

## Appendix B1. Recruitment Email for Cognitive Test of Survey

Dear [State Director Name],

We are writing to ask for your assistance in testing a study instrument for a study for the Food and Nutrition Service, the Evaluation of the Independent Review Process (“IRA Study”). The purpose of the study is to describe the independent review of applications (IRA) process, assess its effectiveness at reducing administrative certification errors, and provide recommendations for best practices. FNS has contracted with Westat to conduct the study, and data collection will begin in late 2018.

FNS and Westat selected your State to participate in a pre-test of the survey that Westat will use in this study. Westat will test the survey to collect feedback on the quality and content of the questions, and attain a more grounded understanding of how the IRA process works at the State level. Your feedback will help to refine the study instrument.

We hope that you will agree to help us test the survey, though your participation is voluntary. We will email you the survey in advance so that you can see the types of questions it will ask. Conducting the pre-test survey by phone and asking for your feedback will take no more than 90 minutes.

Let me know if you are willing to participate, and we will schedule the pre-test at a time that is convenient for you. If you have any questions or concerns about the study or your participation, you can contact Melissa Rothstein, the Project Director, at 301-315-5975 or [MelissaRothstein@westat.com](mailto:MelissaRothstein@westat.com).

Thank you in advance for your consideration,

[Westat Cognitive Tester Email Signature]