

Attachment Z. Letter from State SNAP Office to Local Offices

OMB No. 0584-[NEW]

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

January 20, 2021

Project Officer: Danielle Deemer

Office of Policy Support
Food and Nutrition Service
U.S. Department of Agriculture
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Letter from State SNAP Office to Local Offices

Dear Local Office Director,

As you may know, [State] is currently participating in a study sponsored by the United States Department of Agriculture, Food and Nutrition Service (USDA/FNS) entitled “The Role of Job Search as a SNAP E&T Component.” FNS has contracted with Insight Policy Research (Insight) to conduct this study. The goal of this study is to better understand job search activities serving SNAP E&T participants.

One aspect of the data collection activities for this study includes phone interviews with current and former SNAP E&T job search participants to learn about their experiences with the SNAP E&T program. All interviews are voluntary and are expected to last 30 minutes. All information shared with Insight will remain private and will not be shared with the State SNAP office nor USDA/FNS. Participation in an interview will not affect the individual’s or household’s SNAP benefits in any way.

Over the course of the next few months, Insight will be using administrative data provided by the State SNAP office to contact SNAP E&T job search participants for these phone interviews. Should any clients from your local office be selected for the phone interviews, I would appreciate your encouragement of their participation in the study. All SNAP participants who complete a phone interview will receive a generic \$30 gift card as a token of appreciation which can be used to offset airtime expenses for the use of cellular phones or other electronic devices.

If you have any further questions about this study, please contact project director Brittany McGill at 703-504-9485 or at bmcgill@insightpolicyresearch.com. The Federal project officer for this study is Danielle Deemer, who can be reached at 703-305-2952 or at danielle.deemer@usda.gov.

Thank you,

[STATE SNAP DIRECTOR]

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 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.*