

Attachment C.2: Interview Confirmation Email Template for Grantees



SUBJECT: Summer Electronic Benefit Transfer (Summer EBT) 2019-2022 [Grantee or SFA]
Interview Confirmation

Dear [GRANTEE],

As we discussed in an earlier email, you were selected to participate in the 2019-2022 Summer EBT Evaluation Grantee Interview, which is part of the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) *Summer EBT 2019-2022 Evaluation*. We very much look forward to speaking with you on [SCHEDULED TIME AND DATE].

You are one of a small group of Grantees who has been asked to share your knowledge and experience regarding the processes, best practices, and challenges of Summer EBT program implementation. Through this research, we hope to gather critical feedback to inform future FNS Summer EBT program decisions.

During the interview we will ask questions about your experiences with implementing the Summer EBT program—topics such as issuance of benefits, populations served, potential impacts on other nutrition assistance programs, and your overall Summer EBT experiences.

We greatly appreciate your support of this study and **look forward to speaking with you on [SCHEDULED DATE AND TIME]**. Please let us know if you have any questions prior to the interview.

Best,
Summer EBT 2019-2022 Evaluation Team

The Food and Nutrition Service (FNS) is conducting this study to obtain information about the experiences of the Summer Electronic Benefit Transfer (EBT) Project by grantees, retailers, school districts and participants. Participation in this study is voluntary and the information collected will be used to understand how Summer EBT projects are implemented in varying settings. This study does not collect personally identifiable information. Information collected in this study will be kept private to the full extent permitted by law. 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 0584-0524. The time required to provide this information collection is estimated to average 1 minute per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review 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: USDA/Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-0524).