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LETTER TO:

FROM:

DATE:

PAGE: 2

[DATE]

[NAME]

[TITLE]

[ADDRESS]

Dear [Salutation, NAME]:

Thank you for agreeing to participate in a focus group about the Supplemental Nutrition Assistance Program (SNAP) **[Insert state name for program]**. This focus group will be on **[DATE from TIME to TIME at LOCATION located at ADDRESS]**.

As was discussed on the phone, Mathematica Policy Research is conducting this study with funding from the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS). You were selected because you applied for SNAP, but did not receive benefits. About 8 to 10 other SNAP applicants will participate in this focus group. We will ask for your opinions about your experience with applying for SNAP and why you were denied for benefits. We will use the information collected in this focus group to learn about people's experiences and perceptions about SNAP, and how it can be improved.

As a token of appreciation for your time and effort, we will give you \$30 at the end of the session. Should you incur any transportation costs getting to and from the focus group location, we will return you for that as well. This incentive will not affect your potential eligibility for SNAP benefits in the future. Please make sure to bring any glasses or other corrective lenses you may need to read, and plan to arrive about 15 minutes early to meet the other participants and have some light refreshments.

Please let us know immediately (by calling [Focus Group coordinator] at [TOLL-FREE NUMBER]) if you are no longer able to join us so that we may find a replacement.

We would like to thank you in advance for your important contribution to this research. We look forward to speaking with you.

Sincerely,

Scott Cody  
Study Director  
Mathematica Policy Research

cc: Gretchen Rowe  
Rosemarie Downer

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