
APPENDIX B.6 SURVEY REMINDER EMAIL 1



From: 2M Study Team

To: State SNAP Directors

Subject: Reminder for the How States Safeguard SNAP Participants' Personally Identifiable Information (PII) Study Web Survey

XX/XX/2020

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

We are writing to confirm that you received our email about participating in the web survey for the *How States Safeguard SNAP Participants' Personally Identifiable Information (PII)* study. This study is a census of all 53 SNAP State agencies (SAs). Your SA's experiences with and methods of maintaining the security of SNAP PII can benefit other SAs dealing with similar constraints. We encourage you to complete the survey before **XX/XX/2020**.

You can access the survey at **[Unique Link to survey]**. For your convenience, this unique URL will open your SNAP SA survey; this does not require any login information. You may save your responses and return to complete the web survey at any time during the data collection period. If a colleague is working with you to complete the web survey, they can use the same link. Respondents will be directed to the last completed survey question/section when reopening the web survey, but survey respondents can simply navigate to their relevant section to answer and review questions.

If you have any questions or concerns, please do not hesitate to contact the 2M survey help desk by either calling (toll-free) **1-877-230-3035** or emailing SNAPPPII@2mresearch.com (or simply reply to this email). Someone will be available during normal business hours (9:00 a.m. to 5:00 p.m. ET, Monday through Friday) to take your call. If you call outside of these hours, please leave a message, and we will return your call the following business day. We will make arrangements with States and territories outside continental U.S. time zones to address questions as soon as possible. For planning purposes, a printable version of the web survey can be found at **[Link to survey PDF]** and a printable version of the Frequently Asked Questions (FAQ) can be found at **[Link to FAQ PDF]**.

Sincerely,

Dr. Dallas Elgin

Senior Researcher | 2M Research Project Director

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.