

## Appendix F - Guide for call with SNAP agency

STATE:

NAME OF STATE LIAISON:

NAME OF STATE DIRECTOR:

Greeting -- Thank you for agreeing to talk with me today.

Introduction - summarize the public burden statement; describe self and Westat

### Brief Description of the Survey of SNAP and Work

- Survey of nondisabled SNAP participants ages 18-69 in all states and DC about SNAP participation and employment
- Benefits to States of participation
- The Office of Management and Budget (OMB) reviews and approves the data collection because a federal agency (USDA) sponsors the work. Review will take about 12 months.
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### Brief Description of the Sampling Plan

- Build the sampling frame from State data
- Approximately 1,733 nondisabled SNAP participants ages 18-69 per state

### Establish Understanding and Cooperation in Advance of Data Need

- Discussion to establish understanding, cooperation and data sharing agreement so there is no delay when data are needed for sampling.
- Determine which variables are available and what factors may affect the delivery of the data
- USDA FNS strongly encourages your participation in this study. We are here to help and assist you in cooperating on this survey.

### Specific Data Elements

- Variables for sample selection and nonresponse adjustment
- Variables to support analysis

### Providing the Data File

- Choice for the State—send entire file of participants for the reference month and have the study team determine who is eligible for the survey or send data for only those that meet FNS' eligibility criteria (but involves more work for the state)

#### Data Security

- Westat's legal responsibilities and Westat's data security procedures
- Secure file transfer protocol

#### Data Sharing Agreement

- Document the agreement between the State and Westat
- Identify data security procedures
- Identify data elements
- Specify timing of data request and data delivery

#### Additional Questions

- Westat point person and contact information

Public reporting burden for this collection of information is estimated to average 10 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. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. 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, , Braddock Metro Center II, 1320 Braddock Place, Alexandria, VA 22314 ATTN: PRA (0584-xxxx\*)..