

Appendix K-1 Field locating letter English

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



Survey of SNAP and Work

DATE

FIRST NAME LAST NAME

STREET ADDRESS

CITY, STATE, ZIP CODE

Dear FIRST NAME LAST NAME

We have been trying to reach you for an important survey sponsored by the U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS). The Survey of SNAP and Work will help states understand the needs of people who receive Supplemental Nutrition Assistance Program (SNAP), known as [PROGRAM NAME in STATE]. About two months ago, we sent you a letter about taking part in the **Survey of SNAP and Work**. We have tried calling you, but have not been able to reach you.

The survey asks about the jobs held by people who receive SNAP and the challenges they face. **Once you complete the survey, you will receive \$20 in cash** as a token of our appreciation. You can use it to offset any expenses such as cellular smartphone airtime or any internet connectivity charges you may incur.. You may complete the survey online at the following website using the PIN provided below:

SURVEY WEBSITE: <https://www.XXXX.com>  
YOUR PIN: <PIN>

If you do not have access to the internet, or you prefer to complete the survey by phone, you can call the Study's toll free number at 1-888-XXX-XXXX to complete the survey by phone. You can also email the study at [xxx.westat.com](mailto:xxx.westat.com). You can also visit the survey website at [www.xxxxxx.westat.com](http://www.xxxxxx.westat.com) (if you have a smartphone, you can scan the QR code below to visit the website). Feel free to contact us with any questions you may have.

**If we do not hear from you in the next few weeks, a trained professional interviewer in your area may come to your home to contact you in person about the study.**

Your participation in this survey is completely voluntary. Please know that your responses will be kept private as required by law and will not be shared with anyone not involved with conducting the study. Neither your name nor any other information about your identity will be used in any reports. The information you provide will be combined with information from

everyone who participates in the study. You may skip any question that you prefer not to answer. If you decide not to participate, there will be no loss of benefits.

We hope you are excited to participate in this important study! We look forward to speaking with you soon.

Sincerely,

[Place QR CODE here]

Frank Bennici, Ph.D.  
Project Director

Public reporting burden for this collection of information is estimated to average 1 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\*).