

## **ATTACHMENT A**

### **SNAP LOCAL OFFICE DIRECTOR EMAIL**

{DATE}

Dear [LOCAL SNAP DIRECTOR]:

I am writing to request your continued assistance with the ongoing study of the Community Partner Demonstration Project, entitled “*An Assessment of the Roles and Effectiveness of Community-Based Organizations in the Supplemental Nutrition Assistance Program.*” As you may recall, the U.S. Department of Agriculture’s Food and Nutrition Service (FNS) contracted with Insight Policy Research who conducted a study to gather information about existing partnerships between community-based organizations (CBOs) and SNAP offices, and to assess the impact of those partnerships on program outcomes.

FNS has extended the demonstrations for an additional five years and is interested in assessing the impact of CBOs being involved with the SNAP eligibility interview process, but on a smaller scale. We will be collecting a limited amount of data for this effort – program outcome data, to be provided by participating States twice per year and a short 5-minute survey to be completed by SNAP applicants who are interviewed by a CBO staff person. I

I will be in touch with you within a week to review the Data Collection Spreadsheet sheet that will be used to record the program data and to address any question you may have.

I look forward to speaking with you soon.

Sincerely,

{electronic signature of FNS Project Officer}