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## APPENDIX C.5 INTERVIEW REMINDER EMAIL



**From:** 2M Study Team

**To:** [SELECTED SNAP STATE DIRECTORS]

**Subject:** Reminder for the How States Safeguard SNAP Participants' PII: State Leaders' Interview

XX/XX/2020

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

This is a reminder that your State agency has been selected to participate in a follow-up State Leaders Interview for the USDA Food and Nutrition Service *How States Safeguard SNAP Participants' PII* study. This is the second and final phase of the study.

In order to move forward in this final phase of the study, please fill in the table below by placing an X in the cells for the best times that you and your staff are available for the interview 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			

During this interview, we ask you to share your experiences and successes in protecting SNAP participant and applicant PII. As a State leader, you will be a model for other SAs in developing innovative and cost-effective methods for safeguarding PII. Your participation is critical not only for helping SNAP SAs but for protecting the privacy and identity of the families and individuals who need SNAP benefits. The cooperation of your SA is strongly encouraged.

If you have any questions or concerns, please do not hesitate to contact us any time by either calling (toll-free) [1-877-230-3035](tel:1-877-230-3035) between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday ET, or emailing [SNAPPPII@2mresearch.com](mailto:SNAPPPII@2mresearch.com) (or simply reply to this email). For planning purposes, a printable version of the Frequently Asked Questions (FAQs) document can also be found here: **[Link to FAQ PDF]**.

Thank you for your time and effort for 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.