
APPENDIX C.7 INTERVIEW PARTICIPATION CONFIRMATION EMAIL



From: 2M Study Team

To: [SELECTED SNAP STATE DIRECTORS]

Subject: Confirmation of State Leader Interview for the How States Safeguard SNAP Participants' Personally Identifiable Information (PII) Study

XX/XX/2020

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

This email is to confirm your State Leader Interview (SLI) for the study of *How States Safeguard SNAP Participants' Personally Identifiable Information (PII)*, scheduled for **(DATE)** at **(TIME & TIME ZONE)**. As a reminder, the SLI will take approximately 60 minutes. Please forward the invite to people will you to help answer interview questions.

Interview topics include the following:

- State agency systems
- Security plan information
- Personnel policies, and procedures
- Security policies and procedures
- Maintenance, storage, sharing, and transfer of PII
- Challenges and best practices

With these topics in mind, if you would like to include other staff in the SLI, please let me know as soon as possible, and we will try to accommodate them.

Please call the toll-free number found in the meeting invitation for the SLI to join the call. Thank you so much for your participation. If you have any questions, please contact us anytime.

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

Sincerely,

(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.