

## Attachment A.1: Assessment of SNAP E&T Data Introductory Project Team Email

Dear [Contact Name],

We are writing to follow-up with you about the Supplemental Nutrition Assistance Program SNAP Employment and Training (E&T) Data Needs Assessment, sponsored by the Food and Nutrition Service (FNS). [FNS Contact] from FNS recently emailed you information about this project, which aims to better understand the collection, reporting, and uses of E&T data, and to make recommendations for improvement. FNS has contracted with Mathematica to conduct this project.

[State] is one of seven states invited to participate in this important project. A description of the project, including its objectives and activities, was included with the letter from FNS and is attached to this email for your reference [see Attachment E of this OMB submission]. The project has three primary activities:

- (1) Identify and describe the current State and Federal systems that collect, validate, and analyze E&T data;
- (2) Assess the current and future E&T data needs of Federal, Regional, and State staff; and
- (3) Recommend a plan to improve how Federal, Regional, and State staff collect and use data for E&T program improvement and reporting.

In Summer 2020 we will begin planning for a late Summer/Fall 2020 site visit with staff in your State.

We look forward to working with you on this important project. We would like to set up a call to talk more about the project and answer any questions you may have about participation. Would you be available [insert a few times in about one week after email will be sent]? If you have any questions or would like additional information in the interim, please feel free to contact me at [XXX-XXX-XXXX] or by email at [email address].

Sincerely,

This information is being collected to assist the Food and Nutrition Service in understanding SNAP E&T data needs. This is a voluntary collection and FNS will use the information better understand SNAP E&T data needs. This collection does not request any personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-[xxxx]. The time required to complete this information collection is estimated to average 5 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. 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 Service, Office of Employment and Training, 1320 Braddock Place, Alexandria, VA 22314 ATTN: PRA (0584-xxxx). Do not return the completed form to this address.