C3 -- Letters to SNAP Directors\_Letter to Partner CBO Point of Contact - All States*

OMB No. 0584-XXXX  
Expiration Date: XX/XX/XXXX

[CBO Letter – All States – On State letterhead]

[DATE]

[NAME]  
[TITLE]  
[ADDRESS]

Dear [Salutation, NAME]:

We are writing to you as a reminder regarding your participation in a study to assess the contributions of an interview to the Supplemental Nutrition Assistance Program (SNAP) eligibility and benefit determinations. Mathematica Policy Research is conducting this study with funding from the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS). The objective of the study is to examine the impacts of eliminating the required client interview for SNAP certification and recertification. Three states have been awarded grants to participate in this study—North Carolina, Oregon, and Utah. The study will evaluate whether, and to what extent, the client interview method affects participation, efficiency, access, payment accuracy, administrative costs, customer access, and staff and client satisfaction. The results of this study will provide FNS with guidance as they develop guidelines to help states further improve program operating efficiency and access. For additional information, a project fact sheet and answers to frequently asked questions are enclosed for your review.

Your organization is being asked to participate in the study because it has been actively involved in key components of [STATE's] demonstration. We encourage you to participate in the study. Feedback from organizations like yours that partner with state and local SNAP agencies will assist the research team to better understand the roles partners play in supporting the activities under the demonstration. Staff from Mathematica will soon be in contact with you to discuss this study and schedule an on-site interview. The information that you provide will be used to help assess the effectiveness of the demonstration.

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 (617) 715-6937. You can also contact Rosemarie 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,

[NAME]  
[TITLE]  
[STATE AGENCY]

cc: Gretchen Rowe  
Rosemarie Downer  
Scott Cody

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