

APPENDIX E3:

**LETTER TEMPLATE FROM STATE SNAP DIRECTOR TO
LOCAL SNAP AGENCY MANAGER**

The OMB Control Number for this information collection is <insert number> and the expiration date is <insert date>.

According to the Paperwork Reduction Act of 1995, persons are not required to respond to this collection of information unless it displays a currently valid OMB control number and expiration date. Responding to this survey is voluntary. Public reporting burden for this collection of information is estimated to average 70 minutes per response, including time for reviewing instructions and gathering materials that may be needed to support survey responses. Send comments regarding this burden estimate or any other aspect of this collection of information to Rosemarie Downer at rosemarie.downer@fns.usda.gov.

[State SNAP Department Letterhead]

Date: [Date]

From: [Name of SNAP Director]
SNAP Director
[Name of State SNAP Department]

Subject: Participating in the *Identifying Program Components and Practices that Influence SNAP Application Processing Timeliness Rates Study (SNAP Timeliness Study)*

To: [Local SNAP Agency Manager]

Dear [Local SNAP Agency Manager],

Recently [FNS Regional SNAP Director] wrote to inform me that FNS has retained the services of WRMA, supported by IMPAQ International, to conduct the *SNAP Timeliness Study* to help identify the factors, practices, and processes that influence SNAP application processing timeliness. We all recognize the importance of this issue and understand that untimely processing of SNAP applications exposes vulnerable families to greater hardship, and contributes to a stressful environment for caseworkers and supervisors. An information sheet describing this study in more detail is attached.

We have provided the study team with your name and email address, and you will be contacted by [name of study coordinator], study coordinator for this study with additional details. Please provide [her] with every assistance as [she] works with you to conduct this important study. [Name of study coordinator] will be happy to respond to any of your questions.

Sincerely,

[Name of State SNAP Director]

Attachment:
Study Information Sheet