

ATTACHMENT A.3A: SNAP LOCAL OFFICE DIRECTOR EMAIL

{DATE}

Dear [LOCAL SNAP 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 plans to conduct site visits to several local SNAP offices in your State, to learn more about the partnerships between those offices and the Community-Based organizations that are conducting SNAP eligibility interviews. {Insert State SNAP Director name} suggested that I contact you about including your office as one of the sites we visit for this study.

I would like to talk with you about the possibility of scheduling a site visit to your SNAP office within the next 4-6 weeks. The site visit would likely take place on one day, during which we would like to interview you and a SNAP eligibility worker who reviews applications submitted by a CBO. Each interview should take no longer than an hour.

Within the next few days, I will try to reach you by phone to discuss the possibility of including your SNAP office in our site visit schedule. I hope you will consider participating in this important study.

I look forward to speaking with you soon.

Sincerely,

{electronic signature of Insight researcher}

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