

ATTACHMENT A.8
SURVEY ADVANCE LETTER, EMAIL

ATTACHMENT 8: SURVEY ADVANCE LETTER, EMAIL



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

[DATE]

[PROVIDER NAME]

[ADDRESS 1]

[ADDRESS 2]

[CITY, STATE, ZIP]

Dear [PROVIDER NAME]:

Please help us improve the Supplemental Nutrition Assistance Employment and Training program (SNAP E&T). As a provider of SNAP E&T services, you have a unique perspective about how well parts of SNAP E&T are working, and which merit attention. The U.S. Department of Agriculture (USDA) has selected you to take part in the Supplemental Nutrition Assistance Employment and Training Program Study (the SNAP E&T Study), which is being conducted by Mathematica Policy Research. USDA is sponsoring the study to learn about SNAP E&T services and to get your feedback about how the program might be improved.

Please help by taking a short survey. As part of the study, we would like you to complete a survey about your experience as a SNAP E&T program provider. The survey should take about 30 minutes to complete. You can complete it by going online to [study website address] or, if you prefer, by calling the toll-free study number [1-800-XXXX]. Please complete the survey by [survey completion deadline]. We appreciate you taking the time to help us learn about how you serve your clients.

We will keep your information private. Your answers to the questions will be kept private and will not be shared, except as otherwise required by law. No information that could identify you will be included in any report or presentation. Further, any information that identifies who you are will be stored separately from your answers to the questions, so that no one can connect you to what you said.

Your experience matters. Your participation in this study is voluntary but important, and we encourage you to take part. If you have any questions, or would like additional information, please call toll-free at [1-800-XXXX]. For additional information about Mathematica, the organization conducting this research, please visit www.mathematica-mpr.com.

Sincerely,

Enclosure: Study Description

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 <<xxxx-xxxx>>. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.