

APPENDIX E6:

**LETTER FROM FNS TO STATE OR LOCAL SNAP AGENCY
REGARDING NON-RESPONSE**

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.



Date: *[insert date]*

From: Jessica Shahin *[or designate]*
FNS SNAP Associate Administrator

Subject: Supporting Participation in the “Identifying Program Components and Practices that Influence SNAP Application Processing Timeliness Rates” Study (SNAP Timeliness Study)

To: State SNAP Directors *[or selected local SNAP agency managers]*

CC: Regional Directors

To help State SNAP agencies meet application processing timeliness (APT) requirements, FNS has sponsored several recent studies to identify State administrative practices and policies that are associated with efficient SNAP application processing. At present, FNS has retained WRMA, Inc. and IMPAQ International to build upon these previous studies and conduct a more comprehensive study identifying factors, practices, and processes that influence SNAP APT. Specifically, the study will identify policies and practices associated with better APT outcomes.

This note is to encourage your participation in this important study. FNS and the study team request that all State SNAP agencies and a sample of local SNAP agencies complete a survey on SNAP program policies and operational procedures. The overall burden to complete the survey is an estimated 70 minutes, including time that may be needed to gather materials to support your survey responses. Information gathered in this study will help FNS develop policies and provide technical assistance to support States in improving their APT rates. FNS anticipates full participation from all State SNAP agencies and those local SNAP agencies selected in the sample.

I hope that you will join us in supporting WRMA and IMPAQ International in conducting this study by completing the survey.

Jessica Shahin *[or designate]*

Associate Administrator *[or designate]*
Supplemental Nutrition Assistance Program
Food and Nutrition Services
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