

Appendix C.2. Follow Up Email From Study Director to States To Schedule Call

OMB No. 0584-[NEW]

Assessment of Mandatory E&T Programs

Month XX, 2018

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Draft Follow Up Email for Mandatory E&T Recruitment

Research team follow up email to States

Dear [Contact Name]:

We wish to follow up with you about the Mandatory Employment and Training (E&T) study, sponsored by the Food and Nutrition Service (FNS). Kathryn Law from FNS recently emailed you information about this study, which aims to better understand the administrative practices of mandatory SNAP E&T programs. FNS has contracted with Insight Policy Research and its subcontractor, Mathematica Policy Research, to conduct this study.

[State] is one of six States invited to participate in this important study. A description of the study, including its objectives and activities, was included with the letter from FNS and is attached to this email for your reference. The study has three primary activities:

1. Document reviews of State materials, including E&T plans, participation data reports, training materials, policy manuals, and outcome measure reports.
2. Conduct site visits with mandatory E&T program administrators and staff at the State and local levels and with E&T providers.
3. Collect administrative data from SNAP case records and, if possible, from E&T providers to examine the characteristics of mandatory E&T participants, the E&T services they received, and their employment and other outcomes.

In winter 2018 (approximately), we will begin planning for a spring 2019 site visit with staff in your State. We will contact you in fall 2018 to discuss the administrative data that will be requested.

We look forward to working with you on this important study. We would like to set up a call to talk more about the study and answer any questions you may have about participation. Participation is voluntary and there are no penalties if your State is unable to participate. Would you be available [insert a few times about a week after email will be sent] If you have any questions or would like additional information in the interim, please contact me at [XXX-XXX-XXXX] or at [email].

Sincerely,

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.*