

A.6.3 Retailer Advance Letter

OMB Control Number: 0584-XXXX
Expiration Date: XXXX

1901 North Moore Street, Suite 204
Arlington, VA 22209
Phone: 703-504-9480
Fax: 703-504-9481

Month xx, 2014

Company/Org Information Address

Dear [Contact Name],

We are writing on behalf of the U.S. Department of Agriculture's (USDA's) Food and Nutrition Service (FNS) Office of Policy Support. The USDA provides funding for the Nutrition Assistance Program (NAP) and is conducting a study to better understand how retailers view the benefits and barriers to accepting the Family Card in their stores. The Family Card provides residents with benefits to purchase food. We are talking with many retailers like you all around Puerto Rico--both retailers who are certified to accept the Family Card and retailers who do not accept the Family Card.

We would like to meet with you at your store at the address above during our next visit to Puerto Rico, the week of X/X/X, to learn about your experiences as a certified or uncertified retailer, any barriers to becoming certified, and your opinions on possible changes to the Family Card. We will call you in late/mid/early Month to confirm your availability and to arrange a date and time that is convenient for you to meet with us during the week of X/X/X. Please note that our conversations are private. The information you share will only be used in summary form when reporting results. Your name and the name of your store will not be shared. Also note that your participation in this study will not affect your current or future certification status.

If you would like to find out more about this study, or have questions, please contact the study director Carole Trippe at Insight Policy Research, the independent research organization conducting the study for USDA. You may leave a message at (786) 505-8949.

Sincerely,

Insight Policy Research, Inc.

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