

ATTACHMENT A.12
FOCUS GROUP CONFIRMATION LETTER

ATTACHMENT 12: FOCUS GROUP CONFIRMATION LETTER



OMB Control Number: xxxx-xxxx;
Expiration Date: xx/xx/xxxx

[DATE]

[PARTICIPANT NAME]

[ADDRESS 1]

[ADDRESS 2]

[CITY, STATE, ZIP]

Dear [PARTICIPANT NAME]:

Thank you for agreeing to participate in an important focus group about the Supplemental Nutrition Assistance Program (SNAP). SNAP, also called the [INSERT STATE SNAP PROGRAM NAME], is the program that helps millions of people buy food every year.

Please **arrive by [TIME]**. The group will be held at [NAME OF FACILITY], and will begin on time at [TIME]. As a token of our appreciation for taking part in the focus group, you will receive **\$40 Visa gift card for participating and can receive an extra \$10 as an incentive for showing up 15 minutes early.**

[NAME OF FACILITY] is located at [ADDRESS]. You can get there on public transportation. [BUS/TRAIN DIRECTIONS]. If you drive, you can park in the lot at [LOCATION]. [IF RELEVANT, INSERT SENTENCE ON PARKING FEE WAIVERS]. Directions are at the end of this letter and a map is attached. If you have any questions or cannot come to the focus group, please call [NAME OF MODERATOR] at [PHONE #].

Someone from the study team will call you the day before your focus group to make sure that you will be there. In the meantime, if you would like further information about this study, please feel free to call [NAME, TITLE] at [PHONE #].

Sincerely,

Directions:

[INSERT DIRECTIONS TO FACILITY]

According to the Paperwork Reduction Act of 1995, 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 valid OMB control number for this information collection is <<xxxx-xxxx>>. The time required to complete this information collection is estimated to average 90 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.