

# Recruitment Materials

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## Attachment I.1 Memorandum of Understanding

This Memorandum of Understanding (“MOU” or “Agreement”) is entered into and made effective as of the date last signed below by and between [State Agency Name], (herein referred to as “State”), Social Policy Research Associates, (herein referred to as “SPR”), and Mathematica Policy Research, Inc. (herein referred to as “Mathematica”), on behalf of the United States Department of Agriculture, Food and Nutrition Service.

In consideration of the mutual agreement and covenants contained in this Agreement, and other valuable and good consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to the following:

### Article 1. Legal Authority, Background, and Purpose

#### Legal Authority

Under Section 17 of the Food and Nutrition Act, 2008, The U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) has the authority to conduct a study titled “Evaluation of Alternatives for Improving Elderly Access to the Supplemental Nutrition Assistance Program” (herein the “Study”). USDA FNS has contracted with SPR to perform this study and SPR has subcontracted with Mathematica to perform a portion of this work. Hereinafter, FNS, SPR and Mathematica are referred to as “the Study Team.”

This document represents the complete understanding between the Study Team and the State’s participation in the Study. Hereinafter either the Study Team or the State may be referred to individually as a “Party” or collectively as the “Parties”. This MOU clarifies roles and responsibilities of the Parties for accomplishing the Study and provides the milestones for completing the Study in the State. The Study Team and the State are preparing this agreement in good faith and with the expectation that each Party will fulfill its obligations as described in the MOU.

#### Background and Purpose

The purpose of the Study is to better understand elderly participation in the Supplemental Nutrition Assistance Program (SNAP) and the effectiveness of strategies states use to improve SNAP access for the elderly (“Purpose”). The Study has three primary objectives. The first is to better understand the effectiveness of current strategies to improve SNAP access for elderly individuals. The second objective is to identify aspects of policies or programs and operational procedures that are most likely to result in increased and sustained SNAP participation by elderly individuals. Finally, the Study will provide actionable recommendations to FNS that will help States maximize program access while minimizing unintended consequences. The Study

Public reporting burden for this collection of information is estimated to average 10 hours 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. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-xxxx\*). Do not return the completed form to this address.

Team will engage in three activities (all of which are being cleared through the Office of Management and Budget) to meet the objectives of the Study.

- a. **Administrative data collection and analysis.** The Study Team will use State SNAP administrative case records to document how different strategies alone and in combination are associated with changes in SNAP applications, caseloads, participation spells, and benefit levels for elderly households and sub-groups of elderly individuals.
- b. **Site visit data collection and analysis.** The Study Team will conduct a three day site visit to the State to conduct one-on-one and small group interviews with key stakeholders within the State, such as administrators and staff at the SNAP agency and other government agencies involved in implementing strategies to improve SNAP access for the elderly and community-based organizations that service the elderly. Prior to and during the site visit the Study Team will collect documents that may enhance understanding of strategies to improve SNAP access for the elderly. Documents may include training manuals, policy guidance, directives issued for SNAP program staff, waiver applications, cost neutrality reports to FNS, and other communication with FNS regarding implementation of specific strategies.
- c. **Collection and analysis of data from interviews and focus groups with elderly individuals.** The Study Team will conduct in-person interviews with SNAP participants and SNAP-eligible individuals in the States and may conduct a focus group with SNAP-eligible participants. Data from these activities will enable elderly individuals to share their experiences with SNAP and to lend their perspectives on the value of various strategies to improve access to SNAP.

## Article 2. The State's Responsibilities

To meet the needs of the Study, active cooperation from the State will be required. The State will be asked to provide extracts from its SNAP administrative case records system and to provide information to facilitate the Study Team's site visit and discussions with elderly individuals. Data provided by the State will be used exclusively for the Study by the Study Team.

- a. **Administrative Data.** The State will provide monthly SNAP applicant and case record extracts for the period [INSERT TIMEFRAME SPECIFIC TO STATE]. This timeframe covers a period of 12 months before and 12 months after the State's implementation of each strategy of interest to the Study. The specific data elements to be included in the extracts are specified in Article 6 of this document. The State will provide the extracts within one month of the Study's receipt of Office of Management and Budget clearance, anticipated to occur in spring 2018. The Study Team will work closely with State data managers to articulate data requirements, and a senior Mathematica programmer will be assigned to work with State data managers to identify and resolve any technical problems that arise. The State will be asked to provide relevant documentation for each file, including a data dictionary and details of the file structure and format. There is no specific format in which the data files are to be provided. The Study Team will accept a

variety of formats and media for data delivery, but the format and documentation will need to be clearly specified by the State.

- b. **Administrative data for interviews with elderly individuals who are SNAP participants.** The State will provide monthly SNAP applicant and case record extracts for the past 12 - 24 months for elderly SNAP participants from which the study team will randomly contact individuals to schedule interviews by the study team.
- c. **Site visit data.** The Study Team will conduct a site visit to the State to interview administrators and staff from the SNAP agency, from partner government agencies, and from community-based organizations to document the design, implementation, and operation of SNAP policies and procedures and to learn about other nutrition and related services available to the elderly. The site visit will occur in the spring or summer of 2018. The State will help the Study Team plan the site visit by identifying potential interview respondents and their availability during dates mutually agreed upon by the Parties. The State will also help identify relevant community-based organizations and provide requested documents related to strategies to improve SNAP access for the elderly.

### **Article 3. The Study Team's Responsibilities for Protecting Confidential Information**

For the purpose of this MOU, "Confidential Information" includes any personally identifiable information or data about an individual or proprietary information or data pertaining to an institution or organization received by the Study Team from the State. The Study Team shall use private information only for its intended and authorized purpose under this MOU. The Study Team will not duplicate or disclose private information or data to any third party, except as may be required by law. The Study Team will establish administrative and physical safeguards to prevent the unauthorized disclosure and/or use of all private data or information provided under this MOU.

At the end of the Study, the Study Team will create and submit to FNS a restricted use dataset for future research purposes. The data files will include all primary and extant data gathered during the Study. THE DATA FILES WILL NOT INCLUDE PERSONALLY IDENTIFIABLE INFORMATION. Once the dataset is delivered to FNS, and the Study is completed, the Study Team will destroy all remaining Study data files.

### **Article 4. Coordination between the Parties**

The State shall designate [First and Last Name] as its technical point of contact for this MOU and shall notify the Study Team if a new or alternate point of contact is designated.

The Study Team shall designate [First and Last Name of Senior Site Visitor] of [SPR or Mathematica] as its technical point of contact for this MOU and shall notify the State if a new or alternate point of contact is designated.

All notices required or permitted to be given hereunder shall be sufficient if in writing and personally delivered or if sent by certified mail, return receipt requested and postage prepaid, addressed as follows:

If to SPR:

Social Policy Research Associates  
1333 Broadway  
Suite 310  
Oakland, CA 94612

Attention: Robert Corning, Chief Financial Officer  
RE: MOU No. [MOU Number]

If to Mathematica:

Mathematica Policy Research, Inc.  
600 Alexander Park  
Suite 100  
Princeton, NJ 08540

Attention: Julius Clark, Director of Subcontract Operations  
RE: MOU No. [MOU Number]

If to the State:

[State Name]

[Address]

[City], [State] [Zip Code]

Attention: [First and Last Name]

RE: MOU No. [MOU Number]

## Article 5. Duration and Termination

The term of this MOU is for the period beginning [DATE] (the “Effective Date”) and ending October 31, 2019, unless modified by the mutual written agreement of the Parties. Either Party may terminate this agreement by providing written notice to the other party.

## Article 6. Specific SNAP Administrative Data Elements Needed for the Study

### 1. Case-level data

- Case/unit ID<sup>1</sup>
- County name and/or zip code of office serving the case
- Number of members in the SNAP unit
- Date application was received
- Application status (pending, approved, denied, etc)

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<sup>1</sup> The primary purpose of the case ID will be to link data from multiple files over time. It will also enable us to explore particular cases with you about which we have questions.

- Application status date/eligibility determination date (the date that eligibility was determined, or the date the application status became effective)
- Whether applicant applied through a CAP or ESAP
- Method of application (such as walk-in, fax, mail, online, telephone, etc.)
- Reason for application denial
- Language used to fill out the application (English, Spanish, etc)
- Date case was opened most recently
- Date case was last recertified
- Length of current certification period
- Benefit amount for most recent payment period
- Unit's total gross income for the month
- Unit's total net income for the month
- Unit's total gross earned income for the month
- Unit's out of pocket medical expenses incurred on behalf of elderly or disabled members
- Unit's medical deduction
- Indicator of TANF receipt
- Indicator of Medicaid receipt
- Indicator of SSI receipt
- Indicator of receipt of veteran benefits
- Benefit month

2. Individual-level data (for each person within each case)

- Person ID and Case ID<sup>2</sup>
- Date of birth
- Gender
- Race

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<sup>2</sup> The purpose of these IDs will be to link individuals to cases/units.

- Ethnicity
- Disability status
- Marital status
- Level of educational attainment (last grade completed)
- Citizenship and country of citizenship
- Relationship of this person to the applicant/grantee
- Total gross earned income for the month
- Zip code

3. Individual level data for Interview Recruitment

- Name
- Gender
- Race/Ethnicity
- Disability Status
- Date of birth
- Address, including zip code
- Phone number
- Application status (pending, approved, denied, etc.)
- Language used to fill out the application (English, Spanish, etc.)
- Date case was opened most recently
- Date case was last recertified

**Article 7. Entire Agreement**

This MOU constitutes the entire agreement between The Study Team and the State with respect to the subject matter hereof, and supersedes and replaces any other arrangements, oral or written, between the parties hereto pertaining to this MOU. No waiver, modification or amendment of any of the terms and conditions hereof shall be effective unless set forth in writing and duly signed by all Parties.

IN WITNESS WHEREOF, the respective Parties have entered into this MOU effective as of the Effective Date.

For Social Policy Research Associates:

Signature: \_\_\_\_\_

Name: Robert Corning

Title: Chief Financial Officer

Date: \_\_\_\_\_

For Mathematica Policy Research, Inc.:

Signature: \_\_\_\_\_

Name: Julius Clark

Title: Director of Subcontract Operations

Date: \_\_\_\_\_

For [State Name]:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_