



United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive

Alexandria, VA
22302-1500

DATE: January 5, 2016

TO: Steph Tatham, OMB Desk Officer
Office of Information and Regulatory Affairs
Office of Management and Budget

THROUGH: Ruth Brown, Desk Officer
United States Department of Agriculture
Office of Chief Information Office

FROM: Rachele Ragland Greene *rg*
FNS Information Collection Officer, Planning & Regulatory Affairs
Food and Nutrition Service

SUBJECT: Justification for addition of a reminder and request notice to complete the provider survey approved for OMB Control No: 0584-0602 SNAP Employment and Training Study.

Through this memorandum, we are requesting approval to add a reminder and request notice to encourage providers of SNAP Employment and Training services to complete the Provider Survey under the Information Collection Request (ICR), OMB Control No. 0584-0602, which expires on May 31, 2018. It will take approximately two minutes to read the emailed reminder and request notice, appended as **Attachment A**. This is an increase of two minutes per each non-respondent due to program changes.

FNS is conducting a study to collect data to understand (1) how the SNAP Employment and Training (E&T) program serves participants, (2) what supports participants require to develop their skills, and (3) whether existing programs provide these necessary supports and meet participants' needs. The package includes three key data collection activities conducted as part of the study: (1) a survey of SNAP work registrants and SNAP E&T participants, (2) a survey of SNAP E&T providers, and (3) collection of focus group data from SNAP E&T participants. As the provider survey nears its initially planned completion date, FNS would like to bolster what we consider to be an unacceptably low response rate by sending an additional email with an attached reminder and request notice from the SNAP Office of Employment and Training encouraging the provider to complete the survey.

The burden statement for the provider survey is the sum of the burden for the provider survey and recruitment materials which included an advance letter, a reminder letter, and a reminder postcard. The provider survey burden is 303.63 hours annually including the survey, recruitment materials, and pretest. We propose including an additional two minutes per each of the 413 non-respondents to account for the reminder and request notice. This program change reflects an increase of 13.77 hours for a total of 320.40 hours. In addition there is an increase in the total number of annual response. The current total annual response for this affected public and activity is 504 responses. We are requesting an additional 413 responses for a total of 917 responses. The reminder and request notice will be emailed to SNAP E&T providers who have not yet completed the provider survey.

The overall burden for the entire study is 2,238.86. Based on the addition of the reminder and request notice we estimate the burden for this collection will be 2,252.63 hours. The overall total annual response for this data collection is 5,261 responses. Based on the additional reminder and request notice we estimate the total annual responses for this collection will be 5,674.

If you have any questions regarding this request, please contact Rachelle Ragland-Greene, FNS Information Collection Officer for the Food and Nutrition Service, Planning & Regulatory Affairs Office at (703) 305-2586.



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 0584-0602. The time required to complete this information collection is estimated to average 0.03 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.

Food and
Nutrition
Service

3101 Park
Center Drive

Alexandria, VA
22302-1500

OMB Control No.: 0584-0602
Expiration Date: 05/31/2018

Appendix A: Reminder and Request Notice

January XX, 2016

Dear Provider:

I am writing today to encourage your participation in an important study that is being funded by the U.S. Department of Agriculture's Food and Nutrition Service (FNS). You are receiving this letter because you were contacted by Mathematica Policy Research and invited to complete a brief online survey.

FNS is committed to helping SNAP participants gain skills, training, and experience that lead to jobs. FNS is funding the Supplemental Nutrition Assistance Program Employment and Training Study to understand how SNAP E&T programs serve clients, what participants need to develop their skills, and how E&T programs meet participants' needs. In addition to the provider surveys, Mathematica is collecting data through surveys and focus groups from E&T participants and analyzing administrative data from 25 randomly selected States.

As a provider of SNAP E&T services, you have a unique perspective about how the SNAP E&T program is working and what could be improved. Your response is critical to our understanding of how to connect SNAP participants to gainful employment and self-sufficiency. Your responses will be kept private and will be compiled into the larger report Mathematica is preparing for FNS.

We appreciate your commitment to serving SNAP E&T clients and helping them gain and retain employment and hope you will inform our understanding of how the program works and how it can be made even better. Please respond to the brief online survey before the December 18th deadline.

If you have any questions about the survey or need any help, please contact Bryce Onaran, the Survey Director, at bonaran@mathematica-mpr.com or 202-484-4524.

Sincerely,

Moira Johnston
Director
Office of Employment and Training
Supplemental Nutrition Assistance Program