

Attachment I.9 CBO Recruitment Email

Dear [CBO contact name],

We were given your name by [State or local SNAP agency contact] because you work with [organization's name] to [assist elderly individuals in accessing Supplemental Nutrition Assistance Program (SNAP) benefits or provide support to elderly individuals such as meals or food baskets]. I am writing to invite [name of organization] to participate in the Evaluation of Alternatives to Improve Elderly Access to SNAP, a study to better understand and improve SNAP participation and access among the elderly.

The U.S. Department of Agriculture Food and Nutrition Service (FNS) is sponsoring this study which is being conducted by Social Policy Research Associates and Mathematica Policy Research. The study is authorized under Section 17 of the Food and Nutrition Act 2008. A description of the study and a letter of support from FNS are attached to this email.

As part of the study, we are conducting site visit interviews with organizations such as yours that are working to promote SNAP participation among the elderly. We would like to learn more about your work and the different types of SNAP clients you serve. If you are willing to participate, we will work with you to schedule a 60 minute interview during our visit to your state in [month]. All of the information you share during this interview will be kept private and responses provided during the interview will not be linkable to specific individuals.

Please let me know if you would be willing to participate in this study. If I haven't heard from you within a week, I'll follow up to confirm receipt of this email and whether you are willing to participate in the interview. If you would like further information or have any questions, please feel free to respond to this email or call [name, title] at [phone #].

Sincerely,

Public reporting burden for this collection of information is estimated to average 5 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.