

## ATTACHMENT A.2A: CBO DIRECTOR EMAIL

{DATE}

Dear [CBO DIRECTOR]:

I am writing to request your participation in a study funded by the U.S. Department of Agriculture's Food and Nutrition Service (FNS). The purpose of this study, entitled "*An Assessment of the Roles and Effectiveness of Community-Based Organizations in the Supplemental Nutrition Assistance Program*," is to describe existing partnerships between community-based organizations (CBOs) and SNAP offices, and to assess the impact of those partnerships on program outcomes. FNS has contracted with Insight Policy Research (Insight) to conduct this study.

Insight is conducting telephone interviews with Directors of the Community-Based Organizations that are completing SNAP eligibility interviews, as permitted by FNS through a waiver of section 11(e)(6)(B) of the Food and Nutrition Act of 2008. Your participation in this interview will provide FNS with information that can help improve its programs and service delivery. The interview will require no more than an hour of your time.

Within the next few days, I will try to reach you by phone to answer any questions you may have about the study, and to request an interview. If you prefer, you can contact me by phone or email with some dates and times that would be convenient for you to complete the interview.

Thank you in advance for your cooperation. I look forward to speaking with you soon.

Sincerely,

{electronic signature of Insight researcher}

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 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.