

APPENDIX D.5 RECRUITMENT EMAILS 2 AND 3



XX/XX/2020

To: [SELECTED INDUSTRY EXPERT]

From: 2M Study Team

Subject: U.S. Department of Agriculture Study: Participation Follow-Up Email

Dear [FIRST NAME] [LAST NAME]:

We are following up on a recent request for your participation in a U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) study, How States Safeguard Supplemental Nutrition Assistance Program (SNAP) Participants' Personally Identifiable Information (PII). Through your extensive knowledge, experience, and contributions to the field of data security, you can help improve how State agencies safeguard SNAP participants' and applicants' PII.

Please let us know if you are willing to participate in this 90-minute interview. If you are unable to participate or choose not to participate, please provide us with the information (name and email address) of another colleague whom you feel is a leading/knowledgeable expert in data security.

To expedite the scheduling process, please fill in the table below by placing an X in the cells for the times/dates that you are available for the pretest and email the table back to me. A member of the study team will follow up with you shortly to confirm your interview time or discuss other times convenient to you.

Time (ET)	Date	Date	Date
##:00 am/pm			
##:00 am/pm			
##:00 am/pm			
##:00 am/pm			
##:00 am/pm			

If you have any questions or concerns, please do not hesitate to contact us by either calling (toll-free) [1-877-230-3035](tel:1-877-230-3035) or emailing SNAPPPII@2mresearch.com (or simply reply to this email). For planning purposes, a printable version of the Frequently Asked Questions document can also be found here: [\[Link to IEI FAQ PDF\]](#). If you require further verification, our Project Director, Dr. Dallas Elgin, can be reached at delgin@2mresearch.com and our USDA FNS Project Officer/Contracting Officer's Representative, Andrew Burns, can be reached at andrew.burns@usda.gov.

Thank you for your time, support, and effort on this important study.

Sincerely,

(INTERVIEWER [RECRUITER NAME])

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 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.