

# **Attachment N. Email to Former Staff**

OMB No. 0584-[NEW]

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

July 10, 2021

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## Email to Former Staff

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Dear [NAME],

I am a researcher at Insight Policy Research, and we have been contracted by USDA to conduct a study authorized under 7 U.S.C. 2026 about best practices in Disaster Supplemental Nutrition Assistance Program (D-SNAP) operations and planning. For more information about the study, please see the attached study overview.

I'm writing to request your participation in this study. We are completing a case study of the [D-SNAP DETAILS]. Because you were the [FORMER POSITION] during the time of the D-SNAP, we would like to speak with you about your experiences related to D-SNAP planning and operations, as well as any challenges and lessons learned.

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.

We 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 stakeholder organizations. Would you be available for a 60-minute in-person interview during [DATE AND TIME]? If you would prefer, we could conduct the interview another time over the phone instead.

Please let us know if you would be willing to participate. We will be offering you a \$30 gift card as a token of appreciation which can be used to offset any transportation, childcare or cellular phone airtime. Once we hear back from you, we will 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.*