Appendix C.1. Recruitment Email from FNS to States

OMB No. 0584-[NEW]

*Assessment of Mandatory E&T Programs*

MONTH XX, 2018

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Emails for Mandatory E&T Recruitment

FNS Email to States

Dear [Contact Name]:

The Food and Nutrition Service (FNS) is sponsoring a new study to better understand mandatory SNAP Employment & Training (E&T) programs. The Mandatory E&T study will examine the features and administrative practices of mandatory E&T programs and determine how they may affect E&T participation, sanctions, and employment. Please see the attached study description for more detail.

FNS has contracted with Insight Policy Research and its subcontractor, Mathematica Policy Research, to conduct this study. In consultation with the study team, FNS has identified your State as one of the six it would like to include in the study. Participation would involve cooperating with the study team as they conduct the following data collection activities:

1. A review of State documents, such as State E&T plans, participant data reports, staff training materials, notices, and reported outcome measures
2. Site visits to participating States with mandatory E&T programs. Each 3-day site visit will include visits to the State SNAP agency, two local SNAP offices, and three SNAP E&T service providers. The site visitors will collect data through interviews; a process-mapping group discussion; and observations of operations, including intake, assessment, and referrals
3. Collection and analysis of administrative data from SNAP case records to assess mandatory E&T participation rates, sanction rates, and participant employment

Thank you for considering your State’s participation in this study. In the near future, Insight and Mathematica will reach out to your office to schedule a brief call to describe the study in more detail, answer any immediate questions, and discuss your potential participation. If you have any questions in the meantime, please contact Brittany McGill, the Insight Project Director, at [bmcgill@insightpolicyresearch.com](mailto:bmcgill@insightpolicyresearch.com) or the FNS Project Officer, Jordan Younes, at [Jordan.Younes@fns.usda.gov](mailto:Jordan.Younes@fns.usda.gov).

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-xxxx. The time required to complete this information collection is estimated to average 2 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. 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.*