

Appendix AQ.4

Email to State Agency: Variables and Timeline to Secure SNAP Administrative Files

English Only



OMB Approval No. 0584-XXXX
Expiration Date: XX/XX/20XX

Hello <NAME>,

It was great to talk to you today. As I noted on the call, we will be conducting SNAP Participant Surveys between February and October 2017 to assess the effectiveness of Food Insecurity Nutrition Incentives (FINI) on fruit and vegetable purchase and consumption among SNAP participants.

We will be requesting a data file on SNAP as of May 31, 2016. This data file will be used to develop a sampling frame and draw a sample for the SNAP Participant Survey. We will also conduct in-depth interviews with some individuals who completed the SNAP Participant Surveys.

As we indicated earlier, we expect to receive OMB approval by late Spring/early Summer and will contact you with a firm date to receive the data from you.

Please include the following 19 variables in the data file:

1. EBT card numbers	11. Race/ethnicity of household head
2. Head of household name	12. Gross income
3. Street number	13. Net income
4. Street name	14. Household size
5. City	15. Number of children under age 18
6. State code	16. Marital status of household head
7. Zip code	17. Last uninterrupted benefit start date
8. Email	18. SNAP Benefit payment/transmission date
9. Phone numbers	19. Amount of monthly SNAP benefit
10. Age of household head	

If you have any questions about the study, please feel free to contact me.

Best,

PROJECT DIRECTOR



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 number. The time required to complete this information collection is estimated to average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.