

Appendix C.1. Recruitment Email from FNS to States

OMB No. 0584-[NEW]

Assessment of Mandatory E&T Programs

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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 or the FNS Project Officer, Jordan Younes, at Jordan.Younes@fns.usda.gov.

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