

ATTACHMENT W.2

TIME-USE SURVEY - REMINDER EMAIL

TIME-USE SURVEY REMINDER EMAIL

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

To: <selected staff>

Cc: <selected staff supervisor>

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

Hi,

On <date>, I sent you an email requesting that you complete a time-use survey as part of the Evaluation of SNAP E&T Pilots. The deadline for completing the survey was <date>.

Please complete the <linked to> survey as soon as you can, and <submit> the survey by <date>. 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 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.