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## APPENDIX D.7 INDUSTRY EXPERTS INTERVIEW: PARTICIPANT CONFIRMATION EMAIL



**To:** [SELECTED INDUSTRY EXPERT]

**From:** 2M Study Team

**Subject:** U.S. Department of Agriculture Study Confirmation of Interview

XX/XX/2020

Dear **[FIRST NAME] [LAST NAME]**:

This email is to confirm your participation in the industry expert semi-structured interview for the study of *How States Safeguard Supplemental Nutrition Assistance Program (SNAP) Participants' Personally Identifiable Information (PII)*, scheduled for **(DATE)** at **(TIME)**. As a reminder, the interview is scheduled to take approximately 60 minutes. Interview topics include the following:

- SA systems
- Security plan information, personnel policies, and procedures
- Security policies and procedures
- Maintenance, storage, sharing, and transfer of PII
- Challenges and successes
- Recommendations

Please call the toll-free number found in the meeting invitation to join the call. Thank you so much for your participation. If you have any questions, please contact us any time by calling (toll-free) **1-877-230-3035**, or simply reply to this email.

I look forward to talking with you on **[XXX day]**.

Sincerely,

**(2M [INTERVIEWER 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.