

Appendix Q-1 Guidelines for in-person recruitment English

The purpose of this in person contact is to recruit and encourage the respondent to participate in the Survey of SNAP and Work. Your role is to personally invite them to participate and direct them to the study website or toll free number to complete the survey. Your role is also to address questions or concerns and give them confidence that their participation is important, valuable, and will be kept private. These are individuals who have not responded to the letter, reminders, and/or follow up calls. The following are general guidelines and talking points upon your arrival at the home after sending a letter with the date and time.

1. If no one is home at the time of your visit, leave the "Sorry I Missed You" Card. You will conduct up to 2 visits to each assigned case.
2. Ask for the sampled respondent by his/her First and Last Name.
3. If the sampled respondent is not home, leave the "Sorry I Missed You" Card for him/her.
 - If the person ask questions about the study, politely inform them that you can only discuss it with the sampled respondent for their privacy.
4. Introduce yourself:
 - Your First and Last Name
 - Show Your Study Badge
 - State that you work for Westat, a private research company conducting the Survey of SNAP and Work on behalf of the U.S. Department of Agriculture's (USDA) Food and Nutrition Service.
5. Confirm that now is a good time to discuss the study:
 - Confirm that they have 10 minutes to talk about the study.
 - If it is not a good time, ask when is a good time.
 - Provide the study's toll free number and email address for them to contact the Study.
6. Introduce the Study as follows:
 - A few months ago you were invited to participate in an important study about participation in the Supplemental Nutrition Assistance Program (SNAP), known as [PROGRAM NAME in STATE].
 - Here's a copy of your personalized study invitation letter and the study brochure.
 - This important survey will help states understand the needs of SNAP participants.
 - The survey will ask SNAP participants about their employment experience and challenges faced in finding and keeping employment.
 - You were randomly selected based on predetermined criteria to participate.
 - We have sent you a letter and tried to call you about this study.

- I am here to invite you to complete the survey online or by phone.
 - Your participation is voluntary and will not have any impact on your benefits.
 - However, your participation is very valuable for the study.
 - You will receive \$20 cash as a token of appreciation after you complete the survey. It takes about 33 minutes to complete.
 - Do you have any questions?
7. Address questions, and refer to study brochure as needed. Be sure to emphasize/reiterate:
- Participation is voluntary.
 - If you choose not to participate, there will be no impact on your benefits or status.
 - You can skip any questions you prefer not to answer.
 - You can complete the survey online or by phone.
 - o Direct the respondent to the website and PIN to complete survey online
 - o Direct the respondent to the toll free number to call to complete survey by phone
 - We will keep your name and responses private and not share them with anyone not involved with conducting the survey.
 - We will report aggregated survey results combined together in groups protect your privacy.
 - We are required by law to protect and keep your data private.

Public reporting burden for this collection of information is estimated to average 3 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*).