OMB Control No: 0584-XXXX Expiration Date: XX/XX/20XX

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 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

Public reporting burden for this collection of information 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. 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-xxxxx*).