

Attachment I

Letter to State Administrative Staff to Participate in Survey

Dear State SNAP Director:

I am writing to invite you to participate in the *National Survey of State SNAP Data Matching Methods*. You recently received an email from Ms. Kathryn Law which explained that the Food and Nutrition Service, Office of Policy Support has contracted with Avar Consulting, Inc. and Mathematica Policy Research to conduct an assessment of computer matching capabilities and activities to describe the data matches, systems, purposes, and administrative costs in each SNAP State agency. Please see the attached study description and Frequently Asked Questions (FAQ) for more detail.

The survey takes approximately 15 to 70 minutes to complete, depending on the number of data sources and data-matching systems your State uses. The survey covers topics such as your State's reasons for performing data-matching, the particular data sources your State uses, and the process your State uses to verify matches. We have attached a copy of the survey instrument for your convenience. This copy is simply for your reference – you do not have to fill this out and return it. You should provide all of your answers on the web-based survey only.

If you cannot answer all of the survey items, feel free to forward the URL to other staff members who are knowledgeable about the topics covered in the survey and ask them to complete the remaining items. Please note that any previously recorded responses on the survey will be viewable, but not changeable by other representatives. The survey contains no questions of a confidential nature. You will not be personally identified in any publications, and responses will be aggregated so that it will not be possible to identify individual respondents.

The survey will remain open until <DATE>. To access the survey, please go to the following URL and use this password:

URL: XXXXXXXXXXX
Password: XXXXXXXX

If you have questions or encounter any problems, please do not hesitate to contact me at cprince@avarconsulting.com, (301) 977-6553, ext. 223. If you have questions about the study, please contact me or the FNS Project Officer, Danielle Deemer, at 703-305-2952 or danielle.deemer@fns.usda.gov. Many thanks for your time and assistance.

Sincerely,
Cynthia Prince

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