**Appendix AQ.4**

**Email to State Agency: Variables and Timeline to Secure SNAP Administrative Files**

**English Only**

Hello <NAME>,

It was great to talk to you today.  As I noted on the call, we will be conducting SNAP Participant Surveys between February and October 2017 to assess the effectiveness of Food Insecurity Nutrition Incentives (FINI) on fruit and vegetable purchase and consumption among SNAP participants.

We will be requesting a data file on SNAP as of May 31, 2016.  This data file will be used to develop a sampling frame and draw a sample for the SNAP Participant Survey. We will also conduct in-depth interviews with some individuals who completed the SNAP Participant Surveys.

As we indicated earlier, we expect to receive OMB approval by late Spring/early Summer and will contact you with a firm date to receive the data from you.

Please include the following 19 variables in the data file:

|  |  |
| --- | --- |
| 1. EBT card numbers  2. Head of household name  3. Street number  4. Street name  5. City  6. State code  7. Zip code  8. Email  9. Phone numbers  10. Age of household head | 11. Race/ethnicity of household head  12. Gross income  13. Net income  14. Household size  15. Number of children under age 18  16. Marital status of household head  17. Last uninterrupted benefit start date  18. SNAP Benefit payment/transmission date  19. Amount of monthly SNAP benefit |

If you have any questions about the study, please feel free to contact me.

Best,

PROJECT DIRECTOR

