

**Appendix X.1**  
**Email to FINI Grantees Requesting Outlet Level Data**



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

Dear FINI grantees,

As you are aware, Westat has been working on the logistics of sampling SNAP participants for the independent evaluation. Our approach to selecting SNAP participants broadly follows five steps:

1. Identify the location of all FINI outlets;
2. Identify non-FINI outlets using the STARS dataset maintained by FNS, USDA;
3. Obtain SNAP participant files from States where FINI will be implemented in 2017;
4. Compute distance between SNAP participants and FINI as well selected non-FINI outlets;
5. Subset the data to include SNAP households that live within the defined distance to outlets; and
6. Classify SNAP participants as shoppers and non-shoppers at the outlet, using data from ALERT dataset maintained by USDA.

As is apparent from the steps above, the sampling process is time and labor consuming. We plan to obtain the SNAP participant data and extracts from the ALERT and STARS datasets to reflect information through May 31, 2016.

Based on the information you provided to Westat by phone or email about the States where FINI may be operating in 2017, we have compiled a list of States and will be reaching out to these States to work out agreements to secure SNAP participant files.

To ensure that SNAP participants who shop at outlets offering FINI incentives through your grant program are included in the evaluation, we need to identify these FINI outlets as soon as we receive OMB approval, which we expect to be by July 2016. **After OMB clearance, we will request that you complete the attached Excel file for each FINI outlet operated through your grant program.**

**In the meantime, please send us the name, email address, and phone number of the staff member who will be preparing this file for you.** We will be sending them further instructions on how they can return the file to use using Westat's secure FTP website.

Do not hesitate to let us know if you have any questions about this data request.

Sincerely,

Tracy Vericker,  
FINI Project Director, Westat



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 3 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.