

ATTACHMENT W.1

TIME-USE SURVEY - INITIAL EMAIL

TIME-USE SURVEY INITIAL EMAIL

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

To: <selected staff>

Cc: <selected staff supervisor>

Subject: SNAP E&T Pilots Evaluation – Staff Time-Use Survey

Hello,

As part of the Food and Nutrition Service’s Evaluation of the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Pilots, Mathematica Policy Research is conducting a cost study. The study will determine how much it costs to operate the pilot. An important part of this study is understanding how staff members spend their time on the pilot’s different activities, such as delivering case management services to individual participants and providing group activities, such as workshops.

Please carefully read the instructions on the <linked to> time-use survey and complete the survey for a typical week in <month year>. Please complete and <submit> the survey by <date>. No personal data will be maintained in the system.

If you have any questions, please contact me at <phone> or <email>.

Sincerely,

<study team cost study liaison>

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 1 minute 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 Policy Support, Food and Nutrition Service, USDA, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302.