

Attachment V. Description of Scheduling Tool

OMB No. 0584-[NEW]

Job Search as a Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Component

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A. Landing Page

The following link will be included in the advance letter to SNAP E&T participants:
<https://calendly.com/snapjobsearch>

OMB Number: 0584-XXXX
Expiration Date: XX/XX/XXXX

Brian Estes

Welcome to my scheduling page. Please follow the instructions to add an event to my calendar.

 **Interview: SNAP Job Search** 

Thank you for participating in our study. Please click on the link below to select a date/time for your 30 min. interview.

B. Scheduling Page

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 3 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 the following address: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314, ATTN: PRA (0584-xxxx). Do not return the completed form to this address.*

C. Participant Details

Calendly requires each participant to enter his or her name, email address, and telephone number to schedule an interview. We will require the participant's name to confirm the individual is listed as a SNAP E&T participant within the administrative data. A telephone number is required to contact the respondent. An email address is required by Calendly. Participants will automatically receive an email confirmation. Participants may also elect to receive an email reminder.

Brian Estes

Interview: SNAP Job Search

30 min

We'll call you

12:00pm - 12:30pm, Tuesday, March 19,
2019

Eastern Time - US & Canada

Enter Details

Full Name *

Your e-mail address *

Telephone number we should call *

Schedule Event

D. Confirmation Page

Confirmed

You are scheduled with Brian Estes.

● Interview: SNAP Job Search

12:00pm - 12:30pm, Tuesday, March 19, 2019

Eastern Time - US & Canada

We'll call you

[Add to your calendar](#)

E. Email Confirmation

Hi [participant name],

Your 30 min. SNAP Job Search interview with [Insight researcher name] is scheduled for [time] (Eastern Time - US & Canada) on [date].

We'll call you at the phone number you provided. We look forward to speaking with you.

[Add to Google Calendar](#)

[Add to iCal/Outlook](#)

Make changes to this event:

[Reschedule](#)

[Cancel](#)
