

# **Appendix M. Survey reminder email 3**

OMB No. 0584-[NEW]

*Survey of Supplemental Nutrition Assistance Program (SNAP)  
Employment and Training (E&T) Case Management*

May 5, 2021

**Project Officer: Kristen Corey**

Office of Policy Support  
Food and Nutrition Service  
U.S. Department of Agriculture  
1320 Braddock Place  
Alexandria, VA 22314

## SURVEY OF SNAP E&T CASE MANAGEMENT

### Survey reminder email 3: Introductory section incomplete (weekly reminder)

**To:** SNAP director

**When:** Weekly, scheduled (weeks 12, 13, 14, 15, and 16)

**Subject:** Urgent – Response needed to Survey of SNAP E&T Case Management

Dear [Name of SNAP director],

It is urgent that you complete the Survey of SNAP E&T Case Management. The survey is closing soon. If we do not receive your completed survey, [State name]'s information will be missing from the final study report.

#### **About the survey**

It will take approximately 45 minutes to complete the entire survey. **When you complete the introductory section, which will take about 6 minutes, you may assign other staff to complete sections 1 (case management), 2 (assessments), and 3 (participant reimbursements and support services), which will take about 13 minutes each to complete.**

Please encourage assigned staff to complete the survey as quickly as possible. You may also complete the full survey yourself, if you prefer.

#### **Complete the survey**

**Please visit [fill unique State web survey URL] to complete your survey.**

**Please complete the survey by [fill date that is one week after email date].**

If you are unable to complete the survey online, you may call us at [fill study toll-free number] during the hours of 9:00 a.m. to 5:00 p.m. Eastern Time to complete the survey over the phone. If you are unable to complete the survey online or over the phone, you may complete the PDF version [hyperlink to PDF] and return the completed survey to [fill study email address].

As a reminder, participation in this study is voluntary. Be assured that there will be no penalties if you decide not to respond, either to the information collection as a whole or to any particular questions. The information you provide will be private and will not be maintained or disclosed in identifiable form to anyone, except as otherwise required by law.

If you have any questions or concerns, please contact the Mathematica study team at [fill study email address]. Thank you for your time and your participation in this important study!

Sincerely,

Kristen Joyce  
Project Director, Survey of SNAP E&T Case Management

Public Burden Statement

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 2 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the following address: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314, ATTN: PRA (0584-xxxx). Do not return the completed form to this address.