

**Appendix G - Email request for data delivery**

**SUBJECT: Survey of SNAP Participation and Work: Request to Submit SNAP Administrative Data**

Dear <STATE DIRECTOR NAME>,

Thank you for agreeing to provide State data for the FNS *Survey of SNAP and Work*. As you may recall from our call on [DATE], the study will help us provide your State with State-specific statistics on the employment of SNAP participants and other employment related characteristics.

FNS has recently received OMB approval (OMB Control Number: 0584-####; Expiration date: xx/xx/xxxx) for the *Survey of SNAP and Work* data collection. We are ready to receive your State's administrative data on SNAP participants. With this information we will be able to select a sample that reflects SNAP participants in your State.

As soon as possible, please provide your State's data specified in our data sharing agreement for all nondisabled SNAP participants ages 18 through 69 who received SNAP benefits anytime during the month of [MONTH] in 20XX.

You may upload the SNAP administrative data file for your State to Westat's secure server at <https://securetransfer2.westat.com>. Please let us know if you are anticipating any delays in submitting this file by the end of [MONTH] 2020.

Please email us at [XXXXXX@westat.com](mailto:XXXXXX@westat.com) or call 1-800-xxx-xxxx if you have any questions.

Thank you again for your partnership and help in this very important study. We look forward to receiving your data.

Sincerely,

Frank Bennici, Ph.D.  
Project Director  
Westat