Appendix M.1. FTP Site Instructions for Submitting Administrative Data

OMB No. 0584-[NEW]

*Assessment of Mandatory E&T Programs*

Month XX, 2018

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Office of Policy Support

Food and Nutrition Service

U.S. Department of Agriculture

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Email With FTP Site Address and User Name

Dear [State or E&T Provider DATABASE ADMINISTRATOR],

Thank you for your continued cooperation with the Assessment of Mandatory SNAP E&T project. Please submit your data files using the Mandatory SNAP E&T FTP site.

Mandatory SNAP E&T FTP site link: <http://snap.insightpolicyresearch.com>
Your username is: [USERNAME]
Your password will be sent to you in a separate email.

For detailed submission instructions, please see the Administrative Data Submission Instructions and Variable List.

If you are unable to submit data files via the FTP site, please contact [PROJECT MANAGER NAME] at [PHONE NUMBER] or [EMAIL ADDRESS].

Sincerely,

[PROJECT MANAGER NAME]

Mandatory SNAP E&T Project Manager

Screenshot of website homepage:



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