

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*

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SFTP Site Instructions for Submitting Administrative Data

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

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