

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]

Public reporting burden for this collection of information 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. 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.