

ATTACHMENT Q.1  
SURVEY REMINDER LETTER  
ENGLISH

ATTACHMENT Q: SURVEY REMINDER LETTER

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OMB Control Number: 0584-xxxx;  
Expiration Date: xx/xx/xxxx

[DATE]

[PARTICIPANT NAME]

[ADDRESS 1]

[ADDRESS 2]

[CITY, STATE, ZIP]

Dear [PARTICIPANT NAME]:

We have been trying to reach you about an important survey sponsored by the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS).

**Your experience is important!** About a year ago, you agreed to be part of a study to test some innovative strategies in the Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) programs. USDA also wants to learn more about the challenges people face when looking for work. We would like to talk to you about your experiences over the last year.

**We will send you a gift card!** When you complete the telephone survey, *we will send you a [\$30/\$40] MAX Discover® prepaid card.*

**Everything that you say will be private.** We will not share your answers with anyone outside this study, and we will not use your name in any reports; except, as otherwise required by law. *Taking the survey will not affect any of your benefits* or the benefits anyone else in your household receives.

**We need you!** You do not have to take the survey, but it would be very helpful if you did. If you have any questions, please call us at: [1-800-XXX-XXXX]. For more information about [Mathematica/DIR], go to [www.mathematica-mpr.com/www.dir-online.com].

Sincerely,

**Public Burden Statement**

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 0584-xxxx. The time required to complete this information collection is estimated to average 2 minutes including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate to the Office of Paperwork Reduction Project, Food and Nutrition Service, USDA, 3101 Park Center Drive, Room 4014, Alexandria, VA 22304.