

# **Attachment M. Draft Email From State to Stakeholder**

OMB No. 0584-[NEW]

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

July 7, 2021

**Project Officer: Eric Sean Williams**

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

703.305.2640  
eric.williams@fns.usda.gov

## Draft Email From State to Stakeholder

---

Dear [NAME],

I'm writing to request your participation in a USDA Food and Nutrition Service (FNS) research study authorized under 7 U.S.C. 2026. The purpose of the study is to identify and document best practices in D-SNAP planning and operations. For more information about the study, please see the attached study overview.

USDA FNS has contracted with Insight Policy Research (Insight) to conduct the study, and trained interviewers from our research study team will be visiting [STATE] during the weeks of [DATE] to conduct in-person interviews with State SNAP staff, local SNAP office staff, and staff from our partner organizations such as yours. These conversations will focus on your experiences supporting D-SNAP after the [NAME/TYPE OF DISASTER] in [TIMING OF DISASTER]. I hope you are able to participate in a 60-minute in-person interview with us.

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 provided will be kept private, to the extent required by law and will not be maintained or disclosed in identifiable form to anyone.

Please let me know if you would be willing to participate. If you are available, a researcher from our research study team (copied on this email) will contact you to provide additional details, discuss logistics, and address any questions you may have.

Sincerely,

[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 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.*