Attachment K. SFTP Site Instructions for Submitting Administrative Data

OMB No. 0584-[NEW]

*Best Practices in Disaster Supplemental Nutrition Assistance Program (D-SNAP) Operations and Planning*

April 26, 2021

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SFTP Site Instructions for Submitting Administrative Data

**OMB Number: 0584-XXXX**

**Expiration Date: XX/XX/XXXX**

Dear [State],

Thank you for your continued cooperation with the Best Practices in D-SNAP Operations and Planning study. Please submit your datafiles to Insight’s Secure File Transfer Protocol (SFTP) site. Instructions follow; these will be provided separately to the State agency along with username and password:

1. Navigate to <https://connect.insightpolicyresearch.com>.

2. Enter your username (will be provided separately).

3. Enter your password (will be provided separately).

4. Upload the file.

If you are unable to submit data files via the SFTP site, please contact [PROJECT MANAGER NAME] at [TELEPHONE NUMBER] or [EMAIL ADDRESS].

Sincerely,

[PROJECT MANAGER NAME]

Project Manager

*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 5 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.*