**Attachment I.6 Follow-Up Email**

Dear **[State contact name]**,

Thank you for talking with me earlier today about the Evaluation of Alternatives to Improve Elderly Access to SNAP. As we discussed, I am sending you a memorandum of understanding (MOU) template so you can get an idea of what would be required should the State agree to participate. Included in the MOU is a list of specific data elements we would be requesting. We recognize that States store different variables in different formats; we will work with you to customize this list, which gives you a general sense of the types of information we are seeking. If you will have difficulty providing any of these data, we will work to figure out a solution. If the State agrees to participate, we will incorporate a finalized list of data elements the State will provide in the MOU. For **[State]** we would request data that cover the following period(s): **[customize period for each State]**.

Please review the MOU and let me know if you have any questions or comments. [if a call was scheduled during the previous phone conversation, include: “Otherwise, I will look forward to talking with you at **[TIME]** on **[DATE]**.”] **[If a call was not scheduled during the previous phone conversation, include: “Once you have a chance to review the attached documents, we are happy to set up a time to discuss any remaining questions or concerns you have about participating. I will reach out to you in a few days to see if you have any questions and to see if the State is willing to participate.”]**

Sincerely,

**[Your Name]**