

**Attachment L**

**PRETEST –Letter to State administrative staff to participate in pretest**

Dear «Prefix»:«LastName»,

I am writing to invite you to participate in the pilot test of the *National Survey of State SNAP Data Matching Methods*. You recently received an email from Ms. Kathryn Law which explained that the U.S. Department of Agriculture's Food and Nutrition Service 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.

<STATE NAME> is one of four States we are inviting to pre-test a web-based survey, and we hope that you will participate. The survey takes approximately 20 to 45 minutes to complete, depending on the number of data sources and data-matching systems you use. The survey covers topics such as your reasons for performing data-matching, the particular data sources you use, and the process you use to verify matches. The purpose of the pre-test is to help us improve content, wording, sequence, and clarity for the final version. Your answers will be kept confidential and will not be shared with anyone beyond our research team.

The survey will remain open **from Wednesday, March 8<sup>th</sup> until Wednesday, March 22<sup>nd</sup>**. To access the survey, please go to this URL and use this password:

**URL:** <URL>

**Password:** <PASSWORD>

**Please note:**

1. If you cannot answer all of the survey items, feel free to forward the URL to a representative to complete the remaining items.
2. At the end of the survey we would like to ask you a few follow-up questions about your experience taking the survey and how we might improve it. You have the option of completing the follow-up questions online or providing a phone number so that we can call you back for a quick telephone survey.
3. We have attached a copy of the survey instrument so that you can refer back to specific sections or questions when you answer the follow-up questions. 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 have questions or encounter any problems, please do not hesitate to contact me at [snap@avarconsulting.com](mailto:snap@avarconsulting.com), (301) 977-6553, option 7. If you have questions about the study, please contact the FNS Project Officer, Danielle Deemer, at [danielle.deemer@fns.usda.gov](mailto:danielle.deemer@fns.usda.gov). Many thanks for your time and assistance!

Sincerely,  
Cynthia Prince

Cynthia D. Prince  
Project Director  
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Attachments: Study Summary  
Survey instrument

According to the Paperwork Reduction Act of 1995, no persons are 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-NEW. The time required to read this letter is estimated to average .0334 hours. Send comments regarding this burden estimate to the Office of Policy Support, Food and Nutrition Service, USDA, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302.