

ATTACHMENT EE  
IRB APPROVAL LETTERS

**COMMITTEE FOR THE PROTECTION OF HUMAN SUBJECTS**

400 R Street, Suite 359  
Sacramento, California 95811-6213  
(916) 326-3660 FAX (916) 322-2512



10/06/2015

Ponza, Michael  
University of Michigan  
Mathematica Policy Research  
Oakland, CA 94612

Project Title: The Evaluation of SNAP Employment and Training Pilots  
Project Number: 15-07-2107

Dear Dr. Ponza,

The Committee for the Protection of Human Subjects (CPHS) has reviewed and approved the above new project. Included with the approval are the following item(s) beginning with project type:

Common Rule, Minimal Risk, Non-English Translation, Consent Form

This approval is issued under the California Health and Human Services Agency's Federalwide Assurance #00000681.

Pursuant to 45 CFR 46.109(e), CPHS cannot approve a project for more than one year at a time. Therefore, a project must be renewed yearly. To continue your research or data analysis, submit a Continuing Review request by your project's deadline date, **September 2, 2016**. If your project is not approved again (renewed), it will expire on October 7, 2016. Once a project is expired, all research, including data analysis, must cease (unless discontinuance will have an adverse impact on research subjects).

You will receive courtesy email reminders from CPHS to renew your project. It is the Principal Investigator's responsibility to submit their Continuing Review request on time and to notify CPHS of any changes in contact information.

If a project has been completed or is no longer active, it must be submitted to CPHS for completion approval or withdrawal approval. Instructions for these processes can be found in our Instructions for Researchers located on the CPHS Homepage.

Any unanticipated problems, adverse events, protocol deviations, and breaches in data security must be reported to CPHS via a Report Form within 48 hours of the event. File a report by logging into CalProtects and clicking on

**COMMITTEE FOR THE PROTECTION OF HUMAN SUBJECTS**

400 R Street, Suite 359  
Sacramento, California 95811-6213  
(916) 326-3660 FAX (916) 322-2512



the protocol's "Protocol ID" number. A pop-up window will appear, select the "Start Report Form" option. Upon completion of the form, click the "Submit Form" button on the left side of the screen. You must call CPHS staff at (916)326-3660 to notify them of the report submission.

If you have any questions, you may call our office at (916) 326-3660 or email us at [cphs-mail@oshpd.ca.gov](mailto:cphs-mail@oshpd.ca.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "Lucila Martinez".

Lucila Martinez  
CPHS Administrator  
(916) 326-3661  
[lucila.martinez@oshpd.ca.gov](mailto:lucila.martinez@oshpd.ca.gov)



***DELAWARE HEALTH  
AND SOCIAL SERVICES***

***Division of Management Services***

December 14, 2015

Mitchell Ponza, Principal Investigator  
Mathematica Policy Research  
505 14<sup>th</sup> St. Suite 800  
Oakland, CA 94612

RE: “The Evaluation of SNAP Employment and Training Pilots”

Dear Mr. Ponza:

This is to advise you that based on the research proposal and revisions submitted to the DHSS Human Subjects Review Board regarding “The Evaluation of SNAP Employment and Training Pilots”, the DHSS Human Subjects Review Board (has approved as of December 1, 2015 the above-referenced project.

Please take note of the following requirements:

**Continuing review:** In order to ensure ongoing protection of human subjects and fulfill our mandate as a Board, we conduct periodic reviews of approved projects. The Board has determined that the nature of your project makes it appropriate for annual review, which means that our next review of your project must take place no later than one year from the date of the meeting at which we initially reviewed it, per federal regulations.

**Reporting:** Our report template is available on our website:

<http://www.dhss.delaware.gov/dhss/dms/epqc/files/projectreportform.pdf>

To allow time for distribution of the report to the Board, and their scrutiny of it, I will need it (sent to me electronically) at least one month prior to the one-year anniversary date (if the project is not yet over by that time). Please send the final report and the final report unique to Delaware patients.

**Project changes:** Any subsequent changes in the research design must be reported to us prior to implementation, along with an explanation of the reasons for the changes and implications related to client safety/protection. Please communicate electronically in the interests of efficiency. If you do not hear from me within a week, be sure to follow up by phone. Depending on the significance of the change, full Board review and approval may be necessary before such changes can be implemented.

**Unanticipated problems / adverse events:** Any injuries sustained by research subjects resulting from the project must be reported to us immediately, as well as any unanticipated problems resulting in harm or potential harm to participants. Even if you feel that the “unanticipated problem” is inconsequential, we ask that you err on the side of excessive reporting to us, rather than failing to report a problem that could have serious implications. Measures proposed to deal with any such problems should be outlined. Again, please

RE: Penn Center for Innovation in Personalized Screening: Comparative Effectiveness of Digital Breast Tomosynthesis”

use electronic media to communicate in the interests of efficiency, with phone follow-up if you do not hear from me within a week.

- ❖ **Consent Document:** The signed consent documents are to be kept in a confidential secured location for a minimum of three years.

If you have any questions or concerns, be sure to let me know.

Sincerely,

A handwritten signature in cursive script that reads "Rosanne Griff-Cabelli".

Rosanne Griff-Cabelli,  
Chairperson, DHSS Human Subjects Review Board

cc: Ray Fitzgerald, Director, Div. of Social Services, DHSS



Brenda Fitzgerald, MD, Commissioner | Nathan Deal, Governor

2 Peachtree Street NW, 15th Floor  
Atlanta, Georgia 30303-3142  
[www.health.state.ga.us](http://www.health.state.ga.us)

October 13, 2015

Michael Ponza  
Principal Investigator et, Suite 800  
Oakland, CA 94612

**Project: 150906 - Evaluation of the Supplemental Nutrition Assistance Program (SNAP)  
Employment and Training (E&T) Pilots**

**Project Status: Approved Until 10/13/2016**

Dear Researcher,

The above-referenced project was reviewed by the DPH Institutional Review Board in accordance with expedited review procedures outlined in 45 CFR 46.110(b)(1), category(ies) **5&7**. The Board has **approved** this study until **10/13/2016**.

If you wish to continue this project beyond the current approval period, please submit a "Continuing Review Application" before the above expiration date. If you do not submit a renewal application before the expiration date, the approval of your project will automatically terminate. Any involvement with human subjects must cease on the above date unless you have received approval from the Board to continue the project. It is the investigator's responsibility to track the deadline.

This approval applies only to the protocol described in your application. IRB review and approval is required before implementing any changes in this project except where necessary to eliminate apparent immediate hazards to human subjects.

If you have any questions regarding this letter or general procedures, please contact the DPH IRB at [irb@dhr.state.ga.us](mailto:irb@dhr.state.ga.us). Please reference the project # in your communication.

Best wishes in your research endeavors,

**Brian Kirtland, Ph.D.**

Digitally signed by Brian Kirtland, Ph.D.  
DN: cn=Brian Kirtland, Ph.D., o=Georgia Department of Public Health,  
ou=Institutional Review Board, email=bckirtland@dhr.state.ga.us, c=US  
Date: 2015.10.13 19:45:58 -0400



**Agency of Human Services**  
208 Hurricane Lane  
Williston, VT 05495  
[www.humanservices.vermont.gov](http://www.humanservices.vermont.gov)

[phone] 802-871-3009  
[fax] 802-871-3001

*Health Care Operations, Compliance  
and Improvement*

August 20, 2015

Michael Ponza, Ph.D  
Mathematica Policy Research  
505 14<sup>th</sup> St., Suite 800  
Oakland, CA 94612

Dear Michael:

As of August 4, 2015, the AHS IRB has approved your application for “The Evaluation of SNAP Employment and Training Pilots”. If not completed, your study will be due for another continuing review 12 months from now.

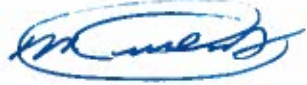
Please note that IRB approval does not supersede state law, as such it will be up to the individual departments involved in your study to assure that the access that your team requests meets all applicable Vermont state law and practices

Sincerely,

A handwritten signature in black ink, appearing to read "Shawn E. Skaflestad".

Shawn E. Skaflestad, Ph.D.  
AHS IRB Chair

**IRB Approval**

Date: February 11, 2016  
From: Myra G. Owens, Ph.D., Chairperson   
Investigator: Michael Ponza  
Institution: Mathematica Policy Research  
Protocol: The Evaluation of SNAP Employment and Training Pilots  
VDSS IRB No: 2016-06

On February 11, 2016 the above referenced study was approved by expedited review according to 45 CFR 46.110. **This approval expires on January 11, 2017.** Federal Regulations require continuing review prior to continuation of approval past that date. You should submit the Continuing Review form at least 30 days prior to the expiration date.

Document informed consent using only the most recently dated consent form bearing the VDSS IRB stamp (see attachment). For your use, Conditions of Approval are included in this document.

You shall not obtain client personally identifiable information (PII) until such time the data sharing agreement is signed by the VDSS Commissioner.

This approval includes the following items reviewed:

1. VDSS IRB form *Request for Review and Clearance of Human Subjects Research*, dated 11/16/2015
2. New England IRB Notification of Study Approval, dated October 30, 2015
3. Attachment: Study Protocol
4. Attachment 2.E\_Study Consent Form
5. Attachment 2.S\_Study Consent Form Spanish
6. Attachment 3.E\_Focus Group Moderator Guide: Clients English
7. Attachment 3.S\_Focus Group Moderator Guide: Clients Spanish
8. Attachment 3.EB\_Child Assent and Parental Consent to Participate
9. Attachment 3.EMP\_Focus Group Moderator Guide: Employers
10. Attachment 4.E\_Participant Information Survey: Client Focus Group English
11. Attachment 4.S\_Encuesta De Informacion Del Participante Grupo Focal Del Cliente (Participant Information Survey: Client Focus Group Spanish)
12. Attachment 4.EMP\_Participant Information Survey: Employer Focus Group
13. Attachment 5.C\_Interview Guide For Client Case Study
14. Attachment 5.P\_Interview Guide For Providers
15. Attachment 6\_Observation Guide Case Study
16. Attachment 7.E\_12-Month Follow-Up Survey English Version, dated August 7, 2015
17. Attachment 7.S\_12-Month Follow-Up Survey Spanish Version, dated August 7, 2015
18. Attachment 8.E\_36-Month Follow-Up Survey English Version, dated August 7, 2015
19. Attachment 8.S\_36-Month Follow-Up Survey Spanish Version, dated August 7, 2015
20. Attachment 9.E\_Client Focus Group Recruitment Guide English
21. Attachment 9.S\_Client Focus Group Recruitment Guide Spanish



Virginia Department of Social Services Institutional Review Board (IRB)  
801 East Main Street, Richmond, VA 23219-2901

22. Attachment 9.EMP\_Focus Group Recruitment Email: Employer
23. Attachment 10.E\_Focus Group Confirmation Letter: Client English
24. Attachment 10.S\_Focus Group Confirmation Letter: Client Spanish
25. Attachment 11.E\_Study Consent Document Mandatory English
26. Attachment 11.S\_Study Consent Document Mandatory Spanish
27. Attachment 12.E\_Welcome Packet letter English
28. Attachment 12.S\_Welcome Packet letter Spanish
29. Attachment 13.E\_Study Brochure English
30. Attachment 13.S\_Study Brochure Spanish
31. Attachment 14.E\_Seasonal Postcard English
32. Attachment 14.S\_Seasonal Postcard Spanish
33. Attachment 15\_Observation Guide
34. Attachment 16\_Data Elements
35. Attachment 17.E\_Participant Focus Group Consent Form VA
36. Attachment 17.S\_Participant Focus Group Consent Form VA\_SPANISH
37. Attachment 18.A\_Participant Case Study\_Consent Form VA
38. Attachment 18.B\_Provider Case Study\_Consent Form VA

**Study Summary:** Mathematica Policy Research will evaluate Virginia's Employment and Training pilot programs designed to increase the number of Supplemental Nutrition Assistance Program (SNAP) participants who obtain unsubsidized employment. Both the Virginia Pilot programs and Mathematica's evaluation are funded by the United State Department of Agriculture (USDA), Food and Nutrition Service (FNS). Information gained from the evaluation will be used to determine which, if any, of Virginia's three training programs have the greatest impact on increasing employment among SNAP clients.

**Evaluation Methods** will include: 1) SNAP client surveys at 12 and 36 months after random assignment to treatment/control group; 2) SNAP client focus groups; 3) Employer focus groups; 4) SNAP client case studies, and 5) local DSS staff case studies. Clients will be randomly assigned to intervention or control group within each of the three training options.

**Role of the Virginia Department of Social Services (VDSS).** 1) Provide to Mathematica Policy Research personally identifiable information (administrative data) about clients who agree to participate in the evaluation. 2) DSS local staff will recruit prospective participants, conduct consent discussions, collect registration data, and refer participants to appropriate training programs. Provide space in local DSS offices as required for the study.

### **Conditions of Approval**

In order to comply with federal and state regulations, industry standards, and the terms of this approval, the investigator must (as applicable):

1. Conduct the research as described in and required by the Protocol.
2. Obtain written informed consent from all subjects without coercion or undue influence, and provide the potential subject sufficient opportunity to consider whether or not to participate (unless Waiver of Consent is specifically approved or research is exempt).
3. Document informed consent using only the most recently dated consent form bearing the VDSS IRB "APPROVED" stamp (unless Waiver of Consent is specifically approved).
4. Provide non-English speaking participants with a translation of the approved Consent Form in the Research participant's first language. The VDSS IRB must approve the translated version.
5. Obtain prior approval from the VDSS IRB before implementing any changes whatsoever in the approved protocol or consent form/process, unless such changes are necessary to protect the safety of human research participants (e.g., permanent/temporary change of PI, addition of performance/collaborative sites, request to include newly incarcerated participants or participants that are ward of the state, addition/deletion of participant groups, etc.) Any departure from these approved documents must be reported to the VDSS IRB immediately as an Unanticipated Problem (see #7).
6. Monitor all problems (anticipated and unanticipated) associated with risk to research participants or others.
7. Report Unanticipated Problems (UPs), including protocol deviations.
8. Obtain prior approval from the VDSS IRB before use of any advertisement or other material for recruitment of research participants.
9. Promptly report and/or respond to all inquiries by the VDSS IRB concerning the conduct of the approved research when so requested.
10. Promptly report and/or respond to all inquiries by the VDSS contract administrator concerning the conduct of the approved research when so requested when that research is conducted as part of a contract award from VDSS.
11. The VDSS IRB operates under the regulatory authorities as described within:
  - a. U.S. Department of Health and Human Services Title 45 CFR 46, Subparts A, B, C, and D (for all research, regardless of source of funding) and related guidance documents.
  - b. Commonwealth of Virginia Code of Virginia 32.1, Chapter 5.1 Human Research (for all research).
  - c. Commonwealth of Virginia Administrative Code Title 22. Social Services, 22VAC40-890-10 et seq.



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
WASHINGTON STATE INSTITUTIONAL REVIEW BOARD

P.O. Box 45205 • Olympia, Washington 98504-5205 • 360.902.8075 • [wsirb@dshs.wa.gov](mailto:wsirb@dshs.wa.gov)

October 5, 2015

Michael Ponza, Ph.D.  
Mathematica Policy Research  
505 14th Street, Suite 800  
Oakland, California 94612

Re: DSHS Project Application D-052315-S: "The Evaluation of the SNAP Employment and Training Pilots"  
(Application)

Dear Dr. Ponza:

Your revised Application submitted in response to the Washington State Institutional Review Board (WSIRB) approval conditions for this research is acceptable, and therefore the WSIRB has approved this application. David Stillman, J.D., Assistant Secretary, Economic Services Administration, Washington Department of Social and Health Services (DSHS), and Dorothy Teeter, M.H.A., Director, Washington State Health Care Authority (HCA), accepted the Board's approval recommendation and extended final departmental administrative approval. This research may proceed using the procedures and documents described in the enclosed WSIRB-approved application.

Approval of this research is valid through October 1, 2016. A Continuation Approval Request will be required if your research continues past this date. Investigators are responsible for seeking continuing review before study approval expires. Any proposed changes in study purposes, design or methods are subject to prior review and approval by the Review Board. You are required to promptly inform the Review Board of any adverse events and/or unanticipated problems involving risks to subjects or others resulting from this research. You are required to submit a final report at the conclusion of the study. Your file will remain active until we receive this report.

Please contact the Review Section at 360 902-8075 if you have any questions about the Review Board's requirements for conducting this research.

Sincerely,

T. Howard Stone, J.D., LL.M., C.I.P.  
Executive Secretary  
Washington State Institutional  
Review Board

Administrative Approval:

David Stillman, J.D.  
Assistant Secretary  
Economic Services Administration  
Department of Social and Health  
Services

Dorothy Teeter, M.H.A.  
Director  
Health Care Authority

cc: Washington State Institutional Review Board